

**DUQUESNE PD ACTIVITIES COMMITTEE
OCTOBER 30, 2019 MEETING MINUTES**

CALL TO ORDER

The meeting for the Duquesne PD Activities Committee was called to order at 11:42 a.m. by President Flo Dempsey.

ROLL CALL

Answering Roll Call were Sara Ellsworth, Becca White, Flo Dempsey and Melody Cundiff.

AGENDA

Motion made by Becca White, second by Sara Ellsworth to approve the agenda as presented. Voting in favor were White, Ellsworth, Dempsey and Cundiff. Nays: None. Motion carried.

MINUTES

Motion made by Sara Ellsworth, second by Becca White to approve the October 25th minutes as presented. Voting in favor were White, Ellsworth, Dempsey and Cundiff. Nays: None. Motion carried.

OLD BUSINESS

Melody shared with the committee that Gary had some concerns about the checks only having one signature line, that the minutes need to be amended following the correct procedure and making sure that the minutes being approved are included in the minutes. He also had concerns about the debit card on the Activities Fund account and about being able to donate the candy and hotdogs that were not used for the event.

The committee pointed out that the debit card is at City Hall at all times unless it has been checked out. Melody told the committee that she plans on emailing Mike with a list of these concerns to find out what he would suggest that we do.

Melody went on to explain to the committee that once she gets all the minutes redone, we will need to approve the amended minutes at the next meeting by date.

Gary came in to join the meeting and explained to the committee that the minutes were not complete and needed to be amended and then reapproved. The committee told he that the two signatures on the checks can be done and the reason for the debit card is because there are a lot of places that don't accept checks and those are the places that the debit card is used. That there needs to be a procedure set up for the use of the debit card. He let the committee know that a lot of what they do needs to be recorded in the minutes, if you know that you are going to buy something then it needs to be in the minutes with a motion to approve that purchase. So what the committee needs to do is tighten up the minutes and justify the minutes.

Sara Ellsworth went up to Party City to purchase an additional balloon for the event on Saturday October 26th as well as asking them to blow up 30 additional balloons that were purchased by President Flo Dempsey for the event. Motion made by Melody Cundiff, second by Becca White to approve this additional purchase for the October 26th event. Voting in favor were White, Dempsey, Ellsworth and Cundiff. Nays: None. Motion carried.

The Committee had to send out a police officer to buy additional candy and hotdogs for the event on Saturday night, October 26th. Motion made by Becca White, second by Flo Dempsey to approve this additional purchase. Voting in favor were White, Dempsey, Ellsworth and Cundiff. Nays: None. Motion carried.

NEW BUSINESS

Sara asked the committee if they wanted to look at the calendar and set a date for the next event. Becca suggested that we wait until the next meeting to start setting dates for next year.

Melody suggested that we schedule another meeting where we can get all the paperwork lined out correctly and then we will be able to move forward with plans.

The committee went over the insert for the thank you notes. A motion was made by Becca White, second by Sara Ellsworth to have this insert written in the thank you notes. Voting in favor were White, Ellsworth, Dempsey and Cundiff. Nays: None. Motion carried.

It was brought up that we will need more hay bales for next year for more seating. It was also mentioned that we need to order a second photo back drop for the other side of the building. Becca brought up that we will need to get a larger grill for next year's trunk or treat.

Flo stated that in January she would like to start a donation campaign.

Our next meeting will be held on Tuesday, November 5th at 11:30 a.m.

There was no further business, a motion was made by Becca White, second by Sara Ellsworth to adjourn the meeting. Voting in favor was Ellsworth, White, Dempsey and Cundiff. Nays: None. Motion carried. Meeting adjourned at 12:35 p.m.