I. **Call to Order**  
Vice-chair Amy Cesich called the meeting to order at 9:05 a.m.

II. **Roll Call**  
Present and constituting a quorum were Amy Cesich, Elizabeth Flowers, Judy Gilmour, and John Purcell.

III. **Citizens to be Heard**  
No citizens asked to be heard

IV. **Claims – An amount not to exceed $17,855.94**  
The committee reviewed the claims listing and asked several questions. Commissioner Cesich moved to approve and forward to the full Commission the claims listed in the amount of $17,855.94. Commissioner Gilmour seconded the motion. The motion was unanimously approved on a voice vote.

V. **Finance Review**  
Latreese Caldwell gave an overview of work she has been doing regarding the FP budget and finances. The committee discussed the prioritizing some of the items that have been brought forward. The consensus of the committee was that more frequent deposits is a priority. The committee discussed credit card fees and the consensus was to prioritize having Ellis recapture these fees. The committee reviewed a spreadsheet showing environmental education program costs and revenue. The committee discussed a new summer program offering for pre-school and school age children and this item will be placed on the Commission agenda next week.

The committee discussed the marketing plan to be completed by Illinois Benedictine University graduate students. A proposal will be brought to the April FP Committee meeting for discussion. Approval by the Commission is anticipated in April.

VI. **Executive Session**  
No executive session was held.
VII. Other Items of Business  
No other items of business were discussed.

VIII. Adjournment  
Commissioner Flowers moved to adjourn the meeting at 10:10 a.m.  
Commissioner Purcell seconded the motion. The motion was unanimously approved on a voice vote.

Respectfully Submitted,

Jason Pettit  
Director