



**Travis County Commissioners Court Agenda Request  
Travis County Cultural Education Facilities Finance Corporation**

**Meeting Date:** May 1, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:**

Consider and take appropriate action to approve minutes of Board of Directors meetings of January 10, January 31 and March 6, 2012.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Budget Manager/854-9066

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE  
CORPORATION  
HELD ON TUESDAY, JANUARY 10, 2012**

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION Board of Directors was held on Tuesday, January 10, 2012, at 1:42 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE MINUTES OF THE BOARD OF DIRECTORS MEETINGS OF SEPTEMBER 27 AND OCTOBER 11, 2011.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Gomez moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:43 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE  
CORPORATION  
HELD ON TUESDAY, JANUARY 31, 2012**

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION Board of Directors was held on Tuesday, January 31, 2012, at 1:44 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO ELECT OFFICERS OF THE CORPORATIONS INCLUDING PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER AND ASSISTANT SECRETARY.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Huber moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:45 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE  
CORPORATION  
HELD ON TUESDAY, MARCH 6, 2012**

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION Board of Directors was held on Tuesday, March 6, 2012, at 1:45 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

- A. INVOICE FOR EXTERNAL AUDIT SERVICES FOR FISCAL YEAR 2011 FROM ATCHLEY & ASSOCIATES, LLP; AND
- B. CORPORATIONS MANAGEMENT REPRESENTATION LETTER TO OUTSIDE AUDITOR ATCHLEY & ASSOCIATES, LLP.

**The Board heard from:** Andrea Shields, Manager, Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Gomez moved to approve the request.  
Director Davis seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:46 p.m.

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Margaret Gomez, Secretary