

## Meeting Minutes for University City Sweatfree Purchasing Advisory Board

May 24, 2011

City Hall, 7 pm

*Those present: Susan Armstrong, Jim Adams, Ann Marie Schutzius, Jerry Hochshtein*

- 1) Minutes - approved from previous meeting
- 2) Affidavit - Jerry reported that Janet Watson confirmed sending the Affidavit with the Invitations to Bid. The Advisory Board plans to meet with the responses are received.
- 3) Website - an official copy of the Resolution, Susan's information, and the Affidavit have all been added to the Website. Board need to confirm with Janet Watson the link from the 'Bidders Page' to the Sweatfree Advisory Board's site. Website should post meeting agenda and regular meeting date/ time/place.
- 4) Potential successor – Emily's successor needs to be approved by the Mayor so while we wait for the successor's availability, her credentials can be reviewed by the Mayor.
- 5) Report to City Council - the Chairman, Jerry, will report to the City Council on the progress and activities of the Advisory Board. Dan Mosby is back and is available on short notice to attend the City Council meeting with the Advisory Board
- 6) Next Meeting - shall be called when Vendor responses to the Affidavit are received.