



**SERC Board of Directors
Virtual Regular Meeting
Attendance and Action/Motion Information**

**December 15, 2020
12:00 p.m. – 2:00 p.m.**

Present: Erin Benham, Elizabeth Brown, George A. Coleman (joined the meeting at 12:15 p.m.), Jeffrey Leake, Richard Porth, Agnes Quinones, Charlene Russell-Tucker, Tom Swan, and Brittney Yancy.

Absent:

Others Present: Ingrid M. Canady, Executive Director, Stephen Proffitt, Director for Special Education Programs & Instructional Design, Kristy Giacco, Program Services Manager, Michelle Weaver, Consultant/Legal Counsel/ Legislative Liaison, Glen Hale, Chief Financial Officer, Krystal Hewitt, Human Resources Manager, Sarah Jones, Consultant, Van Kolton, Facilities Manager, and Jennifer LeBrun, SERC Executive Assistant.

I. Call to Order

The meeting was called to order by Elizabeth Brown at 12:12 p.m.

II. Public Comment*

Michelle LeBrun-Griffin, SERC Consultant, provided public comment thanking and congratulating Mr. Coleman on his retirement from the SERC Board of Directors.

Janet Zarchen, SERC Consultant, provided public comment thanking and congratulating Mr. Coleman on his retirement from the SERC Board of Directors.

Jennifer LeBrun, SERC Board of Directors Executive Assistant, provided public comment by reading for the record an email from Nikki Hendry, SERC Consultant, thanking and congratulating Mr. Coleman on his retirement from the SERC Board of Directors.

III. Approval of the Draft Minutes of the October 27, 2020, Regular Meeting

"Motion to approve draft minutes of the October 27, 2020, Regular Meeting."

Motion: Dr. Quinones

Second: Mr. Porth

Vote on Motion:

In favor: 8 (Benham, Brown, Leak, Porth, Quinones, Russell-Tucker, Swan and Yancy)

Opposed: 0

Abstained: 0

IV. Approval of SERC Reserve Fund Policy

Glen Hale, SERC CFO, shared that the purpose of the Reserve Fund for the State Education Resource Center (SERC) is to help ensure the long-term ability of the organization to meet its mission.

The Reserve Fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of SERC for reserves to be used and replenished within a reasonable period of time which should not exceed a year but would be subject to circumstances. The Reserve Policy will be implemented in concert with the other governance and financial policies of SERC and is intended to support the goals and strategies contained in all related policies and in strategic and operational plans.

"Motion to approve the SERC Reserve Fund Policy"

Motion: Dr. Quinones
Second: Mr. Porth

Vote on Motion:

In favor: 9 (Benham, Brown, Coleman, Leak, Porth, Quinones, Russell-Tucker, Swan and Yancy)

Opposed: 0

Abstained: 0

Adjournment

Meeting adjourned at 1:52 p.m.