

**PACD Ways and Means Committee  
Ramada Conference Center, State College, PA  
January 24, 2017  
11:15am-12:15 pm**

**Welcome and Roll Call**

Chairman and PACD Treasurer Kenneth Meck welcomed everyone to the meeting and called the meeting to order at 11:15 am.

*Committee members in attendance:* Mary Ann Bower, Clinton; John Dryzal, Cambria; Jim Garner, Susquehanna; Bill McFadden, Lehigh; Kenneth Meck, Lancaster; Glenn Seidel, Berks;; Samuel Worley, Franklin;

*Others in attendance:* Chuck Duritsa, Westmoreland; Kerry Fetter, McKean; Murray Laite, Mifflin; JoAnn McCready, Lawrence; Maryruth Wagner, Columbia.

**Minutes of Previous Meeting**

The minutes of the previous meeting were provided to members for their review.

*It was moved by Bill McFadden and seconded by Sam Worley to approve the minutes of the previous meeting on July 27, 2016. Motion carried.*

**Review of FY 2016-2017 mid-year Financial Reports (July 2016-December 2016).**

The financial reports for PACD for the time period July 2016-December 2016 were provided for review and discussion.

**Review of FY 2017-2018 draft budget and proposed dues.**

A proposed budget for FY 2017/2018 and FY 2018/2019 were provided for review and discussion. The Committee was reminded that the mortgage on the PACD building will be paid off in early 2018.

It was discussed and decided, that in accordance with the PACD Budget Preparation Procedure, during March of this year, members of the committee will provide input to the Executive Board and assist in preparing a final 2017/2018 draft budget.

The committee acknowledged that the PACD Executive Board is addressing the issue of a reserve fund and recommends that staff investigate various investment products such as a certificate of deposit, or money market account.

The committee discussed the possibility of creating a line in future budgets to allocate an amount to be reserved for future capital improvements. The committee suggests that a building inspection be completed to provide an overview of the condition of the physical building and a schedule prepared to address any needed improvements. When maintenance costs are determined, a goal and cap can be established for the capital improvement fund.

**Adjournment**

*It was moved by Bill McFadden and seconded by Jim Garner to adjourn the meeting at 12:10 PM. Motion carried.*