Administrative Services Leadership Team Meeting Minutes
DATE: October 10, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

X	Chris Clark		X	Don Koch
X	Dwayne Fehrenbacher			Brandy Woods
X	Cheryl Cummins			

I. **Call to Order** – Chris Clark

II. **Additions to the Agenda** – No Additions Added

III. **Items for Discussion/Updates** –

Business & Finance:

- Spoke with Brad McCormick regarding the GFOA on Wednesday, October 4

Information Technology:

- Ordered Dr. Taylor a new computer
- ILP Certification meeting is later this week
- MDR is ready to be submitted for the October 19, 2023 Board Meeting
- Rob and Alicia have plans to attend the Fort Massac Encampment this week, and are taking the VR sets for an interactive historical look back at Fort Massac
- CJD Recycling is sending $670 for the 12 pallets of unused IT equipment that they picked earlier this summer

Facilities:

- Regional High School Band will be Thursday. Setting up gym for practice and concert Thursday at 7pm.
- Traveler's Insurance is coming to inspect boilers today, 10.10.23
- White and Borgognoni Architects, P.C. were here last week with paint samples for CDB Project #810-086-018, replacement of interior and exterior doors.

IV. **New Business:** No new business was brought before the team

V. **Next Meeting:** October 17, 2023 at 8:30am

Adjournment