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Board of Directors' Meeting March 23, 2011

Present:

Board Members – Ronna Ziegel, Bryce Breton, Jeff Hunsberger, Dan Regan, John Duffy, Bryn Fisher
Staff – Scott Johnson, Becky Gonyea

1. Approve Minutes - Duffy moved to approve the minutes of January 26th, February 16th and February 28th. Motion was seconded and passed unanimously.

2. Board Member Recruitment –

Melissa Volansky and Clea James declined membership at this time.
Discussion continued about other prospective members. Suggestions included Linda Powell, Angela Norder, Fred Ober, Idoline Duke, Mary Anderson, and Polly Manosh.

Next Steps

Board members will follow up on these and previously mentioned prospective members to determine interest and report back at future meetings.

3. Property Updates -

a. Option extension to 8/1 for Harvey property – Ken Harvey has signed an extension until 8/1.

Next Steps -

Scott will send a note to Ken thanking him for his continued relationship with the LFC.

b. Letter of acknowledgement from Church – Father Prive sent Pall Spera a letter acknowledging the LFC letter and interest in continuing to work with the LFC regarding purchase of the Church property. The Church has hired Tim Sullivan to conduct an appraisal.

Next steps -

Scott will send a letter back.

c. Proposal to buy the LFC property across the river – The LFC received an offer through Pall Spera from Sonny Demars to purchase the property across the river.
Ronna moved to respectfully decline the offer at this time. Jeff seconded. Motion passed.

Next steps -

Scott will send a letter to Pall Spera conveying the Board's decision.

d. Secure Church Property Appraisal – Pall Spera has advised the LFC to conduct its own appraisal of the Church property. The appraisal results would be compared with the Church appraisal to determine an appropriate sale price.
Bryce moved to order a private appraisal of the church property. Jeff seconded. 2 yes, 4 no – motioned failed.

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Ronna moved to authorize Scott to speak with Pall Spera regarding rationale for the LFC to obtain a private independent appraisal of the church property and after conferring with a Board representative will determine whether to move forward. Bryn seconded. Motion passed.

- e. **Feasibility Study** – The Board continued discussion regarding whether to conduct a feasibility study of readiness for a capital campaign.

Next steps -

Scott will come to the April meeting with specific information and a recommendation.

- f. **Cushman Design Group** – The Board discussed next steps for architectural work. The LFC will need to contract with an architect to determine renovation costs and create renderings of the church property. The Board discussed approaching both Cushman Design Group and Paul Trudell at Silver Ridge Design.

- g. **Inspection** – The LFC needs to determine what types of inspections of the church property are available and necessary.

4. Bank Consolidation – The Board had charged Scott and Becky with researching and recommending a local bank to move the LFC checking account to. Scott and Becky met with Peoples United, Union Bank and Community National Bank and they each subsequently provided a summary of their services. Jeff moved to accept the Executive Director's recommendation to close all accounts with the Vermont State Employees Credit Union and transfer all funds to the Union Bank. Duffy seconded. Motion passed.

Next steps -

Scott will submit a letter to the Vermont State Employees Credit Union to close the account.
Scott and Becky will meet with the Union Bank.
Scott will begin the process of opening an account with the Union Bank.

5. Board Check In with Staff Regarding Executive Director – Dan and Bryn met with the staff on 3/21 and reported feedback to the Board. The staff will consider whether to schedule a periodic meeting with Board representative/s.

Next steps –

Dan will email the detailed notes to the Board members.

6. Executive Director and Development Director Updates –

- a. **Compensation Study** – The study by Jane Van Buren is almost done.
- b. **LFC 2010 Annual Report** – The report is now on the LFC website

Next steps –

Becky will email the report to the Board.

- c. **LFC 2010 Audit** – The audit has been finalized and is available from Scott.
- d. **LFC Mileage rate** – The current rate is \$.47. Other local programs tend to be higher – \$.47 – \$.51. Other Parent Child Center's have a large range - \$.42 – \$.51. Scott is considering a recommendation to increase the rate.

Next steps –

Scott will bring a recommendation to the Board.

- e. **Health insurance** – Scott is continuing to determine the annual health expenses and any savings. He is also continuing to gather information about various health plans.

Next steps –

Scott will bring a recommendation to the Board of any changes including distribution of excess health insurance funds to staff.

7. **Adjournment** – Jeff moved to adjourn. Bryce seconded. Motion passed.

**Next meeting
Wednesday, April 27, 2011
5 – 7PM
Lamoille Family Center**