

# STEP Association Regular Board Meeting

## AGENDA

March 27 2014 4:00 PM

Canterwood Commercial  
5727 Baker Way, Ste. 101

### Attendees (Board):

- Ed Caudill
- Chuck Pruitt
- Ken Sadoian
- Alan Weiss
- Michael Williams

### Attendees (Others):

- Russell Tanner
- Eva Hill

## **Board Business**

1. Additions to the agenda
2. Approval of minutes of last meeting (January 23, 2014)
3. Opportunities for guests to address the Board on agenda or other matters
4. Financial and Legal
  - Financial Review – monthly financial report of February 2014 (Mr. Caudill)
  - Discussion of any Legal matters (liens, collection efforts)
  - STEP Board legal authority (Mr. Pruitt) – Mark Roberts letter
5. Operation
  - Report on Mag Meter readings
  - Report on the number of inspections conducted to date.
  - Discussion of security of vault and Magmeter site (fencing the area).
  - Monthly update letter
  - Review the determined term dates for of each Director in accordance with the by-laws.
6. Administrative
  - Determine several dates to meet with the city and develop an agenda.
  - Discussion regarding the development of a process to open board meetings to all members. (Mr. Williams)
  - Discussion regarding Member's "As Built" data being posted to website
  - Assignment of new action items, if any
7. Other Business, if any

## **Existing Projects/Pending**

1. Membership water meter usage data from Pen Light; city billing and future member assessment implications
2. 2013 Income tax return completion
3. File 2013 Annual Non-Profit Report
4. 2013-14 Insurance policies renewal

## **Next meeting; adjournment**