**Executive Board Meeting 19-19 – EMERGENCY MEETING**

**Wednesday, December 11, 2019 @ 11:30am**

**MSU Boardroom, MUSC room 201**

**Called to Order 11:58am**

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| **Present** | Figueiredo, Herscovitch, Johnston, Marando, Mesic, Singh |
| **Late** |  |
| **Absent** | Belliveau, Hackett, Homsi |
| **Others Present** | V. Scott (Recording Secretary) |

**1. Adopt Agenda**

**Moved** by Singh, **seconded** by Mesic to adopt the agenda, as presented.

**Passes Unanimously**

**2. Operating Fund Allocation**

**Moved** by Johnston, **seconded** by Singh that the Executive Board approve the Operating Fund Allocation to budget line 6715-0101, Administrative Purchased Services to $55,000, with the authority given by the Full Members of MSU Incorporated.

* Johnston thanked everyone for coming to this meeting. They went over the memo with the Board, they stated that pending approval they should be able to select someone by the end of the week and have them start in January.
* Figueiredo stated that there was a positive reception at the SRA meeting and not too many questions.
* Johnston stated that the timeline will be six weeks from the start until the end, and that the operating fund needed to be allocated because the admin purchase line only has $10,000 in it right now so this will bring it up to the amount needed for the review.
* Singh asked what the three proposals were.
* Johnston responded that they have narrowed it down to Polaris, KPMG, and MNP.

**Vote on Motion**

**Passes Unanimously**

**3. Information and Questions**

* Singh asked if their statement was being posted online. Marando responded that they haven’t looked into it, but that Singh could ask the Speaker to post it on the SRA page.
* Marando asked everyone to please send in their schedules to Scott.
* Scott stated that tomorrow was the last day for the Mitten Tree.

**4. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**TBD**

**MSU Boardroom, MUSC 201**

**Moved** by Herscovitch, **seconded** by Mesic that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 12:06pm**

/vs