

**Lamoille Family Center
Board of Directors
August 29, 2017
Board Meeting - 5:00 – 7:00 pm**

Present: Marilyn May, Sandy Paquette, John Duffy, Dixie Bolio, Cajsja Schumacher, Janelle Germaine, Eileen Paus, Neal Fisher, Brenda Christie, Kerri Johnson, Dean Burnell, Scott Johnson and Kathy Wilder

Absent: Dixie Bolio

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Minutes

1. Squash lasagna, tossed salad and garlic bread catered by Betty Courchaine were appreciated.
2. Cajsja moved to approve the minutes of July 26, 2017, Brenda seconded and the Board unanimously voted to approve the minutes.
3. Executive Director Succession Planning
 - a. Transition Responsibilities
 - i. Scott had prepared and distributed an Executive Director Transition notebook and reviewed the contents which included: schedule/timeline, an article on executive transitions, staff survey, sample ad, and job description samples. It was noted that the Family Center of Washington County shared their search documents for LFC to use and replicate as desired.
 - ii. The schedule/timeline was reviewed in more detail to understand the staging, sequencing and different functions needed to be carried out by the Board throughout FY'18.
 - iii. The board acknowledged their important decision making function and Board responsibility for hiring the Executive Director. At the same time, acknowledging the importance of creating regular communication channels and different levels of involvement with staff throughout the process.
 - iv. Dean and Scott will serve in an administrative role and support the Search Committee throughout the transition with the necessary administrative tasks required to manage the search.
 - b. LFC Staff Survey
 - i. The Board reviewed the staff survey and discussed comments that highlighted desired traits for the ED, strengths of the organization and programming, and areas for suggested improvements. The Board asked Scott to work with the Leadership Team to review the staff survey and tease out the "pearls", common themes and nuance to the comments.
 - c. Search Committee membership, Chair, Community Membership and Schedule
 - i. Marilyn May, Eileen Paus, Sandy Paquette, Kerri Johnson, Brenda Christie, Dixie Bolio agreed to be on the Search Committee and Cajsja offered to help when she can.
 - ii. The Search Committee will determine the chair at their first meeting.

- iii. The Search Committee discussed reaching out to community members from the business sector to include one member on the committee. Potential community members included: David Marvin, Judy Geer and Bill Stritzler. Scott agreed to follow up with respective members.
 - iv. The Search Committee agreed to a first meeting on either September 6th or 7th depending on the availability of community member and October 17th will be saved for a second meeting of the committee.
- d. Other Discussion
- i. Reviewed the ED hiring timelines of four other PCCs
 - ii. Challenges/opportunities with a co-director model
 - iii. Importance of search process transparency & engagement
 - iv. Be clear about Board's role and responsibility in hiring
4. Other Business
- a. Scott reported he had been approached by Sonny Demars who expressed interest in negotiating a purchase of our Bridge Street property in anticipation of its potential use by the Catholic Church. The board revisited the history and current status of the property as well as previous communications with the church leadership.
 - i. Brenda moved to maintain ownership of the property, Sandy seconded and the board unanimously voted to approve the motion.
5. Election of Board Chair
- a. Sandy moved to approve the nomination of Neal Fisher as Board Chair, Brenda seconded and the Board unanimously approved Neal's appointment.
6. The meeting adjourned at 7:15pm

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 – 6:30pm – Annual Meeting
September 27, 2017
(Regular Board meetings are typically every 4th Wednesday of the month)