

Administration Committee Meeting Minutes

Productive Living Board

Tuesday, June 25, 2024 at 3:30 PM CDT

Attendance

Present:

Members: Lauri Koster, Michele Liebman, Scott Malin, Bob Wallace

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration

Absent:

Members: Jasmine Chen

I. Call to Order

A quorum was present and due notice had been published.

Ms. Liebman called the meeting to order at approximately 3:30 p.m.

II. Board Action Items

A. 403(b) Plan Investment Options

Mr. Malin moved that the Administration Committee approve the 403(b) plan investment options as presented. Mr. Wallace seconded the motion.

Mr. Kaufmann reviewed the 403(b) investment options and answered questions from the Committee.

The motion passed with Ms. Liebman abstaining.

B. Personal Financial Disclosure Resolution

Ms. Koster moved that the Administration Committee approve the Personal Financial Disclosure Resolution, as presented, that will allow Productive Living Board to use the Conflicts of Interest Policy as stated in Section XV of the Productive Living Board Bylaws as their method of disclosing conflicts of interest. Mr. Malin seconded the motion.

Ms. Herschbach discussed the Personal Financial Disclosure Resolution and the PLB Conflicts of Interest Policy.

The motion passed unanimously.

III. Board Consent Agenda Items

Ms. Liebman noted that the consent agenda items will be included for approval at the July Board meeting.

IV. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 4:40 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Becky Herschbach".

Becky Herschbach

Executive Director

The above minutes were reviewed and approved by Michele Liebman, Administration Committee Chairperson