

be issued, and the wording included in statute section 711.13. The application should be mailed in with check and signed. Motion carries with 6 votes in favor and Mr. Johnston abstaining.

7. Forms for Reimbursement of Expenses – the sample forms, for mileage and per diem were distributed for review. We discussed consolidating the information on to 1 page instead of 3, to reduce paper needed each month.

8. Contracts – Review/Approval – The contract with Tatman group was signed and witnessed by Mr. Johnston agreed to take will bring the form to the Tatman group for an original signature.

9. Any other Business – Discussion about hiring long term employee. Review of job description.

10. Next Meeting Date – November, 12, 2013

11. Adjournment moved by Dr. Kumar seconded by Mr. Finley approved unanimously at 11:35.