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**Board of Directors' Meeting  
November 20, 2013**

**Present:** Bryn Fisher, John Duffy, Dot Reeve, Dan Regan, Ronna Ziegel, Katie Marvin, Peter Peltz, Sandy Paquette

**Staff:** Scott Johnson, Charlie Teske (on the phone), Becky Gonyea

**Guests:** Christopher Boutin, UVM Intern, Randy Sargent, Auditor, JMM & Associates

**1. Approval of Minutes**

Dan motioned to approve the minutes of October 23, 2013. Dot seconded. Motion passed.

**2. Financial, Salary and Benefits**

**a. Review Audit Document with Randy Sargent**

Randy provided an overview of the audit documents. The audit revealed no material weaknesses or significant deficiencies in FY13.

The LFC Management and/or Board Treasurer will report back to the Board regarding progress on implementing the auditor's recommendations.

**b. Approve Audit**

Dan motioned to approve the audit in its entirety as written. Duffy seconded. Motion passed.

**c. Staff Holiday Bonus**

Scott will bring a recommendation to the Board at the December meeting regarding a staff holiday bonus.

**3. Property – Building a Unified Vision**

**Review Board Property Priorities and Set Direction**

Scott asked the Board for guidance regarding what direction to take on a facility –

- Hold the Bridge Street property and take no action
- Move forward with feasibility study on the Bridge Street property
- Hold the Bridge Street property while the Property Committee pursues other properties and possible buyers of the LFC properties.

The Board discussed whether a capital campaign feasibility study could be conducted without identifying a specific location. Campaign consultant has advised against this approach.

Overall, the Board felt that no action should be taken on the Bridge Street property and the property committee should pursue other properties while remaining open to buyers of the LFC properties. The Property Committee will meet on Monday December 9<sup>th</sup> at 1pm at the Morristown Library.

#### **4. Other Business**

##### **a. Development Director**

Becky reported on upcoming LFC activities –

- Holiday Project – December 14<sup>th</sup> – contact Wendy at 888-5229 if you would like to volunteer
- Adopt a Family – Veronica and Becky are in the process of matching donors to families
- Holiday Party – December 16<sup>th</sup> at noon – Board members are welcome to attend. Food will be provided, bring a \$10 gift for the yankee swap if you would like to participate

Becky suggested that the beginning of the December and January Board meetings be used to make thank you calls to annual appeal donors who have given prior to the meeting. Becky will prepare call lists and a script for Board members to use during the calls.

##### **b. Sign Conflict of Interest Forms**

Scott distributed the form to be signed by all Board members.

##### **c. Results Based Accountability – Reading Assignment for December**

Board members will read chapter 6 prior to the next meeting.

#### **5. Adjournment**

Ronna motioned to adjourn. Dan seconded. Motion passed.

#### **6. Tour of Graded Building Learning Together Classrooms**

Scott provided a tour of the Learning Together classrooms for Board members who had not seen the space.

#### **Follow Up/Action Steps**

- The LFC Management and/or Board Treasurer will report back to the Board regarding progress on audit recommendations
- Scott will bring a recommendation to the Board at the December meeting regarding a staff holiday bonus
- The Property Committee will meet on Monday December 9<sup>th</sup> at 1pm at the Morristown Library

#### **Future Meeting Agenda**

- Update regarding any follow up from the Morrisville Village Water and Light Department
- Capital campaign preparation
- Continued visioning for the future of the LFC
- Results Based Accountability
- Progress on audit recommendations
- Holiday bonus recommendation

**Next Board Meeting**  
**December 18, 2013 5-7pm**  
**Lamoille Family Center**