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## Board of Directors' Meeting April 27, 2011

### **Present:**

Board Members – Ronna Ziegel, Bryce Breton, Dan Regan, John Duffy, Bryn Fisher, Keith Thompson, Sandy Paquette  
Staff – Scott Johnson, Becky Gonyea

**1. Approve Minutes** - Bryce moved to approve the March 23<sup>rd</sup> minutes. Duffy seconded. Motion passed.

### **2. Board Member Recruitment –**

The board discussed outreach to prospective board members and their interest in joining the LFC Board.

### **Next Steps**

Scott will follow up with prospective members. Scott and Dan will ask current board members to meet with prospective members as a next step and then to report back to the full board with a recommendation.

### **3. Property Updates -**

**a. Church Property Appraisal** – Scott, Becky and Duffy met with David Silverman and Rhonda Bennett from the Union Bank regarding the LFC relationship with the bank – checking account, financing, etc. David stated that an appraisal would not be necessary in order to get financing for a deposit on the church property. The LFC has chosen to not move forward with an appraisal.

**b. Architectural/Engineering Work and Funding Request** – Scott and Becky contacted Andrew Volansky, Cushman Design Group, and Paul Trudell, Silver Ridge Designs, to request proposals regarding the renovation costs associated with the church property including upgrades to meet state inspection standards, any necessary renovations, and architectural renderings.

Scott and Becky submitted a funding request to a donor to support the architectural work described above and a campaign feasibility study.

**c. Capital Campaign Funding Analysis** – The Board reviewed three documents related to possible campaign funding.

- Facility Cost Projections - Funding scenarios that take into account potential purchase and renovation prices, possible fundraising, and utility costs resulting in potential financing costs.
- LFC annual fundraising trends over the past five years.
- A potential fundraising scenario that includes grants, individual donations, and events.

### **Next Steps**

Board members will generate questions for a future meeting regarding possible fundraising and financing scenarios.

**d. Feasibility Study** – The Board discussed the pros and cons of conducting a campaign. All board members indicated support for moving forward with conducting a feasibility study.

### **e. Union Bank – Resolution to open account –**

Keith motioned that the LFC Executive Director establish a financial relationship with the Union Bank and to specifically:

*Encouraging, Educating and Celebrating Families*

A United Way Community Partner 

- Open a checking account with the following signatories: Scott Johnson, Deborah Alexander, and John Duffy
  - Establish electronic banking with the following signatories: Deborah Alexander and Scott Johnson
- Ronna seconded the motion.  
Motion passed unanimously.

- f. Proposal to buy the LFC property across the river** – Scott and Becky met with Sonny Demars regarding his proposal to make a donation to the LFC with the understanding that the LFC would deed a portion of the property to the town for a recreation path and the remainder of the property to the Catholic Church.

The Board had further discussion regarding Sonny’s proposal and agreed to maintain the position from the previous meeting – to respectfully decline the offer due to the timing.

## 5. Executive and Development Director Updates

- a. Financial Systems** – Wendelyn continues to work with Scott to keep the finances in order. She is assisting with daily operations as well as getting the LFC ready for a new financial system in FY12.
- b. Staff and Position Updates** – Scott distributed a draft organizational chart that he will also share with staff on Monday at staff meeting.  
Scott distributed a draft Youth Services Manager job ad to manage LINK, Learning Together and a portion of Reach Up.  
Staff changes – Katy Miller, Learning Together Co-coordinator, is leaving the LFC to work for the State of Vermont DCF Family Services as a social worker.  
Christine Languerand, current LT Program Assistant, will become a LT Teacher.  
Scott is in discussions with Lucinda Smith, whose employment with Even Start is ending due to loss of funding to see if there is a fit for her in LT.
- c. Compensation Study and Staff Benefits** – Scott distributed the draft compensation study from Jane Van Buren. The Board will review this document prior to the next meeting and continue discussion at that meeting.

Russ Kelty, current LFC insurance broker, has offered to talk with the Board.

- d. Mileage Reimbursement Rate** – Scott increased the mileage rate to \$.51 earlier this month.
- e. Retreat – June 6<sup>th</sup>** – The LFC staff retreat is June 6<sup>th</sup> in Craftsbury.
- f. Other** –
- i. May 6<sup>th</sup> with lawyers** – 5pm at LFC open house to area attorneys. All Board members are encouraged to attend.
  - ii. June 22<sup>nd</sup> Annual Meeting**
  - iii. August 2<sup>nd</sup> Revisiting our History and Celebrating 35 Years!**

- 6. Adjournment** – Bryn moved to adjourn. Duffy seconded. Motion passed.

**Next meeting**  
**Wednesday, May 25, 2011**  
**5 – 7PM**  
**Lamoille Family Center**