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## **Board of Directors' Meeting May 9, 2012**

**Present:** Bryn Fisher, Dan Regan, Sandy Paquette, Ronna Ziegel, John Duffy

**Staff:** Scott Johnson, Becky Gonyea

**Guest:** Katie Marvin

### **1. Approve Minutes**

Duffy motioned to approve the minutes from March 21, 2012. Ronna seconded. Motion passed.

### **2. New Home for LFC**

#### **Harvey Property**

The LFC has entered into a Purchase and Sales Agreement to buy the Harvey property.

Through the title search and further research about the property, the LFC has discovered a number of issues/concerns about the property. The LFC has received an extension to the Purchase and Sales Agreement until May 31<sup>st</sup>. The issues include:

- Required on-site water and sewer
- Road access to Business Enterprise Zone - through the property
- The narrowness of the property and positioning of the facility which may fall close to abutting land owners
- Recreation path - that would run along the border of the property

Some of these questions/issues will likely not be resolved by May 31<sup>st</sup>. The Board expressed support of moving forward with the purchase while the issues continue to be addressed.

### **3. Program Update – Vermont Birth to Three**

Lorraine Patterson, the LFC Child Care Support Services Program Manager, gave an overview of Vermont Birth to Three. A group of funders established Vermont Birth to Three to support improving the quality of home based child care. The LFC received a grant to hire a mentor to engage in ongoing relationships with Registered, Legally Exempt, and Family, Friend and Neighbor child care providers. The Mentor, Erin Carr, has assisted providers with entering the STep Ahead Recognition System (STARS), applying for mini grants, accessing Children's Integrated Services, and enrolling in the Child and Adult Care Food Program. Erin is mentoring an average of 14 providers, which is beyond the original expectations of the grant.

Anticipated results include more home based providers entering STARS, home based providers achieving higher STARS levels, and Legally Exempt and Family, Friend and Neighbor providers become Registered.

### **4. Core Capacity Assessment Tool**

The CCAT is a 146-question online survey that measures a nonprofit organization's effectiveness in relation to four core capacities—leadership, adaptability, management, and technical capacities—as well as organizational culture. Benchmarks for a Better Vermont (BBVT) offered the survey free to up to 75 non-profits who participated in the 3/20 BBVT conference and have an annual budget less than \$2.5 million.

Participating organizations could have up to seven organizational leaders take the survey. The Board discussed the CCAT at the last board meeting and Ronna and Bryce agreed to take the survey. Leadership Team members, Scott, Becky, Rhonda, Lorraine and Jill also took the survey.

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The LFC received a detailed report of our results, including high level information as well as detailed recommendations and strategies. The LFC received a “lifecycle score” which is an indication of the organization’s developmental stage along a continuum. The LFC is in Infrastructure Development on the continuum of 5 stages (Core Program Development, Infrastructure Development, Impact Expansion, Stagnation, and Dissolving/Merging). The report summarizes the LFC’s strengths and challenges in each of the four core capacities as well as organizational culture. Utilizing the lifecycle score and the core capacity results, the report includes a Capacity Building Plan with 10 action steps.

The results were not a surprise to the LFC Leadership Team, with many of the action steps already identified as the team has worked with organizational consultant Bill Bevans and conducted a recent staff survey. While the results provide helpful information about the internal health of the organization, it is important to remain focused on the development participant outcome measures, quantitative and qualitative.

## **5. Financial Reports**

Audit – Scott distributed the FY11 audit Management letter.

3/30/12 Year to Date Financial – Scott distributed the year to date financial report.

## **6. Board Membership and Roles**

### **Prospective board members**

Ronna motioned to accept Katie Marvin as a new board member. Sandy seconded. Motion passed.

Board members agreed to invite Dot Reeve and Brenda Christie to the next meeting.

## **7. Updates/Reports**

### **a. Annual Meeting**

June 27<sup>th</sup> – 4:30 – 5:15pm Business Meeting and 5:30 – 7pm Annual Meeting.

### **b. 5/30/12 with Christine Graham**

The Board will meet with Christine to continue fundraising training, altered slightly given that a capital campaign is further away than originally anticipated.

## **8. Adjournment**

Duffy motioned to adjourn the meeting. Ronna seconded. Motion passed.

**NEXT MEETING –**  
May 30th (Christine Graham)