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## **Board of Directors' Meeting September 28, 2011**

**Present:** Bryn Fisher, Keith Thompson, Jeff Hunsberger, Dan Regan, Sandy Paquette, Ronna Ziegel, Bryce Breton

**Staff:** Scott Johnson, Becky Gonyea

**Guest:** Mollie Norcross, LFC Intern

### **1. Approve Previous Minutes**

Jeff motioned to approve the minutes from August 24<sup>th</sup> as amended. Keith seconded. Motion failed. Last months minutes were rejected and a new version will be submitted in October.

### **2. Property Update**

Scott and Dan met with Monsignor McDermitt on September 12<sup>th</sup>.

The LFC is waiting for communication from the church regarding next steps.

Sandy motioned to go into Executive Session to discuss confidential contract details. Keith seconded.

The Board agreed to come out of Executive Session.

No action was taken.

Scott shared his communication with Cushman Design Group and their interest in working with the LFC to conduct the architectural/engineering feasibility study. The Board asked Scott to express their gratitude to Cushman Design Group for their commitment to working with the LFC.

Becky met with Donnie Blake regarding the cost associated with his company providing renovation/construction cost estimates.

Scott met with Ken Gibbons for guidance regarding moving forward with a facility project.

### **3. Capital Campaign**

Christine Graham is ready to conduct the capital campaign feasibility study once the LFC is ready. If the study can not be launched soon, it will have to wait until after the 1<sup>st</sup> of the year.

Case Statement – The Board reviewed the draft case statement that would be sent to the people that Christine would interview.

Board members suggested changing the order to include the opportunity/need first.

Becky will work on a revised draft that is sequenced differently.

There will also be a Frequently Asked Questions sheet that will answer basic questions, allowing some detail to be removed from the case statement.

Suggestion – remove 3<sup>rd</sup> paragraph from the “today” section.

### **4. Board Function and Role**

Dan raised the topic of the Board developing LFC values, outcomes, etc.

Board members expressed commitment to include existing information, documents, etc

Scott and Becky will gather existing info about values, outcomes, strategies, measurements, etc.

The Board will consider holding a retreat, possibly with an outside facilitator, to begin this work.

*Encouraging, Educating and Celebrating Families*

A United Way Community Partner 

The Board will consider including education about LFC programs on future agendas – possibly have a staff person attend a board meeting to talk about his/her program.

The Board identified the need to develop a common voice/language of LFC mission, purpose, focus, etc.

## **5. Other Business**

Bryn motioned that the Board extend its gratitude and appreciation for Elaine Alexander's 36 years of unflagging commitment to the Lamoille Family Center and pleasure in her community recognition as Hometown Hero. Sandy seconded. Motion passed.

Climb for Kids – September 24<sup>th</sup> – raised \$9,000, netting \$6,500. Becky is sending out a survey to staff to get ideas to improve the event, especially increasing participation.

Pumpkin Chuckin' – October 2<sup>nd</sup> at Boyden Farm in Cambridge to benefit the LFC and the Cambridge Area Rotary.

Staffing – Effective tomorrow, the third of three Program Managers (Children's Integrated Services, Child Care Support Services, and Youth and Young Adult Services) will be in place and overseeing the majority of the LFC programs.

The Audit is scheduled for October and will be conducted by Angolano and Company.

Board Meetings – November/December meetings conflict with the holidays. Board members will consider holding the meetings on 11/30 and 12/21. The Board will finalize the dates at the October meeting.

## **Board Membership –**

Ronna met with Katie Marvin to discuss her interest in becoming a board member. Ronna believes she would be a wonderful addition to the board. Katie would like to wait a couple of months before attending a meeting and being considered by the board for membership.

Keith talked with Jan Roy and she is not ready to consider board membership at this time.

## **6. Adjournment:**

Keith motioned to adjourn the meeting. Sandy seconded. The meeting adjourned.

## **NEXT MEETING**

October 26<sup>th</sup>  
5:00 – 7:00pm