

**Lamoille Family Center
Board of Directors
August 26, 2015
Board Meeting - 5:00 – 7:00 pm**

Present: Bryn Fisher; Katie Marvin; Peter Peltz; Eileen Paus; John Duffy Sandy Paquette; Ronna Ziegel
Absent: Brenda Christie; Daniel Regan

Minutes

Call to Order: 5:03pm

1. FY'16 Strategic Directions – Property

a. Algorithm #2 for Property Decisions - Susan Titterton

- i. Susan gave an overview of the roadmap for property and child care decisions. We started by reviewing the property decisions made to date with a September 30th target date for making a decision.
- ii. Scott gave an update on both the Church and Greaves properties.
 1. **Church** = Scott sent a letter on 7/31/15 to Bishop Coyne with cc's to Monsignor McDermitt, Father Prive and Mark Cote. To date there has not been a response.
 2. **Greaves** = Scott and Brenda met with Nancy Durand and George Bambara with Pall Spera Realty on 10/5/15 and clarified the responses given to LFC Board questions regarding the property. The owners have not set their pricing yet for the property and there are questions about a right-of-way that need to be resolved. They were made aware of our 9/30/15 timeframe.
- iii. Criteria for decision-making re: scale and scope of a child care facility.
 1. Susan reviewed the meeting and discussion with Hope Campbell from the VT Community Loan Fund to look at financial models for child care operations using a livable wage and benefit. Hope agreed to run numbers based on LFC's salary and benefit schedule which have been received but have not been sufficiently vetted yet to use for decision-making.
 2. LFC Board members were asked to come prepared with their top 3 **"must have" criteria** for child care.
 - i. Economically feasible, i.e., not going into the hole every year. Sustainable in the context of the LFC/not draining other LFC programs
 - ii. Staff qualifications, at a minimum, as defined in Act 166 including a licensed teacher
 - iii. Quality program = quality of staff qualifications and staff ratios

- iv. Complement existing “quality” community programming
 - v. Flexibility of schedule, i.e., extended hours of operation
 - vi. Has to be future oriented, part of mission and sustainable
 - vii. Has to fill a need in the community that isn’t being met
- viii. Parking Lot
 - 1. Will we have partners on the property?
 - 2. Convenience and accessibility of the location(s)
 - 3. LFC capacity to respond to vagaries of financial future

iv. Committees

- 1. Bryn discussed the need to form committees to address Property, Child Care and Fund Raising.
 - i. Property = Peter, Brenda, Ronna, Duffy, Sandy, Scott
 - ii. Child Care = Katie, Bryn, Duffy, Sandy, Daniella, Carol, Scott
 - iii. Fund Raising = TBD

2. Minutes of July 22, 2015

- a. Sandy moved, Peter seconded and the minutes were approved unanimously.

3. Bridge Street Property

- a. Scott reported on the status of legal considerations and study regarding the siting of snow removal in the right-of-way owned by the Town and adjacent to our Bridge Street property. He and our attorney will finalize a written response and submit it to the Town by 8/31/15.

4. Personnel

- a. Scott updated the board on the status of Development Director. Christie has agreed to work remotely for 3 months which will allow us to maintain critical functions of the Development Office while we determine our needs in the next 30 days related to property and a potential capital campaign. Property decisions will help inform and shape how we decide to fill the Development Director position.

5. Other

- a. Scott reported that he had received notice from a law firm that we are named as a beneficiary of a “trust” which shall remain anonymous. Funds from the estate will be dispersed in the next few weeks.
- b. Board Expansion
 - i. Bryn will reach out to Cat Gallagher to inquire if she would be interested in joining the board.
- c. Pumpkin Chuckin’ is scheduled for September 27th and we will continue to work with David Jordon to run the event.

- 6. Peter motioned, Duffy seconded and the board voted unanimously for adjournment.

FY’15 Strategic Directions: RBA, Property, Salary/Benefits, Board Expansion

Next Board Meeting - 5:00pm – 7:00pm- September 23, 2015
(Regular Board meetings are typically every 4th Wednesday of the month)

DRAFT