

**Lamoille Family Center
Board of Directors
December 21, 2016
Board Meeting - 5:00 – 7:00 pm**

Present: Bryn Fisher, Janelle Germaine, Sandy Paquette, Marilyn May, John Duffy, Brenda Christie, Eileen Paus

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Minutes

1. Minutes of November 16, 2016
 - a. Brenda moved to approve the minutes, noting one edit that Brenda was not present 11/16/16, Duffy seconded and the Board unanimously approved the minutes of November 16, 2016

2. FY'17 Strategic Directions - Cycle of Donor Giving
 - i. Bryn opened up a dialogue about the cycle of giving and referred us to minutes of a discussion we had with Christine Graham on 1/25/12. Page two of the minutes depict a chart indicting 4 tasks in the cycle of giving: 1) Identify people, 2) Cultivate the relationship, 3) Ask for money, and 4) Thank and ask to do something else.
 - ii. Bryn discussed the primary responsibilities of the Board including: 1) Hire and fire the executive director, 2) financial/fiduciary, and 3) policy development and approval.
 - iii. We discussed what steps we might take next and will discuss further action after the New Year.
 1. Visibility: LFC Open House, marketing, board member hosting a get together, etc.
 2. Staff coming to the Board to talk about a "life in the day..."
 3. Storytelling – Board members and participants
 - i. What's your own involvement story?
 - ii. Capture participant stories and/or YouTube.

3. Phone Calls to Donors
 - a. Scott distributed the current Annual Appeal donors list to each Board member for making thank you calls and the Board members disbursed to different building locations for twenty minutes to makes the calls.

4. Financial
 - a. Meet and Greet Dean Burnell
 - i. Dean shared his reflections on his first month at LFC.
 - ii. Duffy moved to add Dean Burnell to all financial accounts Sandy seconded and the Board unanimously approved add Dean Burnell to all Financial and Bank Accounts including: TD Bank, Union Bank, Community National Bank, Peoples United Bank, Vermont Community Foundation and Morgan Stanley.

b. Staff Benefits

- i. Eileen moved, Brenda seconded and the Board unanimously approved a \$200.00 Holiday bonus for all permanent staff.
- ii. Sandy moved, Brenda seconded and the Board unanimously approved a \$50.00 Holiday gift card for all temporary staff.
- iii. Scott noted that approximately 2/3's of the LFC staff entered the Retirement Plan.

5. Other Business

a. Board Recruitment Efforts

- i. Bryn still has 2 individuals in discussion as potential members to the Board.
- ii. Cajsa Schumacher will officially join the Board at the January meeting.

- b. Scott and Bryn intend to hire a part-time temporary administrative staff person to be in place by the January meeting to take the minutes.

6. Brenda moved to adjourn, Eileen seconded and the Board unanimously approved the motion.

FY'17 Strategic Directions: a) Cycle of Donor Giving, b) Succession Planning, c) Capital Improvements, d) Programming, e) Measuring our Impact, f) Financial Stability

Next Board Meeting

5:00pm – 7:00pm

January 25, 2017

(Regular Board meetings are typically every 4th Wednesday of the month)