

Next Meeting: *February 5<sup>th</sup> 2018*

**MINUTES FROM THE LEXINGTON CO-OPERATIVE SPECIAL ELECTRONIC BOARD MEETING**

*January 24-25 2018 via Email*

**Attendance:** Elizabeth Robinson, Alison Wilcox-Lanfear, Heather Lazickas, Matt Caldiero, Hope Hoetzer-Cook, Marissa Pace, Derek Bateman, Marty Knauss and Peter Cimino

***Alison Wilcox* emailed the entire board at 10:04AM on January 24<sup>th</sup>**

Agenda Item	Discussion/Documents Reviewed	Board Action
President's Email	<p><b>Alison Emailed the board at 10:04AM on January 24<sup>th</sup> (All board members were notified of the motion and acknowledged receipt of the email).</b></p> <p><b>"Steps for electronic voting:</b></p> <ol style="list-style-type: none"><li>1) Motion to be seconded.</li><li>2) After reviewing, Reply all.</li><li>3) In your response, write: "I have received the above motion. I vote _____ (yes, no or abstain).</li></ol> <p><b>Rationale for motion:</b></p> <p>Jenny Bruce, the Finance Manager, will be gone for the month of February and Tim will be gone for one week in February. During this time Tom Vrabel will be filling in for some of Jenny's responsibilities. Part of this includes overseeing the signing of checks and other banking matters. In order for him to be able to write checks we need the board to authorize him to have access to the account. Jenny will be leaving very shortly after the February board meeting. In order for us have time to set up all of the necessary permissions we need to act on this soon. The banks require board authorization. Therefore, we are requesting that the board hold an online vote to authorize Tom to have access to these accounts. We are also motivated to do this in order to have more people capable of performing vital functions of the co-op. This will provide useful even when Jenny, Tom and Jenny are all working.</p>	
<b>Motion to Authorize Tom Vrabel to endorse checks and orders with two financial institutions</b>	<p><b>Motion: I move to approve the following resolutions:</b></p> <p>For the NCB accounts: "Authorize agent Tom Vrabel to Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this financial institution"</p> <p>For the Bank of America account: "Authorize agent Tom Vrabel to endorse checks and orders for the payment of money and otherwise withdraw and transfer funds on deposit with Bank of America."</p> <p>Motion: Alison, Second: Hope, Motion Passed. Vote: 9-0</p>	
<b>Adjournment</b>	<b>Meeting was adjourned at 8:37AM on January 25 2018 when the final board member voted.</b>	

Respectfully submitted by *Tom Vrabel* on January 25<sup>th</sup>, 2018