



October 2018

TCRFC Board Meeting Minutes

October 5, 2018

2:00 pm, Bastrop, TEXAS

Approved October 14, 2018

Board Members:

- Present:
 - Clara Beckett, Chair
 - Brenda Retzlaff, Region II Representative
 - Marsha Hardy, Region IV Representative
 - Wayne Boutinghouse, Vice-Chair
 - Marilee Pfannstiel, Treasurer
- Absent:
 - Linda Raschke, Secretary
 - Vacant Representative, Region I Representative
 - Cristy Vaught, Region III Representative

Others Present:

- Wes Birdwell, Interim Executive Director
- Markie Casebier, Administrative
- Hannah Quackenbush, Bastrop Co.
- Cynthia Birdwell, Administrative Support

Quorum Present: Yes

Agenda Items:

- Meeting was called to order at 2:00 pm by Clara Beckett, Chair
- **Discussion on TCRFC continuation and/or Renewal:**
 - ◆ TCRFC's mission - is it too similar to TFMA and should be dissolved?
 - ◆ Organization needs to renew its purpose and obtain new leadership
 - ◆ Executive Director is needing to be replaced; Wes Birdwell is available but information is needed to clarify any conflict of interest and/or role in Half
 - ◆ Items that need to be updated were discussed: non-payment of members dues; non-payment of website host (Half) for 2017; IRS document needed to be updated and finalized; TFMA lease updated or terminated, which would require records moving; website needs updating; administrative help needs renewing; bank account needs EC and Treasurer's signatures authorized.

→ **Action items:**

- ◆ Terminate TFMA leasing contract and bring payments up to date.
- ◆ Update the expired Charter document - Chair will commit to this
- ◆ Terminate Halff website hosting contract
- ◆ Finalize Executive Director position - Chair will draft a contract proposal for Executive Director and Administrator to be voted upon at a future meeting
- ◆ Letter signed for final payment for Jeff Ward (contractor for Mitigation plan)
- ◆ Gather outstanding membership dues - Interim ED commits to this
- ◆ Payment to retiring Executive Director for the last 6 months services
- ◆ Terminate Administrative support role for Markie Casebier
- ◆ Relocate records
- ◆ Surveys will be gathered for board members commitment - Chair commits to item
- ◆ TFMA accountant had been working with books and needs to be relieved of duty
- ◆ 2019 is a voting year, so vacancy needs will need to be looked at in the bylaws, which will guide decisions

→ **Motion:**

- ◆ Marsha motioned to authorize Cynthia Birdwell with Halff for website access.
- ◆ Marsha motioned to authorize Cynthia Birdwell to work with Markie to move records.
- ◆ Chair seconded the motion.
- ◆ The motion was approved unanimously.

→ **Motion:**

- ◆ Clara motioned to authorize Wes as interim ED and accept Mickey's resignation.
- ◆ Marsha has seconded both items
- ◆ The motion was approved unanimously.

→ **Motion:**

- ◆ Clara motioned to authorize Marlee and Wes as the signatories for the bank account.
- ◆ Brenda seconded the motion
- ◆ The motion was approved unanimously.

→ **Meeting was adjourned at 3:30 pm.**

Respectfully submitted,

Cynthia Birdwell
Administrative Support