

ADMINISTRATIVE COMMITTEE
Minutes of Meeting
February 15, 2006

The first meeting of the newly formed Administrative Committee, chaired by Cathy Naugle, took place February 15, 2006 from 7:00 to 9:00 PM. Committee members present: Peter Hartz, Ch of Budget Committee, and Gary Gordon. Excused absence: Sandra Cuneo. Absent were: Betsy Mogul, Armen Vartanians, and Wendy Ramallo. Guests were GTLNC Councilmember Diane Swarek and Stakeholder Theresa Karam, PhD.

The Budget Committee and Government Relations now come under the Administrative Committee umbrella.

Request for funds regarding proposed alley closure

- Theresa Karam requested \$6,000 to be set aside for an application fee for the closure of the North/South alley way adjacent to her property.
- Theresa Karam was advised her request must go through the Public Safety Committee and be approved and then move to the GTLNC monthly meeting for Council approval.
- At that time, pending Council approval, funds would be dedicated for this expenditure.

Credit/Debit Card The Bof A replacement credit/debit card with the new Treasurer's name is pending. There is enough cash on hand to cover refreshments for the monthly meeting.

QuickBooks program

The Product Code is missing. Cathy Naugle will try to get a new Product Code. Will ask John Adair, former Treasurer, for copy of receipt.

Utilization of funds that benefit the community

- Mayor's Day of Service – cleaning up Magnolia Blvd is proposed as the GTLNC project
- Have Outreach be more aggressive with mailings to the stakeholders – Peter Hartz would issue a Demand Warrant as soon as a request from Outreach is received for meeting notification postcard. Admin Committee requested to be mailed within the first two weeks of March
- Have name plates on the trash cans the GTLNC purchased for Riverside Dr.

GTLNC Office Manager

- Have Karen Goldwasser modify a form for John Moskal's benefit which will make inserting the calendar info into the stakeholder posting easier.
- Monthly calendar is well received and would like to add the City monthly meetings so Council members have this information available if they would like to attend.
- A request will be sent to all GTLNC members stating that if they envision needs for secretarial help on a monthly and/or project basis, they are to first look to their committee to resolve this need.
- If there still exists a need for secretarial services, Karen's time for that committee and/or project will be charged to that committee.
- Cannon copier/printer should be hooked up to the GTLNC computer and a "Copier Training" class will be scheduled. Requesting 1 to 2 people attend from each committee.

Government Relations Committee

- Sandra Cuneo is unavailable for two months, but would like to remain involved on the GTLNC.
- Terry Davis spoke to Wendy Ramallo about taking over the position of Chair of that committee until Sandra returned.
- Gary Gordon volunteered to help Wendy chair that committee and organize the attendance of the monthly City meetings so we would have a representative attending most meetings.

Hospitality Committee

Placed under Outreach's umbrella and monies budgeted to the Administrative Committee be moved to the Outreach Committee.

Meeting was adjourned at 9:00 PM.
Respectfully submitted, Cathy Naugle