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Office of the Town Clerk

**DURHAM ETHICS COMMISSION
MEETING MINUTES
June 28, 2016**

- 1. Call to Order.** The meeting was called to order at 7:06 P.M. by Brenda Cowett and roll was called. Present were Brenda Cowett, Judy Bahr, Marvin Ide, Peter Donecker, and Claudia White. Noel Higgins and Deb Proctor were absent.
- 2. Seating of Alternates.** Peter Donecker was seated for Deb Proctor. Claudia White was seated for Noel Higgins.
- 3. Approval of Agenda.** On a motion by Brenda Cowett, seconded by Judy Bahr, the agenda was approved unanimously.
- 4. Approval of Ethics Commission Minutes of May 31, 2016.** On a motion by Judy Bahr, seconded by Peter Donecker, the minutes from May 31, 2016 were approved.
- 5. Election of Officers.** At the May 31, 2016 meeting, Brenda Cowett indicated that she would be willing to serve as Chair again and Marvin Ide said he would be willing to serve as Vice Chair. Judy Bahr stated that she would be willing to serve as Secretary.
 - a. Peter Donecker nominated Brenda Cowett as Chairperson. Claudia White seconded. Unanimously approved.
 - b. Judy Bahr nominated Marvin Ide as Vice Chairperson. Brenda Cowett seconded. Unanimously approved.
 - c. Peter Donecker nominated Judy Bahr as Secretary. Brenda Cowett seconded. Unanimously approved.
- 6. Discussion of Ethics Commission matters.**
 - a. Officers' Duties- Brenda Cowett outlined the duties of the three offices- the Chairperson, Co-Chairperson and Secretary. Judy Bahr, the newly elected Secretary, was given the second key to the Durham Post Office Box and the notebook of agendas and minutes.
 - b. Communications- Beth Moncata, Town of Durham Executive Assistant, notified Brenda Cowett that both Judy Bahr and Marvin Ide were reappointed as regular members, rather than alternates. Currently there is one vacancy on the DEC for an unaffiliated alternate.
- 7. Old Business.** DEC election of officers was deferred from last month and officers elected.
- 8. New Business.** There was no new business.
- 9. Public Comment.** There were no members of the public present.
- 10. Next Meeting Date.** The next DEC meeting will be July 26, 2016 at 7:00 PM in the Activity Room of the Library.
- 11. Adjourn.** On a motion by Claudia White, seconded by Brenda Cowett, the meeting was adjourned unanimously at 7:28 P.M.

Respectfully submitted,
Judy Bahr, Secretary