

**Lamoille Family Center
Board of Directors
March 1, 2016
Minutes**

Present: Bryn Fisher, Sandy Paquette, John Duffy, Eileen Paus, Daniel Regan, Scott Johnson and Norm Andrews

Absent: Katie Marvin, Brenda Christie, and Ronna Ziegel

Minutes of January 27, 2015

Dan moved, Eileen seconded and the board unanimously approved the 1/27/16 minutes.

Personnel

Restructuring Business Office Administrative Functions

Norm Andrews joined the Board to discuss a recommendation to recruit for and hire a Business Manager. Norm discussed the rationale to reconfigure the Business Office functions to support a full-time Business Manager and part-time Business Office Assistant/Bookkeeper. Some shifting of primary responsibilities that currently reside with the Executive Director will transfer to the Business Manager and will include: contract oversight, risk management responsibilities, capital improvements, budget development, financial supervision, etc. Dan suggested that finding the right balance between the roles and responsibilities of the Executive Director and Business Manager is critical and should be managed thoughtfully.

What are the qualifications required: accounting degree, experience in non-profit fund accounting and grant management, proficiency in QuickBooks and Microsoft Office. Scott will provide the Board with a draft recruitment release.

It was moved by Sandy and second by Duffy to support hiring a full-time position with the understanding that there will be an increased cost, at least in year one; the motion passed unanimously.

40th Year Anniversary

Special Appeal - Send a Kid to Camp

Create a scholarship with a ceiling of \$400 per camper with parameters to be set by a Board Committee.

Eileen motioned and Sandy seconded to establish a restricted "Send a Kid to Camp" fund with \$4,000.00 of LFC reserves; the motion passed unanimously.

Form an Anniversary, Annual Meeting and Camp Committee

Sandy, Eileen, Ronna, Bryn and Scott

Property

Scott and Bryn reported on a property site visit that does not meet our requirements.

Board Expansion

The Board Recruitment committee has not determined any new members to date.

The meeting adjourned at 7:05pm.

Next Board Meeting - 5:00pm – 7:00pm – March 23, 2016