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**March 30, 2004**  
Board of Directors Meeting  
5:00 PM, City Council Conference Room  
**AGENDA**

1. Call to Order
2. March 16, 2004 Minutes
3. Approved Expenditures:
  - Dell Inspiron 8600 computer, XP and Microsoft Office: \$2,165
  - HP 1100 dtn color printer: \$617
4. Expenditures Pending Approval:
  - Office Furniture: (Warehouse Home): \$3,395
  - Fax: (Copyex): \$250
  - Wall Street Journal Subscription: \$198
  - Rocky Mountain Marketing: Logo Design: \$195
5. Copier Proposals
6. Pending Expenditures:
  - Conference table and chairs
  - Telephone system
7. Telephone Update:
  - Quest Small Business Package
  - Main Number: 307/875-4509
  - Rollover Line: 307/875-4510
  - Fax Line: 307/875-4514
  - Broadband DSL & Internet
  - Approximate Monthly Service: \$131
8. Office Lease:
  - Address: 400 N 1<sup>st</sup> East Street
  - Term: One year
  - Monthly Rent: \$400, includes utilities
  - Security Deposit: \$500
  - Leasehold Cost Sharing: \$550
9. FY 2004 & 2005 Budget Review and Approval
10. Financial Policy Review and Approval
11. Personnel Rules Review

12. By-Laws Review
13. Reception Planning: Date & Invitees Discussion
14. News Articles of Interest
15. Items to be Added to Future Agenda
16. Old Business
17. Other Business
18. Public Comments
19. Director Comments
20. Adjourn