

MINUTES
Special Board Meeting
August 31,2003

Present were Liam Kelly, Director and Jane Morrissey, Director/Clerk

MOTION: by Jane Morrissey, second by Liam Kelly:That Rob Trowbridge's resignation as Director and Treasurer be accepted, effective immediately.**PASSED:** All in favor

MOTION:by Jane Morrissey, second by Liam Kelly :That George Austermann be appointed Treasurer. (He is currently Acting Treasurer)**PASSED:** All iin favor

MOTION:by Liam Kelly, second by Jane Morrissey: That Bill Waters be appointed as Director to fulfill the remainder of the term vacated by Rob Trowbridge.**PASSED:** All in favor

The Maintenance "chain of command" was unanimously approved by both directors.

Maintenance issues are re reported to Paul, our Maintenance Manager in writing or via phone in emergency situations

The Maintenance Manager reports to the Point of Contact , Tom Forman

The Point of Contact is a liason between the Maintenance Manager and the Board

One Board Member, Liam Kelly, will serve as the representative to the Point of Contact and bring appropriate issues before the entire Board

If Tom is not available, then Paul will interface directly with Liam

Respectfully submitted,
Jane Morrissey, Clerk