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Office Hours:
Monday- Friday
8:30 a.m.- 4:30 p.m.

**MINUTES OF THE NOVEMBER EXECUTIVE BOARD
OF
THE VETERANS' ASSISTANCE COMMISSION OF MADISON COUNTY, INC.**

Pursuant to call and notice to all Executive Board officers and directors of the Veterans' Assistance Commission of Madison County, Inc. (VACMC), the monthly meeting of officers and directors was held as follows:

Date: November 01, 2023 Time: 6:30 p.m.
Place: Suite 115, Administration Building, 157 North Main Street, Edwardsville, Illinois
Chairman of the Meeting: President Ronnie Hicks
Secretary of the Meeting: Secretary Kate Broadhurst

The chairman called the meeting to order and directed all in attendance to stand for the Pledge of Allegiance. The chairman then called for a chaplain to give an opening prayer. At the conclusion of the opening prayer, the chairman requested the secretary to call the roll of seated Executive Board officers and directors. The secretary reported that there were nine (9) officers and directors present. A copy of the roll call results is appended to these minutes. In accordance with Art. VI, §2 of the bylaws, there being six (6) or more officers and directors attending, the chairman declared a quorum present and that the meeting was lawfully and properly convened and competent to proceed to the transaction of further business.

The chairman announced that the proposed minutes of the October 4, 2023, meeting, having been distributed and read, called for a motion to approve and to file them for future reference. Thereupon, on motion made by Ron Swaim, seconded by Mark Nelson, and carried by at least a majority of the officers and the directors entitled to vote, the following resolution was adopted:

RESOLVED, that the proposed minutes of the October 4, 2023, monthly meeting as proposed, are hereby fully approved, ratified, and affirmed as the Board's official record of the proceedings at that meeting. The secretary is directed to provide a final copy of the same with all approved changes to be filed in the corporate records for future reference.

The chairman then called for presentation of the November 2023 Financial Report by the superintendent and stated that a copy thereof had been distributed to each of the officers and the directors prior to the meeting. After the superintendent's presentation, the chairman called for a motion to approve and to file the report for future reference. Thereupon, on motion made by Ken Morales, seconded by Ron Swaim, and carried by at least a majority of the officers and the directors entitled to vote, the following resolution was adopted:

RESOLVED, that the report of the superintendent on the November 2023 Financial Report and the acts of the superintendent as described in that report are hereby fully approved, ratified, and affirmed.

The chairman then called for the superintendent to provide any other information or activity which he deemed to be of interest to the Commission. He reported the following:

- a. Superintendent Lavite advised that Administrative Assistant Michelle Henline has been promoted to Veterans Service Officer (VSO).
- b. Superintendent Lavite advised that the Interim and/or Emergency Veterans' Financial Assistance Software application, being developed by EMK Consulting, LLC, has moved to the next phase. EMK Consulting has a scheduled visit on November 16, 2023, to discuss refinement and testing.
- c. Superintendent Lavite advised that Delegate recommendations for two (2) vacant VAC Executive Board Director seats to be filled by election at the annual membership meeting in December were Joseph Skipper (Alonzo) and David Cobbel. Nominee Cobbel was present and introduced at the meeting.
- d. Superintendent Lavite read the VAC Executive Board Officer and Director seats coming up for vote at the annual membership meeting in December.

The chairman then called for any unfinished or old business that needed to be addressed and called for any officer or director to be recognized if they had any unfinished or old business they wished the Executive Board to address. Nothing was addressed.

The chairman then called for any new business that needed to be addressed and called for any officer or director to be recognized if they had any new business they wished the Executive Board to address. Nothing was addressed.

A reminder was given about the upcoming Edwardsville Veterans Day Parade at 3 p.m.

The chairman then called for any member of the public who wished to address the Executive Board under the Open Meetings Act to be recognized. No member of the public requested to be recognized.

There being no further business to come before the Executive Board at this regular Executive Board meeting, the meeting was adjourned at 7:35 p.m. upon motion made by Ron Swaim, seconded by Ken Morales, and duly carried by voice vote.

Kate Broadhurst, Secretary