Supporting Documents
Second Signer and Credit Card Holder Motions

Part A:

Though the current Administrative Packet, prepared by Helen Fallon, contains a provision for an “Alternate Signer,” none was designated, leaving Helen Fallon and Lisa Redmond as the only two people on the Board authorized to sign Board Action Certificates (BACs). These certificates, which attest to a Board action, must be signed by the Treasurer, the 2nd Signer and/or the Alternate Signer. But since the VNC’s Admin Packet currently names no alternate, that leaves every payment, grant and reimbursement dependent on two people--Helen Fallon and Lisa Redmond.

Though signing such certificates should be ministerial and should be done for any properly ratified Board action, there is ample evidence to support the concern that Helen Fallon may not do so for Board actions with which she disagrees. Indeed, the Treasurer has already been sanctioned for failing to promptly execute a BAC. More recently - during the failed fourth attempt to hold the RV Town Hall - the Treasurer failed to simply agree to promptly file a BAC in the wake of a proposed special meeting.

Thus, the possibility of impeding Board action is a real, not merely hypothetical risk. A Board-approved Neighborhood Purpose Grant stalled in May and June over exactly this kind of signature bottleneck, and the Board has spent a great deal of time on the consequences. The Alternate Signer role is narrow. It is a backup signature that verifies and signs funding paperwork when the others can’t. It carries no spending authority and no discretion over what the Board has approved. There is simply no reason not to have another signer.

Part B:

The Bank Card is for low value purchases under $1,000, such as meeting incidentals and office supplies. The cardholder must simply keep the card secure, spend only as the Board has approved, and upload itemized receipts within 10 days. Lisa carried the card primarily in order to pay for copies for the Board meetings. However, the Secretary now has a printer, toner and paper. In addition, in the recent wake of the Board approval of the purchase of a printer, toner and paper, neither cardholder offered to purchase this Board approved item, and it was left to the President to order the materials and then apply for re-imbursement, which in turn requires additional Board action. Gary, as Vice President, is a natural holder: he is reliably in contact, he attends the meetings where card spending is approved, and the receipt deadline rewards someone who answers email promptly. Moving the card also separates it from the 2nd Signer role, so one person is no longer both approving and spending. Both changes are small and reversible, and the Board can make them by a simple majority vote. Upon ratification, Gary has agreed to complete the necessary Funding Program’s cardholder authorization.