

Minutes
of the Executive Committee
of the Capital Area Regional Planning Commission

March 11, 2024

Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, David Pfeiffer, Heidi Murphy

Commissioners Absent: Nick Zavos,

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

David Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No Public Comment.

3. **Minutes of the February 8, 2024, Executive Committee Meeting (*actionable item*)**

Ms. Murphy moved for approval of the minutes of the February 8, 2024, Executive Committee Meeting; Mr. McKeever seconded. The motion passed on a voice vote.

4. **January 2024 Financial Statements and February 2024 Operating Account Reconciliation (*actionable item*)**

Mr. McKeever moved for approval of the January 2024 Financial Statements and the February 2024 Operating Account Reconciliation. Ms. Murphy seconded. The motion passed on a voice vote. Mr. McKeever questioned if we could do comparisons with the same period in the prior year and if we would benefit from the comparison. Mr. Valerius responded that there is a benefit, that we will first get back to reporting budget vs actual results with the new accounting system and we can then build out reporting over time with the new accounting system to see trends. Mr. Hampton asked if payroll was higher than usual in February related to benefit payouts for retiring staff; Mr. Valerius affirmed that.

5. Future Agenda Items (next meeting is **Monday, April 8, 2024**, via Zoom webinar at **6:00 pm**)

No future agenda items.

6. Adjournment

Mr. Hampton moved for adjournment. Ms. Murphy seconded. The meeting adjourned at 6:13 PM.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted



Kris Hampton, Secretary