

DRAFT MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

January 8, 2024

Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, David Pfeiffer, Heidi Murphy (6:01 pm)

Commissioners Absent: Nick Zavos

Staff Present: Tanya Sime, Steve Steinhoff, Jason Valerius

Others Present: Forbes McIntosh

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:01 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **Minutes of the December 11, 2023, Executive Committee Meeting (*actionable item*)**

Mr. Mc Keever moved for approval of the Minutes of the December 11, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

4. **Authorize Agency Director to Execute Amendment to the Research Agreement with UW-Madison (*actionable item*)**

Mr. Hampton moved for approval of the Agency Director to Execute Amendment to Research the Agreement with UW-Madison. Ms. Murphy seconded. The motion passed on a voice vote.

5. **November 2023 Financial Statements and the December 2023 Operating Account Reconciliation (*actionable item*)**

Ms. Murphy moved for approval of the November 2023 Financial Statements and the December 2023 Operation Account Reconciliation. Mr. Mc Keever seconded. Mr. Steinhoff stated that the surplus of \$82,000 will be smaller at the end of the year due to some large expenses. The motion passed on a voice vote.

6. Future Agenda Items (next meeting is **Monday, February 5, 2024**, via Zoom webinar at **6:00 pm**)

Send out Future Meeting Calendars to Commissioners.

7. Adjournment

Mr. Hampton moved for adjournment. Ms. Crombie seconded. The meeting adjourned at 6:17 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted



Kris Hampton, Secretary