



**FINANCE COMMITTEE
PROPOSED MEETING MINUTES**

May 9, 2018 (Wednesday) at 5:00 p.m.
Tri-County Regional Planning Commission

- I. **Approval of Agenda**
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Swope to approve the agenda.
MOTION CARRIED UNANIMOUSLY.

- II. **Approval of April 11, 2018 Minutes**
It was **MOVED** by C/Swope, **SUPPORTED** by C/Watkins to approve the minutes.
MOTION CARRIED UNANIMOUSLY.

- III. **Finance Report for April 2018**
The finance report was reviewed by Finance Coordinator Hoffman. C/Eakin repeated his request that the monthly expenses be separated by General Fund (Commission project) expenditures and Program expenditures. Coordinator Hoffman explained that he thought the next agenda item that shows the General Fund (Commission project) on a quarterly basis with the budget would be more helpful. Hoffman said he would provide the revised report for the Commission packet.

It was **MOVED** by C/Watkins **SUPPORTED** by C/Schafer to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**

- IV. **Commission Finance Report for Jan. to March 2018**
Coordinator Hoffman explained that the report is the same format that was provided in January. It was decided that this report would be provided quarterly.

It was **MOVED** by C/Watkins **SUPPORTED** by C/Swope to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**

- V. **Expenditures Report for April 2018**
C/Eakin explained his concern that the Finance Committee and the Commission need to approve all expenditures. There was a question about the Constant Contact expense. It was explained that it is an email marketing service that we use.

It was **MOVED** by C/Watkins **SUPPORTED** by C/Swope to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**

- VI. **Adjourn**
It was **MOVED** by C/Swope **SUPPORTED** by C/Schafer to adjourn the meeting at 5:25 p.m. **MOTION CARRIED UNANIMOUSLY.**

*The next meeting of the Finance Committee will be
Wednesday, June 13, 2018 at 5:00 p.m. at the TCRPC Office.*

2018 Finance Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/10	2/14	3/14	4/11	5/9	6/13	7/11	8/8	9/12	10/10	11/7	12/5
Christine Barnes	Eaton County	N/A	N/A	X	X								
Peter Spadafore	City of Lansing, Council	N/A		X	X								
Chris Swope	City of Lansing	N/A	X	X	X	X							
Adam Stacey	Clinton County Board of Commissioners	N/A											
Gail Watkins	Clinton County Road Commission	N/A	X	X	X	X							
Kent Austin	Eaton County Board of Commissioners	N/A	X	X	X								
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	X	X	X							
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A		X									
Randy Schafer	Ingham County Board of Commissioners	N/A	X		X	X							
TOTAL (9)		/	5	7	7	4							

Others in attendance

1/10/2018: Meeting was attended by members appointed in 2017; TCRPC Staff: James Snell and Greg Hoffman

2/14/2018: TCRPC Staff: James Snell and Greg Hoffman

3/14/2018: TCRPC Staff: James Snell and Greg Hoffman

4/11/2018: TCRPC Staff: James Snell and Greg Hoffman

5/09/2018: TCRPC Staff: James Snell and Greg Hoffman