

**Times2 Incorporated**

**Board of Directors Meeting**

**18 October 2011**

**4:40 pm**

**The Meeting was called to order by Ken McDaniel at 4:40 pm**

**In attendance: Ken McDaniel, Ed Givens, Ethan Stapleton, Don Stanford, Lynn Lawson, Lloyd Matsumoto, Jason Markham**

**Staff in attendance: Leslie Wildes-Brown, Maribeth Marceau**

**1. Presentation of Independent Auditor's Report, year Ended June 30, 2011, was provided.**

**2. Committee Reports**

- Education related - Leslie Wildes- Brown commented on the on-going effort in compiling the Annual Report required by RIDE.**
- Finance - Ethan Stapleton – commented on developing processes to enhance check-writing and fund transfer controls.**
- Board Development – Eddy Givens noted on-going efforts to solicit, interview, and nominate potential Board member.**

**3. Staffing Actions**

- Don Stanford reported on progress in staffing the Executive Director position.**
- Dean of Students position – Eddy Givens has volunteered to continue follow-up efforts to fill the position with the Deans.**

**4. Building Maintenance – Ken McDaniel noted continued efforts to establish a HVAC maintenance plan and to proceed with façade repairs**

**5. Old Business- Ethan Stapleton presented a resolution re earmarking a use for the Don Sanford endowment Fund (attached.) The Board approved unanimously approved the resolution.**

**There being no further business, the meeting was adjourned at 5:45pm.**

**Respectfully submitted,  
Kenneth McDaniel**