

TIES
 Technology and Information Educational Services
 Executive Committee Meeting

March 16, 2016

Pursuant to due call and notice thereof, the regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:05 a.m. on Wednesday, March 16, 2016, in the Snelling Room, TIES 1667 Snelling Avenue North, Falcon Heights, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Mr. Mike Bash; Mr. Jim Burgett; Dr. Deb Henton; Mr. Dan Hoverman (arrived at 7:17 a.m.); Dr. John Schultz (arrived at 7:14 a.m.); Mr. Jim Skelly; and Dr. Mark Wolak, Executive Director. Also present were TIES Staff Members Shana Finnegan, Chief Operating Officer; Georgia Kedrowski, Chief Experience Officer; Denise Sundstrom, Chief Financial Officer; and from TIES Wide Area Transportation Services (WATS) Lance Libengood, Transportation Director. Members absent: Mr. David Law and Ms. Sue Heidt, Coordinator Rep.

Mr. Mike Bash moved, seconded by Mr. Jim Skelly, approval of the agenda. The motion carried unanimously.

Mr. Mike Bash moved, seconded by Mr. Jim Burgett, approval of the consent agenda. The motion carried unanimously.

The consent agenda items approval included: the minutes of the February 17, 2016 regular monthly meeting, the Treasurer's List of Disbursements for the period ending February, 2016, categorized as follows:

Claim payments for February, 2016		
Check:	201672-201676	\$ 2,756.97
	205562-205744	2,549,850.31
E-payments:	80005876-80005922	19,078.32
Wire Transfers:	90000188-90000195	92,798.23
Totaling:		\$ 2,664,483.83
Payroll for February, 2016		
Direct Deposit:	41928-42142	
Totaling:		\$ 432,747.55
Receipts for February, 2016		
Receipt:	11290-11343	
Totaling:		\$ 3,986,329.97

The following new hires: Damion Alexander, 1.0 FTE DevOps III, grade 7, effective March 9, 2016, Jerome Figueroa, 1.0 FTE Manager, Software Development, grade 8, effective March 28, 2016. The following change of assignments: Cole Erikson, 1.0 UI/UX Developer, grade 7, effective March 7, 2016 and Carol Weber, 1.0 Quality Assurance Analyst, grade 4, effective February 26, 2016.

Agenda Item 6.0: Coordinator Report: Ms. Sue Heidt was absent. No report given.

Agenda Item 7.0: Resolution Authorizing TIES to Enter into a Line of Credit Agreement with Financial Institution: Ms. Denise Sundstrom presented the following resolution authorizing a line of credit from Venture Bank.

**RESOLUTION AUTHORIZING TIES TO ENTER
INTO A LINE OF CREDIT AGREEMENT
WITH A FINANCIAL INSTITUTION**

WHEREAS, upon review of financial projections, the Governing Board has determined that Technology and Information Educational Services ("TIES") may face cash flow problems in 2015-2016;

WHEREAS, TIES staff has entered into negotiations and has reached a tentative agreement, subject to Governing Board approval and Bank acceptance, with VentureBank, Golden Valley, Minnesota (the "Bank"); and

WHEREAS, the Governing Board desires to enter into such an agreement with the Bank, as authorized by Minnesota Statutes, Section 123B.12(b), as amended;

NOW THEREFORE, BE IT RESOLVED by the Governing Board of Technology and Information Educational Services, State of Minnesota, as follows:

1. Upon the effective date of this resolution, TIES hereby agrees to establish a revolving line of credit (the "Line") with the Bank whereby the Bank will advance funds to TIES to resolve cash flow problems.
2. The amount advanced at any time under the Line will not exceed ninety-five percent (95%) of TIES' average expenditure per month of operating expenditures in the previous fiscal year (\$3,000,000 per month for fiscal year 2015).
3. Each advance under the Line will be repaid no later than forty-five (45) days after the day of advancement, but in no event later than June 30, 2016, with taxable interest on the outstanding principal amount at a rate of 4% per annum.
4. The Chief Finance Officer or his or her designated agent is directed to prepare or execute such documents as may be necessary to comply with the above paragraphs or any other requirements for this Agreement.
5. The amounts advanced under the Line are not designated as "Qualified Tax-Exempt Obligations" for the purposes of Section 265 of the Internal Revenue Code of 1986, as amended.
6. This resolution shall be effective upon receipt by the Chief Finance Officer on behalf of the Governing Board of written acceptance of its terms by an authorized official of the Bank, and thereafter shall constitute the terms of the Line of Credit Agreement.

Dr. Deb Henton moved, seconded by Mr. Jim Burgett, approval of resolution authorizing TIES to enter into a line of credit agreement. The motion carried unanimously.

Agenda Item 8.0: Revised Budget 2015-2016: Ms. Denise Sundstrom presented the revised budget. Ms. Sundstrom introduced Lance Libengood, Transportation Director, for TIES Wide Area Transportation Services (WATS) who spoke about what WATS is and changes that were made from last year to better the program. Mr. Jim Skelly moved, seconded by Dr. John Schultz, approval of revised 2015-2016 budget. The motion carried unanimously.

Agenda Item 9.0: Discuss Administrative Procedure for Member Districts Leaving TIES Products: Dr. Mark Wolak presented a proposed administrative procedure for when member districts leave a TIES product. After discussion, it was agreed that this recommendation will be brought back to the Executive Committee. More information is needed regarding costs to TIES when districts choose products other than TIES' products. Executive Committee members supported a model of charging districts for the true costs of transition services and affirmed a quarterly fee be assessed by TIES to the districts as a minimum.

Agenda Item 10.0: Executive Director Report: Dr. Mark Wolak reported that visits to districts have been going well and is also working on a plan to have members develop and approve a revised membership model by the Annual meeting in the fall.

Dr. Deb Henton moved, Mr. Jim Burgett seconded, adjournment of the meeting at 9:10 a.m., the motion carried unanimously.

Respectfully Submitted,
Mr. Dan Luth, Chair