

**RIVERVIEW TECHNOLOGY CORPORATION**  
**Quarterly Board of Directors Meeting**  
**Minutes**  
**May 7, 2014**

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**Members Present:** Tim Hatten, Will Hays, Steve Hovland, Chris Launer, Craig Little, Pat Tucker, Katie Worrall

**Others Present:** Hannah Benson, Dean DiDario, Jon Maraschin, Ken Short, A.D. Saito, Greg Stephen, Ex-Officios: Bennett Boeschenstein, Rose Pugliese

**Call to Order and Approval of Minutes:** Pat Tucker called the meeting to order at 9:20 am and asked for a motion to approve the February 19, 2014 Minutes. Chris Launer made a motion to approve the Minutes as written, and Steve Hovland seconded. All members voted AYE and the motion passed.

**Presentation of Audit by A.D. Saito, CFE, CPA:** A.D. Saito, auditor for RTC, explained that this is the audit of financials as of September 30, 2013. The Statement of Financial Position/Balance Sheet shows a lack of long term liability. She pointed out that a small amount of the loan was still listed as a note payable, but since the audit, the loan has been paid off. A.D. reviewed the amount of rental income received from BIC, which is \$1, and explained that this rental rate is automatically renewed, but needs to be reviewed every three years. This rate will be reviewed before fiscal year end 2014. A.D. ended the presentation by saying there was nothing in the audit that the Board needs to be aware of, and she believes current Internal Controls are sufficient.

**Corporate: Bylaw Update:** The County has approved the new RTC Bylaws, but the City thus far has not. This should be an agenda item at the City Council Meeting in the following week. Once they are approved, the number of Directors can be reduced and proxy votes will be allowed for absent Members.

**Executive/Finance Committee: Financial Statements 3/31/2014:** Dean DiDario presented the Profit and Loss statement for the first quarter. There are three main expense categories: DOE Maintenance, CAM Maintenance, and Utilities. All three together are slightly under budget, at about \$10K or 3%. This is partly due to the fact that the Reserve Repair Fund has not been spent. Last quarter RTC was hit with unexpected expenses due to boilers breaking down. This problem should be resolved, and RTC has stocked an inventory of replacement parts and equipment for future breakdowns. Utilities Electric is over budget by \$4K because Bldg. 46 is using more electricity than anticipated. The solar credit helps, but this is an area of concern. Pat Tucker asked if there is anything that RTC can do to resolve the issue, and Dean answered no. Jon Maraschin added that gas rates should be locked in by this fall, which will help with expenses next year.

**Internal Controls:** Jon explained that per a request from Steve Hovland, RTC has been working on Internal Controls. There is currently a draft in place and Internal Controls are already much stronger.

**2014 Committees:** *Strategic Planning Committee:* The Strategic Planning Committee will have two missions, to take an in depth look at cash position and to prioritize how money should be spent. As of now, members will include Bennett Boeschstein, Susan Corle, Steve Hovland, Chris Launer, Pat Tucker, Derek Wagner, and Katie Worrall. Jon would like the committee to come up with a list of improvements (i.e. repaving parking lot, constructing new buildings, buying the neighboring property) and prioritizing those items. A tentative meeting date is scheduled for May 13, 2014.

*DOE Relations Committee:* This committee will consist of RTC Leadership, ie President and Vice President. Pat thinks the Relations Committee is more than internal relations, and it should look into what else DOE and RTC can bring into the community. Craig Little thinks that this particular DOE site could benefit from a more concrete mission, and the Committee has agreed to work with DOE to turn this into a historic site; starting with transforming the cabin into a museum. Craig has agreed to be on the committee.

**Property Management:** *12A Project:* The removal of Bldg. 12A is complete. RTC will discontinue charging rent at the end of the current month. The project completed under budget, and as such, DOE will be able to include some landscaping.

*Site Mapping for Cell Phone Connectivity:* A request for proposal has been given to a local tech company, NerdTap, and they will be submitting a bid within the next month. DOE will be getting 3G equipment installed to help with cell phone connectivity. Depending on what the bid comes back at, BIC may also be purchasing said equipment.

**Adjournment:** There being no further business, the meeting was adjourned at 10:25 a.m.

**Next Meeting – August 6, 2014**