PORT OF GALVESTON
REQUEST FOR DISCUSSION

BUSINESS ITEM

SUBJECT: Discuss and Consider Expense Report – Trustee Beeton

DISCUSSION: This item was asked to be placed on the agenda at the April 28, 2020 meeting for consideration by Trustees at the May 26, 2020 meeting.

[Signature]
5/22/2020
The time was 11:29 a.m., Tuesday, April 28, 2020.

Chairman Shannon convened the Executive Session at 11:40 a.m. on Tuesday, April 28, 2020.

Chairman Shannon adjourned the Executive Session at 1:35 p.m., Tuesday, April 28, 2020.

Chairman Shannon reconvened the meeting at 1:45 p.m., Tuesday, April 28, 2020.

Chairman Shannon called for comments from the public. No comments were voiced.

Chairman Shannon called for Business Items.

E.1 CFO Report and Consent Agenda: Earlier in the meeting, Mr. Murchison briefed the Trustees on his monthly report as of February 29, 2020. Trustee Maxwell moved to approve the CFO Report, and Consent Agenda D.1.a. Board and Staff Expense Report, D.1.b. Financial Statements, D.1.c. Port Investments Report, D.1.d. Bank Reconciliation Report, D.1.e. Cash Flow Projections, D.1.f Monthly Delinquent Accounts Receivable, and, D.1.g. Vendor Check Register Report. No items were submitted under item D.1.h. Trade Development. Motion was seconded by Trustees Sullivan. Trustee O’Rourke questioned the expense report, asking to see additional detailed backup from March on the Port’s credit cards. Mr. Murchison stated that he has received mixed messages on providing back-up information to the Trustees. Mr. Murchison asked for clarification on what information the Board would like in their packets. Mr. Murchison stated that he has minimized the information in the packet to thin down the packet. Mr. Murchison stated that he has all the supporting documentation, and asked for direction from the Board on what information to include in the travel packet in the future. Trustee O’Rourke stated that it's in the policy to have all backup documentation included in the packet. Vice Chairman Beeton asked if the expense report could be added to the next agenda to discuss what detailed information should be added to the expense report. Trustee O’Rourke questioned if this would be a policy change. Vice Chairman Beeton stated that she would leave that up the Port Attorney to look at the issue, and let the Board know what to do. Trustee O’Rourke stated that he would send an email to Mr. Murchison and request the following information on the detailed information for the Port credit cards. After all questions were heard and answered, Chairman Shannon stated that there was a motion and second on the floor and called for a vote on the consent agenda. Motion carried with Trustee O’Rourke opposed. Trustee O’Rourke stated that until he receives the policy and procedures, he would not vote in favor of the motion.

E.2 Discuss and Consider Approval of Standard Agenda Item – Possible Action Following Closed Executive Sessions: Chairman Shannon mentioned that this item was discussed in executive session, and explained that this item would allow for a vote coming out of executive session on any item discuss in executive session. Chairman Shannon called for a motion. Trustee O’Rourke stated for purposes of discussion he would make a motion to approve. Trustee Brown seconded the motion. Mr. Brown stated that if the question is if this is legal, Mr. Brown stated yes, it is. Mr. Brown stated that it has been used in some form or fashion on the City, the Park Board, and School District agendas and others, to allow