



**GOVERNING BOARD SPECIAL MEETING  
MARCH 27, 2017**

**MEMBERS PRESENT:** Jennifer Webster, Heidi Schultz, Janet Neff and Kevin Rossmiller (via phone)

**MEMBERS ABSENT:** Janice Allison, Earl Strupp, Barbara Chiles, Todd Caves, John Barton, Ginger Anderson, Sue Lyon, and Tammy Muerhoff (Ex-Officio)

**BHASED STAFF:** Christan Schrader and Joyce Utz

1. Call To Order

The Special Governing Board meeting was called to order by Vice-President Janet Neff at 4:33 p.m.

2. Roll Call

A quorum was present for the Special Governing Board meeting.

3. Designation of Bank Account Rights

Heidi Schultz made the motion to remove Catherine/Katie Kuehl from all of the BHASED bank accounts and to:

- Require two signatures on all checking accounts.
- Designate the Bookkeeper, Business Manager, and/or Director to make deposits in all bank accounts.
- Designate the Governing Board President and Director as co-signers on the following funds:
  - Education Fund (76)
  - Unemployment Fund (07)
  - Education Fund (73)
  - Payroll Account (04)
- Designate the Director and Bookkeeper as co-signers on the following accounts:
  - Activity Account (42)
  - Donation Account (67)
  - Imprest Account (94)

Jennifer Webster seconded the motion. The motion carried unanimously by a roll call vote. Ayes: Heidi Schultz, Jennifer Webster, Janet Neff and Kevin Rossmiller. Nays: None.

4. Adjourn

Kevin Rossmiller made the motion to adjourn. Heidi Schultz seconded the motion. The motion carried unanimously by a voice vote. The meeting was adjourned at 4:36 p.m.

Respectfully,

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Janet Neff, Vice President

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Joyce Utz, Recording Secretary