

**Lamoille Family Center  
Board of Directors  
August 27, 2014  
Board Minutes**

**Present:** Bryn Fisher, John Duffy, Dot Reeve, Ronna Ziegel, Daniel Regan, Peter Peltz, Brenda Christie, Katie Marvin, Scott Johnson, Charlie Teske, and Christie Leone

**Board Meeting**

1. Minutes of 7/23/14 and 7/28/14

Ronna motioned, Peter seconded to approve (separately) the 7/23/14 minutes and 7/28/14 minutes. Both were unanimously approved.

2. Financial

a. Preliminary Audit Findings and Updates

- Charlie reported that the auditors have completed the process here. He described some of their questions/recommendations including: how town appropriations are factored into the budget; executive director approval for program spending; how to include pass-thru grants in the budget. Scott discussed 'board designated vs. non-board designated' funding items.
- Dan asked if auditor recommendations/responses can be transparent and included on the website. Would donors look for this information as an assurance of solid financial practices? Ronna asked what else we could provide as an assurance. Dan suggested that, minimally, the board meetings are public and available on the website.
- Duffy asked which bank the LFC would use to finance the possible building project. Scott reported that they had discussed the project with Union Bank.
- The Auditor had made a recommendation against LFC holding 'stocks.' Peter asked about AIG gifted stock. Scott reported that that money is still with AIG.

3. Review Bylaws:

- *Article III: Board of Directors:* Currently, several board members have served longer terms than suggested in the bylaws (6 consecutive years). Board members discussed the importance of making room for, and recruiting, new board members vs. the practicality of longer terms. Peter brought up the importance of 'institutional memory' particularly with a capital campaign a possibility. They agreed that given the size of the current board, there was room to have both longer terms and to recruit new members. The board agreed to keep a 3 year term, while allowing longer terms.
- *Article V: Committees:* The bylaws specify a number of committees, such as a Development Committee, that are not currently in place. The board agreed to remove these committees from the bylaws, but to include language that would allow committees to be established when necessary. The board also agreed that an Annual

Review and Evaluation of Executive Director included in bylaws and should be implemented.

- Scott asked, since the review of bylaws could be time consuming, if a couple of members might be willing to sit down with him to draft revisions and bring it back to the board for discussion/approval. Brenda said that she would be willing.
- The board agreed to continue to review the bylaws individually and to revisit them at a future meeting.

#### 4. Staffing Updates

- Scott reported that several new staff members have joined since the last meeting: Christie Leone, Development Director; Nancy Pope, Program Manager for Youth and Young Adult programs; Cathy Mayo, CIS.
- CIS: Scott reported that Jill Pearl has accepted a position with CIS at the state management level. Her position is currently posted. Since one of the staff members on the CIS team is currently unable to work directly with kids, Scott has proposed that she take on some of Jill's responsibilities. Some of Jill's other responsibilities would be assumed by another CIS staff member. The CIS Program Manager posting will be temporarily suspended.
- Peter asked about the length of the Race to the Top grant funding. Scott reported that it is a 4 year grant. Peter also mentioned the BBF data website. Scott shared that we will be piloting an API connection from their website/data to the LFC scorecard.

#### 5. FY'15 Strategic Directions

##### a. Property Survey and Community Meeting

- Scott shared architectural renderings of the proposed building put together by Cushman Design Group.
- He also shared the survey responses, received just today, and that he would organize/synthesize the data to have it ready for the community forum
- Dan suggested that it would be important to define the purpose of the Community Forum. After discussion, the board agreed that it might be best to hold off on the Community Forum, particularly given the current staffing transitions, until the feasibility study is completed.
- Cushman Design Group would like to post the renderings on their website. Scott asked the board if they were opposed to this? Ronna voiced a concern that it might be premature since the feasibility study is not complete. Duffy and Peter both commented that it would not be a problem, since it is clearly identified as 'proposed.'

- b. Board Recruitment
  - Scott and other board members have spoken with Eileen Paus. She is a former board member and has expressed interest.
- c. Joint farewell party for Jill and Rhonda, Wed, Sep 17<sup>th</sup> 4- 5:30.
- d. Next board meeting. Scott is unable to attend and asked the board if they would like to meet without him.

6. Adjournment

Brenda motioned for adjournment, Dot seconded, motion unanimously approved.

**FY'15 Strategic Directions: salary/benefits; property; Results Based Accountability; board expansion**

**Next Board Meeting**

**5:00pm – 7:00pm**

**September, 24 2014**

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