

Information Network of Kansas Board Meeting Minutes

August 2023 Regular INK Board Meeting August 3, 2023

Opening

A meeting of the INK Board was called to order in the Department of Revenue Secretary's conference room on the fourth floor of the Mills Building in Topeka, Kansas at 10:00 a.m. by INK Board Chair Tom Sloan. The following other members of the Board were present:

Kate Butler, representing the Kansas Bar Association
Andrea Krauss, representing the Kansas Independent Oil and Gas Association
Jeff Maxon, Chief Information Technology Officer for the State of Kansas
Mark Burghart, Kansas Secretary of Revenue
Jennifer Cook, representing the Kansas Secretary of State
Jim Haugh, representing the Kansas Secretary of Commerce
Art Gutierrez, representing the Kansas Association of School Boards (*via Zoom*)
Sara Moesel, representing the Kansas Library Association (*via Zoom*)

Others Present

Susan Mauch, INK Board Counsel; Nolan Jones, James Adams, and Ashley Gordon, representing the Kansas Information Consortium; and Glen Yancey, Board advisor.

Consent Agenda

The Consent Agenda included the draft minutes for the July 6, 2023 INK Regular Board meeting, the July 21, 2023 INK Special Board meeting, the June 30, 2023 financial statements, and the July 2023 Network Manager report.

Action Taken: Cook moved to approve the Consent Agenda, seconded by Haugh. There was no discussion. The motion was approved.

Regular Business

1. 2022 Audit Report

Karen Linn with B.T. & Co. presented the 2022 audit report.

Action Taken: Burghart moved to approve the audit report and representation letter, seconded by Butler. There was no discussion. The motion was approved.

2. Network Manager Report

Jones reported on marketing outreach activities with various state agencies. Jones and Adams reported on usage of listserves, the Amber Alert project, and the transfer of historical INK records to the Kansas State Historical Society.

Action Taken: None.

4. Committee Reports

- A. **Finance.** Krauss reported that the committee was working with UMB to streamline the daily wire transfer process.
- B. **Policy and Procedures.** Krauss reported that once the new Executive Director was on board, the committee would begin work on the Accounting Procedures and Internal Control Policy.
- C. **Personnel.** Butler reported that the committee is working with Syndeo to finalize the personnel policy.

5. Executive Session: Executive Director Candidates

Action Taken: Haugh moved that the INK Board recess into Executive Session for the purpose of

Information Network of Kansas Board Meeting Minutes

discussing INK Executive Director candidates. Attendance in the Executive Session shall be limited to Board members or proxies, Susan Mauch, and Glen Yancey. The Executive Session shall begin at 10:55 a.m. for a period of 20 minutes. Seconded by Burghart. The motion was approved.

The Board returned from Executive Session at 11:15 a.m.

Action Taken: None.

6. Executive Session: IRS Audit

Action Taken: Burghart moved that the INK Board recess into Executive Session for the purpose of discussing the IRS audit. Attendance in the Executive Session shall be limited to Board members or proxies and Susan Mauch. The Executive Session shall begin at 11:15 a.m. for a period of 5 minutes. Seconded by Haugh. The motion was approved.

The Board returned from Executive Session at 11:20 a.m.

Action Taken: Butler moved to amend the Bylaws by adding Article VIII, Dissolution, as follows:

“Upon the dissolution of the organization, all assets of INK shall be distributed, as the Board shall designate, to either:

- (1) An organization whose income is excluded from gross income under Section 115(l) of the Internal Revenue Code, or corresponding section of any future federal tax code, for the performance of an essential government function; or
- (2) To the state of Kansas or a political subdivision thereof.”

Seconded by Cook. There was no discussion. The motion was approved.

Adjournment: Cook moved to adjourn the meeting at 11:30 a.m. The motion was approved unanimously.

Andrea Krauss
Secretary/Treasurer