

Webster Parish Communications District Agenda

410 Main Street, Minden LA 71055

Thursday, September 7 2023, 6:00 PM

1. **Call to Order**
2. **Invocation**
3. **Roll Call**
4. **Recognition of Guests**
5. **Call for New Business to Add to Agenda**
6. **Comments on Agenda**
7. **Approval of Minutes** from last meeting
8. **Old Business**
 - a. Update on Capital Outlay
 - b. Account Signature Authority
 - c. Required Training
9. **New Business**
 - a) Approve Invoices and Financial Statements:
 - Approve Invoices for payment
 - Approve May, June, July, August, 2023 Financial Statements
 - Budget to Actual
 - Income/Expense Reports
 - Account Balance Reports
 - May - August Check Register
 - b. Amend minutes from 11/3/22

Executive Session

10. Audit of financials for year ending 12/31/2022.
11. **Communications Report**
12. **Employee Concerns**
13. **Announcements/Reports**
 - a. General Issues
 - b. Meetings for 2023: **October 5, 2023**, November 2, 2023

Enter the building from the sally port entrance on the west side of the building. Depress button on call box on left side of ramp for entry if roll door is down. Follow the wall to the entry door on the left, depress button on call box for entry to building.

Webster Parish Communications District Agenda

410 Main Street, Minden LA 71055

Thursday, September 7 2023, 6:00 PM

1. **Call to Order**
2. **Invocation**
3. **Roll Call**
4. **Recognition of Guests**
5. **Call for New Business to Add to Agenda**
6. **Comments on Agenda**
7. **Approval of Minutes** from last meeting
8. **Old Business**
 - a. Update on Capital Outlay
 - b. Account Signature Authority
 - c. Required Training
9. **New Business**
 - a) Approve Invoices and Financial Statements:
 - Approve Invoices for payment
 - Approve May, June, July, August, 2023 Financial Statements
 - Budget to Actual
 - Income/Expense Reports
 - Account Balance Reports
 - May - August Check Register
 - b. Amend minutes from 11/3/22

Executive Session

10. Audit of financials for year ending 12/31/2022.
11. **Communications Report**
12. **Employee Concerns**
13. **Announcements/Reports**
 - a. General Issues
 - b. Meetings for 2023: **October 5, 2023**, November 2, 2023

Enter the building from the sally port entrance on the west side of the building. Depress button on call box on left side of ramp for entry if roll door is down. Follow the wall to the entry door on the left, depress button on call box for entry to building.