

Lamoille Family Center
Board Meeting
Wednesday, October 23, 2024
5:00 PM to 7:00 PM

Marilyn May, Chair	Sandy Paquette, Vice Chair	Eileen Paus, Secretary
Reeva Murphy	Christine Languerand, Treasurer	Pixie Loomis, Strategic Planning Committee
Carol Lang-Godin, ED	Kerrie Johnson	Michele Sullivan-Dubois, Strategic Planning
Brenda Christie	Dean Burnell, Office Manager	Randy Sargent, Auditor JMM & Associates
		Kayla Wood, Auditor JMM & Associates

Virtual meeting via Zoom

Absent Board Members: Iris Cloutier

1. Financials - An audit review presented in powerpoint by Kayla Wood, Auditors:

- The DRAFT Financial Statements and Supplementary Information covering June 30, 2024 & 2023 does not include a Management Letter.
- The audit was performed remotely, minimal time in office, and Dean was accommodating with information.
- Assets demonstrate a large surplus including increase in CIS funding, a larger DCF balance at year end, and investments doing well.
- The Net Assets have over 17 months of operational expenses available, a reflection of a secure financial status.
- Changes in Net Assets without Donor Restrictions Support and Revenue increased approximately \$225,000 or 9%.
- Program Expenses are 80% of budget (a positive indicator), and expenses increased 7% in 2024 compared to 2023.
- Functional Expenses for 2024 reflect an increase in employee health benefits (2% Retirement contribution), an increase in Conference expense (PCC Conference. A pass through grant).
- Events and activities; success in the Kid to Camp program and additional emergency

support.

- Functional Expenses for 2023: presented in comparison to 2024 for Board to Review.
- Statement of Cash Flows: An operating surplus and there is a very strong cash balance.
- Footnotes updated as needed without need for significant changes.
- Program descriptions and a summary of operations and significant accounting policies presented. The adopted capitalization policy of \$20,000 for all long-term leases has had no large impact for LFC.
- Liquidity: financial assets less those not available over the next 12 months result in very strong liquidity.
- Bequest committed to LFC from an estate is expected to be collected in the near future though no set date.

Dean presented the Investment Quarterly Report:

- Morgan Stanley distribution is 36% and 64%, within the parameters of 40% Bonds/Cash and 60% Equity and Alt, +/- 10%.
- Funds with Morgan/Stanley have increased 41.37% since 6/10/2015.
- A reported 4% (\$81,092) is the yardstick measurement to let us know what funds can be removed from the portfolio without having an impact on the performance of the portfolio.
- VT Community Foundation: The recent quarter information is not available yet. Last available statement is June 2024. Funds in this Foundation are available if needed secondary to the terms of keeping funds in place being met.
- A First Quarter LFC operating report was not completed because three months of information does not provide meaningful data to evaluate trends.
- Local Bank balances remain below the FDIC insurance coverage amount to protect funds.

Board Discussion:

- Marilyn and Pixie laud Carol and Dean for managing finances so well that results in a clean audit and their commitment to securing LFC with stable finances. Carol attributes Dean's managing systems to keep track of so many grants.
- An Audit final version will be made available from JMM & Associates following this review.
- Pixie asks if the 17 months of liquidity sends any red flags, Randy Sargent reports this does not normally impact donations. Donor education remains an effective means of continuing donations.
- The Audit Report is not posted on the website; however, is available upon request. The nonprofit Tax form 990 is posted on the LFC website.
- Pixie asks if the financial stability of the LFC allows for an evaluation and increase in

retirement benefits for employees. Carol reports an updated Salary Schedule will be presented to the Board this year and there will be a significant healthcare insurance cost which will be considered when determining what can be achieved to support retirement matching. The Board is in agreement in improving benefits for the LFC Staff while maintaining financial stability for programs.

2. Approve minutes of August 28, 2024 Board Meeting

Pixie approved the August 28, 2024 Minutes, Christine seconded, and 5 Board members approved. Michelle and Brenda abstained secondary to being absent from this Board Meeting. (Pixie clarified that according to Robert's Rules of Order, a Board Member, despite being absent from a meeting, is allowed to vote.)

3. Election of Officers:

Officer Position roles and responsibilities were reviewed. Dean supports the Member in their role as Treasurer. Sandy, current Treasurer, expressed her wish to be Vice Chair. Christine Languerand stepped forward to be Treasurer.

Michele Sullivan-DuBois moved, and Reeva Murphy seconded approval to remove Sandy Paquette and add Christine Languerand as an authorized signer as of 10/23/24 on all accounts including: Union Bank, Community National Bank, North Country Federal Credit Union, Vermont Community Foundation and Morgan Stanley. Motion passed.

The Lamoille Family Center Board of Directors as of 10/23/2024 is as follows:

Marilyn May, Chair
Sandra Paquette, Vice Chair
Christine Languerand, Treasurer
Eileen Paus, Secretary

4. Reports

Executive Director Report

September & October 2024

Highlights/Summary from the last month:

Conflict of Interest forms from many Board members remain to be completed – if you got an email from me last week you know who you are.

Staffing:

- Wendy Chauvin's last day at LFC was 9/27. Thanks to those of you who could make it to the taco bar potluck to send her off. We've renamed the Events Room where we store all the Holiday Project items "Wendy's Room" in honor of her.
- Emily Merrill is our new Office Manager and Outreach Coordinator. Emily is settling in and is a wonderful addition to LFC.
- Debbie Trombly will be moving on from LFC after 11/14. She's ready to make a change in her life. The position has been posted internally and the ad has been run in local papers.

Parent Child Center Network (PCCN)

The following meetings were attended by Carol Lang-Godin, ED:

- September and October PCCN monthly meeting in person in Randolph.
- The PCCN Janet S. Munt Family Room's Peer Review.
- One PCCN Innovations Conference meeting to prepare for wrapping up this grant and submitting a request for next year's funding.
- Six Executive Committee meetings.
- One PCC Quality & Standards Committee meeting.
- Two PCC/CDD meetings.
- Two PCC November Retreat Planning Committee meetings.

Building Maintenance Projects/Bridge St. Property

- Solid Choice has finished staining the back deck, staining the ramp into the childcare space, repairing the fencing in multiple spots, installing shelving in the Little House and repainting handicap accessible parking spaces. We're still waiting for the work to happen on repairing rot on the back side of the building and replacing the downstairs bathroom window.

Other

- LFC Annual Meeting on 9/25 was a great success. Thanks to all of you who could make it and those of you who sent well wishes.
- Facilitated the September and October LINT (Lamoille Interagency Networking Team) meeting along with Katina Idol from Lamoille County Mental Health.
- Attended Common Good Vermont's Non-Profit Listening Tour to share things that are occurring in the non-profit work in Lamoille. Several other agency leads were in attendance. Common themes arose like cost of health insurance, housing issues, needing to maintain quality staff through compensation packages and issues around state contracts not covering the true cost of the work.
- Carol attended one Building Bright Futures (BBF) Regional Leadership Team mtg, the statewide Regional Summit, one BBF State Advisory Council mtg. and one BBF

Quarterly Data and Evaluation Committee mtg.

- Met a donor for coffee.
- Tabling at Alchemist in September. We are one of their tip jar recipients this year.
- LFC Leadership Team met for our semi-annual retreat. It's an opportunity for us to have a whole day together to catch up and review priorities.
- LFC was invited to participate in an Employee Resiliency Pilot Training through Invest EAP (Employee and Organization Assistance Program). The Leadership team is participating in this and have all completed two group consultation meetings and are all working individually on modules that are open to other agencies who were also invited to participate. There will be a Mental Health First Aid training available for all LFC staff.
- Carol attended one Vermont's Early Childhood Action Plan (VECAP) 2030 Advisory Group meeting. The VECAP outlines a cohesive vision and establishes shared accountability to achieve statewide priorities for children and families from the prenatal period through age eight. BBF is charged with monitoring progress toward this vision and updating the VECAP every five years. The current plan expires in 2026 and we are preparing to update the plan for 2026-2030. This Advisory Group will guide this process.
- Carol attended two Lamoille Health Collaborative meetings.
- Table at Rocktoberfest – thanks to many of you for helping that day!
- Presented to the statewide Blueprint team and Community Health Teams along with Breena Holmes from Vermont Child Health Improvement Program (VCHIP), Ilisa Stahlberg from Vermont Department of Health (VDH) and Janet Kilburn from Heal Me Grow. The topic we covered was *Early Childhood System 101: PCC's, HMG and CIS*.

Strategic Planning

- The Strategic Planning committee met twice. (See below)

ED Report Completed by: Carol Lang-Godin 10/20/2024

Development Report October 2024 Board Meeting Submitted by Julia Skonicki

- Holiday Project registration has begun. We are gathering volunteers to help with many aspects of the project this year. Please complete the survey by following this link to share your availability to help with the Holiday Project. Members instructed to use the link should be used to organize this in one place.
- LFC needs to collect 130 signatures from Hardwick voters as part of our request for Town Appropriations this year. We plan to stand in front of the Hardwick polling place on Tuesday, November 5 starting at 7:00AM and collect signatures. We will also plan to stand in front of the grocery co-op in Hardwick on a different day (maybe a weekend?)

and ask people for signatures. Please contact Julia if you can help with this, even for an hour shift.

- You can view the Staff and Board Photo Directory by following this link
- Thank you for your important work!

Discussion: Reeva, now living in Hardwick, reports she will participate in collecting signatures from Hardwick residents. Christine and Marilyn also will provide signatures by the end of the year for the Town Appropriations review.

5. Strategic Planning - Information below is only a draft and is still open to staff and Board for feedback at the time of this meeting.

Lamoille Family Center Vision

The Lamoille Valley will be a safe and secure community where children, youth, and families are empowered, cared for and valued.

Lamoille Family Center Mission

The Lamoille Family Center is a nonprofit organization that promotes the well-being of Lamoille Valley children, youth and families and supports them in meeting life's challenges through education, direct services and advocacy.

Strategic Goals 2025-2027

Goal: Increase community access to Lamoille Family Center services.

Lamoille Family Center's service area are the towns of Lamoille Valley VT

Strategy 1: Expand community outreach and engagement through partnerships and potential hub model.(Increase accessibility in the Lamoille Valley region.)

Strategy 2: Diversify funding sources in support of increasing use of Lamoille Family Center services.

Strategy 3: Increase flexible funding sources in support of increased community access.

Strategy 4: Explore unmet needs of communities within Lamoille Family Center's program service area.

Strategy 5: Explore barriers to accessing Lamoille Family Center services and programming and consider options to address barriers.

Strategy 6: Intentionally ensure all staff understand all Lamoille Family Center programming and services and are actively referring participants, as needed.

Measures of Success

- Increased number of participants accessing Lamoille Family Center services and programming.
- Increased number of participants from previously underserved communities or populations accessing Lamoille Family Center services and programming.

Goal: Diversify Lamoille Family Center's stakeholders and programming to reflect the community served.

stakeholders include staff, board, participants, partners, advisory boards, volunteers

Strategy 1: Diversify board members through policy and recruitment (or bylaws). (The wording of the statement to be further reviewed.)

Strategy 2: Identify perspectives, experiences, and voices not currently included in Lamoille Family Center's stakeholders.

Strategy 3: Identify and employ recruitment approaches to reach community members with under or non-represented perspectives, experiences, and/or voices.

Strategy 4: Assess and change Lamoille Family Center's culture and work environment to ensure it is respectful and supportive of the diverse stakeholders.

Strategy 5: Assess and change Lamoille Family Center's programming to ensure it is respectful and supportive of diverse participants.

Measures of Success

- % increase in historically under or non-served community members accessing Lamoille Family Center services and programming.
- % change in staff and participant culture surveys year-over-year.
- Lamoille Family Center voted "best place to work in Lamoille County" as stakeholders are diversified to represent the communities of Lamoille County.

Initiative: Explore needs and services, programming, and partnership opportunities for 6–11-year-olds in the Lamoille Family Center's service area.

In year one, Lamoille Family Center will identify a person/ firm to lead a community-wide needs assessment to understand the breadth and depth of needs and community capacity and resources for this age demographic.

Strategic Planning Board Discussion:

- Carol shares a draft of the Strategic Framework (above) created by the committee including strategies included by Sarah. The list was slimmed down to two overarching goals (above).
- Marilyn states more data needed to determine the needs of the 6-11 year-olds cohort. This includes what is in place, assessing current needs, and to pull in parents of this age group to ask for their thoughts. Reeva asks if the Vermont After School program has been asked for data. Carol has reviewed their Statewide data.
- Sandy asks more about the Hub Model. Carol states parameters have not been defined, and the goal of the Hub Model is to increase accessibility.
- Lamoille Valley includes the following towns; Lamoille County Towns, Stannard, Hardwick, Craftsbury, Greensboro Bend and Woodbury.
- Planning Committee meets again on 11/18/2024. Carol reports there are many one hour meetings and she will review the current Strategic Planning schedule with Sarah in effort

to maintain progress and meet goals.

- Reeve inquires about the 6-11 year-old identified as an unmet need; i.e. Childcare. Reeve states the LFC should stay alert to supporting other childcare expansion that would fit within the Hub Model. Workforce support for early childcare providers and the potential for shared spaces which could be utilized by LFC staff who could also support early childhood programs.
- A review of Board Member recruitment that would support the mission of the LFC discussed. Carol clarifies the statement describing recruitment as; Diversify Board Members through recruitment strategies and bylaws. Pixie would like to bring different perspectives onto the Board through Board Diversity and adds that staff have noted a lack of Diversity with the current Board.
- Board members should be aligned with LFC policies, i.e. is the Board addressing the diversity in the community through Board recruitment.
- Term limits for Board Members is in need of review as this provides opportunity for turnover providing new ideas.
- Marilyn provided the Board with current Bylaws for Terms for Board Members.
- Pixie reports questions need to be asked that look for information missing, requesting the Board review the above Goals/Strategies for input. Marilyn reiterates the need to evaluate the needs of the 6-11 year old cohort.
- BOARD MEMBERS to provide feedback about Strategic Planning to Carol by 11/11/2024.

6. Old Business

7. New Business - Date of November meeting

- Pixie encourages members to attend the upcoming HLV presentation at the Tech Center. HLV presentation will include how community partners can collaborate with HLV.
- Michelle expresses the need to be cognizant of the upcoming election and its impact on policy development.
- Pixie complimented Carol for her part in having a successful Annual Meeting.
- Determine date of next Board Meeting. Eileen will be unable to attend.

Next Meeting: Wednesday, December 4, 2024, 5:00-7:00 P.M.