

NOTICE OF SPECIAL MEETING

ROGERS COUNTY EDUCATIONAL FACILITIES AUTHORITY

PLACE: Rogers County Courthouse, 219 South Missouri, Room 1-109, Claremore, Oklahoma

DATE & TIME: Monday, December 17, 2012, at 11:30 O'clock A.M.

MINUTES

*****CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AENDA*****

ITEM 1: CALL TO ORDER:

Chairman Mike Helm called the meeting to order at 11:32 a.m

ITEM 2: ROLL CALL TO ESTABLISH QUORUM:

Determine that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.

Chairman Mike Helm, Commissioner Kirt Thacker and Commissioner Dan DeLozier were present and quorum established and determined that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.

ITEM 3: APPROVAL OF MINUTES: October 1, 2012

Chairman Helm made a motion to approve the minutes from October 1, 2012, as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 4: AGENDA ITEMS:

1. Rogers County Educational Facilities Authority Independent Auditor's Report and Financial Statement for the year ended June 30, 2012, by Kirkendall & Swindell, CPA's, PLLC, and signing of Management Representation Letter –

Violet Kirkendall presented the Board the Audit & Management letter for control purposes. She noted that Catoosa Public Schools only send in payment request with nothing to support the invoices. Ms. Kirkendall recommended Catoosa Public Schools be contacted and supporting documentation be requested. Commissioner Dan DeLozier made a motion to send letter from Kirkendall & Swindell to Attorney Jim Orbison for review with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Invoice #508462 – Riggs, Abney, Neal, Turpen, Orbison & Lewis – for Professional Services billing through October 31, 2012, in the amount of \$490.88 –

Commissioner DeLozier made a motion to approve the claim as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

3. Invoice from Kirkendall & Swindell CPA's, PLLC – for Professional Services provided in preparation of 2011-2012 audited financial statements - \$1,200.00 –

Commissioner DeLozier made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

4. Presentation of Notice to Repositories of Failure to File Annual Financial Information - Presentation only – no action taken.

ITEM 5: RECESS OR ADJOURNMENT:

Commissioner DeLozier made a motion to adjourn the meeting with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 11:46 a.m

ROGERS COUNTY EDUCATIONAL
FACILITIES AUTHORITY -
ROGERS COUNTY, OKLAHOMA

By: _____
Peggy Armstrong, Secretary

(SEAL)

Notice of said meeting was filed in the Office of the County Clerk on Tuesday, December 11, 2012, at 8:25a.m. and posted on the Courthouse Bulletin Board; Outside the Commissioner's Meeting Room; on the Exterior Window at the Southeast Entrance and Front Door Entrances to the Courthouse; on the wheelchair ramp door.