

**PACOG**  
**PA Council of Governments**  
**Board of Directors Meeting**

July 22, 2024  
Via Zoom



## 1. Call to Order:

Board Chair An Lewis called the meeting to order at 9:24 am.

## 2. Roll Call and Introductions:

The roll was called to establish a quorum. Present were Scott Binkley (Centre Region COG), Gary Myers (Capital Region COG), Amanda Settelaar (Turtle Creek Valley COG), and Chair An Lewis (Steel Rivers COG). A quorum was established.

Also, in attendance were Rhonda Campbell, Program Director, Capital Region COG; Bethany Williams, Local Government Policy Manager, DCED; Terri Cunkle, Local Government Policy Specialist, DCED; and the following members of the Consulting Team: Joy Ruff, LGA (contractee), Cindy Bahn, Debby Grass, and Tricia Levander.

### 3. Report from the Chair: Appointment of LGA and Consulting Team

Action: Motion to appoint Local Government Academy (LGA) and the consulting team of Cindy Bahn, Debby Grass, and Tricia Levander to engage in activities detailed in the Scope of Work between LGA and the PA Department of Community and Economic Development (DCED).

Moved: Mr. Binkley                      Second: Ms. Settelmaier  
All voted in favor of the motion. Motion passed 4-0 with no abstentions.

## 4. Financial Report

Action: Motion to receive the 06.30.24 Financial Report as presented.

Moved: Mr. Binkley                                Second: Mr. Myers  
All voted in favor of the motion. Motion passed 4-0 with no abstentions.

### 5. Items for Action and Discussion:

**a. Setting a Board of Directors Meeting Schedule.**

The board would like to meet quarterly; the consulting team will send out potential meeting dates and times. The board will continue to meet virtually.

**b. Appointing Additional Board Members.**

After much discussion, the board was in consensus that this item be placed on hold pending amendments to the organizational bylaws.

**c. Reviewing the Bylaws Adopted 05.29.24.**

There was discussion around the current bylaws, but no action was taken.

**d. Motion to Ratify the Online Vote to Establish an Account with First Commonwealth and Appointing An Lewis and Amanda Settelmaier as Signatories.**

Moved: Mr. Binkley

Second: Mr. Myers

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**e. Motion to Authorize Online Banking at First Commonwealth Bank and Granting Read-Only Rights to Deborah Grass and Tricia Levander.**

Moved: Mr. Myers

Second: Mr. Binkley

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**f. Motion to Approve the Purchase of QuickBooks Online at a Cost of \$90/month (\$27/month for 3 months, then \$90/month).**

Moved: Ms. Settelmaier

Second: Mr. Myers

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**g. Motion to Approve an Agreement with Course Vector for Website Updates at a Cost Not to Exceed \$674 (cost determined by plan option).**

Moved: Mr. Binkley

Second: Ms. Settelmaier

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**h. Motion to Appoint Tricia Levander as Website Manager.**

Moved: Ms. Settelmaier

Second: Mr. Binkley

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**i. Motion to Approve the Purchase of Microsoft Office 365 at a Cost of \$22/user/month.**

After discussion, the Chair amended the motion as follows:

**Motion to Approve the Purchase of Microsoft Office 354 at an Annual Cost Not to Exceed \$500.**

Moved: Mr. Myers

Second: Ms. Settelmaier

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**j. Motion to Approve the Distribution of a Membership Survey.**

The purpose of this, and any subsequent surveys, was discussed, as well as the timeframe as related to branding efforts.

Moved: Mr. Binkley

Second: Ms. Settelmaier

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

**6. Other Unfinished or New Business**

**a. Motion to Authorize An Lewis to Solicit Quotes for Directors and Officers Liability Insurance.**

Moved: Mr. Binkley

Second: Mr. Myers

All voted in favor of the motion. Motion passed 4-0 with no abstentions.

b. **Motion to Authorize An Lewis and Amanda Settelmaier to Solicit Quotes for Branding PACOG.**

Moved: Mr. Binkley

Second: Mr. Myers

All voted in favor of the motion. Motion passed 4-0 with no abstentions

**Adjournment:**

There being no further business before the board, the Chair adjourned the meeting at 10:43 am.

**ATTEST**

**PACOG**

X

*Cindy L. Bahn*

Cindy L. Bahn, JD. MBA

X

Amanda Settelmaier  
Secretary/Treasurer