

- 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. WP Ordinance 984 status update
- 9. New Business**
 - a. Quickbooks upgrade
 - b. Approve Invoices and Financial Statements:
 - i. Approve Invoices for payment
 - ii. Approve January-February 2024 Financial Statements
 - a. Budget to Actual
 - b. Income/Expense Reports January-February 2024
 - c. Account Balance Reports
 - d. January 1, 2024-February 29, 2024 Check Register
 - c. Account Signature Authority
 - d. Who's Responding
 - e. Administrative Office Hours
- 10. Communications Report:**
- 11. Employee Concerns:**
- 12. Announcements/Reports**
 - a. General Issues
 - b. Meetings for 2024: May 2, 2024, **July 11, 2024 ***, September 5, 2024, October 3, 2024, November 7, 2024

To access the meeting area: 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. In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the Webster Parish Communications District at 318-377-9911 describing the assistance that is needed.