# Adams County Association of Township Officials

**Coleen Reamer, President** **Emma Seibert, Vice President**
**Donna Dixon, Treasurer** **Diane Groft, Secretary**

## Minutes of the December 13, 2012 Executive Committee Meeting

The Adams County Association of Township Officials (ACATO) Executive Committee met on Thursday, December 13, 2012, at 12:30 PM at the Tyrone Township Municipal Building, 5280 Old Harrisburg Road, York Springs, PA. Those attending were Coleen Reamer, President, Hamiltonban Township, Emma Seibert, Vice President, Tyrone Township, Bob Gordon, Legislative Chair, Hamiltonban Township, Barb Underwood, Public Relations chair, Cumberland Township, Donna Dixon, Treasurer, Tyrone Township, and Diane Groft, Secretary, Mount Pleasant Township.

Motion by Bob Gordon, 2nd by Emma Seibert and approved to accept the Minutes of the October 4, 2012 meeting as submitted.

**Treasurer's report:**

Donna submitted the report showing a present balance of $8,225.55. Bills total for the prior month to date were $3,513.89. There appears to be no further bills at this time. Motion by Emma Seibert, 2nd by Bob Gordon and approved to accept report as submitted.

**Old Business: -- Review of Annual Convention held on November 14.**
There are Township directory booklets left for those who might request them. Thank you to vendors can include information about left over booklets. Coleen did send thank-you letters to all speakers.

- Evaluations submitted by attendees were reviewed for considerations and recommendations for future events.
- Some discussion on vendors – think about how to make their presence at the event more enhanced…
- Work toward appointing a By-laws Committee in the new year.

**New Business:**

- Annual Convention for 2013 – November 13, 2013, tentative date. Notification to PSATS of officers and the date for convention as soon as verified in the new year. At the moment no specific changes are contemplated for next year's event. Location will be researched and hopefully can be finalized at first executive meeting in the new year. Discussion on speakers for next year; will be researched further.
- Spring Conference for 2013 -- May 15, 2013 at Emergency Services Center, Gettysburg…agenda for discussion at next meeting.
- Roundtable for Secretaries possibly July 31 which is a 5th Wednesday of the month
- Training sessions for 2013 – discussion and speak with Ben Thomas at Cumberland Township for some ideas that he may have (possible Budget session)
- PSATS – Adams County gift basket for April 2013 Hershey conference discussion. Gather items and try to bring to next committee meeting for assembly.
- Invoices for ACATO membership dues can be sent in February 2013
- Audit of 2012 financials should be set up maybe in March, 2013, need a third auditor…

**Committee Members for 2013**

- Audit – Craig Rockey, Keith Whittaker – one opening
- Conference – Emma Seibert
- Nominations - Carol Merryman -- openings
- Programs – Coleen Reamer and Emma Seibert -- one opening
- Resolutions – still open
- Public Relations – Barb Underwood -- openings
- Legislative -- Bob Gordon -- openings
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The next Executive Committee meeting is scheduled for Tuesday, March 12, 2013 at Mt. Pleasant Township. With no further business, motion by Bob Gordon, 2nd by Barb Underwood to adjourn at 3:00 p.m.

Respectfully submitted, Diane Groft, Secretary

DRAFT