

**Lamoille Family Center**  
**Board of Directors**  
**May 25, 2016**  
**Puffer Church Tour – 4:45pm**  
**Board Meeting - 5:00 – 7:00 pm**

**Present:** Bryn Fisher, Sandy Paquette, Brenda Christie, John Duffy, Eileen Paus, Ronna Ziegel, Janelle Germaine, Scott Johnson

**Absent:** Katie Marvin

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**Minutes**

1. The LFC Board convened at 4:45pm at Puffer Church for a tour with Clark Callender of all of the facility.
2. After the tour we convened the regular meeting and started with a welcome to Janelle and introductions of the Board members. Janelle shared her interest in joining the Board as an individual passionate about early childhood, as a former staff at Head Start and at LFC in our Children’s Integrated Services program and in her current role at Lamoille County Mental Health.
  - a. Ronna made a motion to accept Janelle Germaine as a Board Member, Sandy seconded and the Board voted unanimously to approve the motion.
3. We opened up discussion and feedback on individual members reflections and perceptions about the Puffer Facility as a future home for the Lamoille Family Center. Clark had indicated that the church would like the whole facility to go to one social service provider and that LFC was a first choice for them. The following comments and questions came up in discussion:
  - a. Is the space more than we need?
  - b. The classroom spaces are nice spaces for office and other uses.
  - c. There is a lack of green space.
  - d. No dedicated parking is a concern.
  - e. The kitchen and gathering/dining area is ideal for large functions.
  - f. There would be a huge maintenance responsibility.
  - g. Are we clear about our vision for the use of this facility?
  - h. Our funding situation hasn’t changed since we made a decision last fall to postpone.

Discussion continued around these topics and Bryn asked for a motion to move the conversation forward. Duffy moved to recommend that LFC take action to pursue purchase or use of the Puffer facility, Eileen seconded and there was one yes vote and four no votes.

The Board asked that Scott speak to Clark and convey our appreciation for their consideration but that we are unable to move forward with utilizing the Puffer facility.

4. Eileen motioned to approve the minutes of April 27, 2016, Brenda seconded and the Board unanimously adopted the motion.

5. Financial

- a. Scott updated the Board on the Business Manager position and hiring status. Paula Beattie has been selected for the position. She has experience with complex accounting systems, grant management, budgeting, general ledger reconciliations, financial reports, and auditing practices. She will be stepping down from her current position at Vermont Adult Learning where she has served as the Accounting Manager for the past four years. She has held several key business office positions in the construction industry with Gordon Dixon Builders, Gristmill and Walker Construction Company. Paula lives in Morrisville with her family and has participated in parent education opportunities at the Family Center.
- b. Scott presented a draft FY'17 Budget for review and as prepared by Charlie. At this point there is still a good deal in flux as we are finalizing and securing final information on grant awards and expenses within cost centers. The Board reviewed potential ups (potential unrestricted bequest; vacancy savings; project based grants;) and downs (DULCE match not secured; employer retirement fund plan; 2 Parent Education grants not secured;) to the proposed budget. Both the Child Care and Parent Education programs will again run with a structural deficit otherwise offset by securing additional grant funding. Scott and Charlie will present a final budget for approval at the June 22<sup>nd</sup> Board meeting.

6. Board Recruitment

- a. Bryn opened discussion on board recruitment.
  - i. Janelle Germaine was welcomed on to the Board earlier in the agenda.
  - ii. Sandy reported on one candidate that declined and one that was still considering the position.
  - iii. Scott reported on two candidates that he is still pursuing further dialogue with.
- b. Bryn reminded the Board that the June meeting agenda will include election of Officers.
  - i. Bryn has indicated a willingness to stay on as Chair.
  - ii. Sandy has indicated a willingness to stay on as Vice Chair.
  - iii. The position of Secretary will need to be filled.
  - iv. Duffy is willing to stay on as Treasurer if no one can step up.

7. It was reported by Scott that all of the details for the 40<sup>th</sup> Year Anniversary Annual Meeting are falling into place for the event.

8. Other Business

- a. The board will meet on June 22<sup>nd</sup> for their regular Board meeting and approval of the annual budget and election of officers.

9. The Board adjourned at 7:00pm.

**FY'16 Strategic Directions: RBA, Property, Salary/Benefits, Board Expansion**

**Next Board Meeting**

**5:00pm – 7:00pm**

**June 22, 2016**

(Regular Board meetings are typically every 4<sup>th</sup> Wednesday of the month)