

# ADMINISTRATIVE & LEGAL COMMITTEE MEETING

Wednesday, Dec. 6, 2023<sup>†</sup>

Otero Junior College, La Junta, CO

DRAFT AGENDA (subject to change)

Presiding: Lauren Ris

1. Review committee agenda and preparation of action item(s) – *assign staff*
2. Review 2023 Annual Meeting Agenda
3. Old business
  - A. ARCA transcript status
    - i. 2021 annual meeting transcript (ready for approval)
    - ii. 2022 annual meeting transcript (ready for approval)
  - B. Annual Reports status
4. Financial Matters
  - A. Recording Secretary/Treasurer Report
  - B. Recommendation on Auditor's Report – *action item*
  - C. USGS Cooperative Agreements – *action item*
    - i. Kansas Section
    - ii. Colorado Section
  - D. CoAgMet Contract – *action item*
  - E. Budget review and recommendations to ARCA
    - i. Celebration of the 75th anniversary of Compact (formally adopted May 1949) and the 75<sup>th</sup> Annual ARCA meeting held in December 1949
      1. Budget
      2. Set committee to develop celebration
    - ii. Review of current FY 2023-24 – *action item*
    - iii. Recommendation on Proposed FY 2024-25 budget and assessment – *action item*
5. New business and other matters – *action items*
  - A. Resolution Regarding Renewal of Special Engineering Committee (SEC) – *action item*
  - B. Resolution Honoring Randy Hayzlett – *action item*
  - C. Resolution Honoring Rebecca Mitchell – *action item*
  - D. Resolution Regarding Kevin Rein – *action item*
  - E. In Memoriam Carl Genova – *action item*
  - F. Nomination of Officers:
    - i. Vice-Chairman
    - ii. Recording Secretary and Treasurer
    - iii. Operations Secretary
    - iv. Assistant Operations Secretary
  - G. Appointment of Committee chairs

---

<sup>†</sup> The Admin & Legal Committee will start following the conclusion of the Engineering Committee

**6. Future meetings – *action item***

A. 2024 ARCA Annual Meeting date and location

**7. Summary of action items / Committee assignments to staff**

**8. Adjourn**