Board of Directors’ Meeting  
November 28, 2012

Present: Katie Marvin, Bryn Fisher, Dan Regan, John Duffy, Dot Reeve, Karen Shea, Sandy Paquette  
Staff: Scott Johnson, Becky Gonyea  
Consultant: Christine Graham  
Absent: Ronna Ziegel

1. Board Membership  
Dan read a letter of resignation from board member, Jeff Hunsberger. The board expressed their appreciation for Jeff’s service on the board. Sandy motioned to accept the resignation of Jeff Hunsberger as a board member. Karen seconded. The motion passed.

2. Fundraising Training with Christine Graham  
Annual fundraising generates money for operating for the current year and builds loyalty and understanding among donors, leading donors to be ready for a capital campaign. Annual gifts are requested once a year. Capital gifts are requested once during the campaign (2 – 5 years).

Christine walked the board through the elements of a fundraising plan, while the group began to fill in the details.

<table>
<thead>
<tr>
<th>Date</th>
<th>Fund Raising Activities</th>
<th>Special Appeals</th>
<th>Public Events</th>
<th>Publications and PR</th>
<th>Social Media</th>
<th>Preparation for Capital Campaign</th>
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</thead>
<tbody>
<tr>
<td>January 2013</td>
<td>Face to face meetings</td>
<td></td>
<td>Annual Report</td>
<td>Facebook/ E-newsletter</td>
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<td>February 2013</td>
<td></td>
<td></td>
<td>Print Newsletter</td>
<td>Facebook</td>
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<td>March 2013</td>
<td>Town Mtg Vote</td>
<td></td>
<td></td>
<td>Facebook/ E-newsletter</td>
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<td>April 2013</td>
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<td>Facebook/ E-newsletter</td>
<td>Begin feasibility study – interview preparation</td>
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<td>May 2013</td>
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<td>Royal Tea Party?</td>
<td>Facebook/ E-newsletter</td>
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<td>June 2013</td>
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<td></td>
<td>Annual Meeting LT Graduation</td>
<td>Facebook/ E-newsletter</td>
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<td>July 2013</td>
<td>Business Sponsor of Climb</td>
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<td>4th of July Parade</td>
<td>Print Newsletter</td>
<td>Facebook</td>
<td>External interviews</td>
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<td>August 2013</td>
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<td>Diaper Drive</td>
<td>Facebook/ E-newsletter</td>
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<td>September 2013</td>
<td>Face to face meetings</td>
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<td>Climb for Kids</td>
<td>Facebook/ E-newsletter</td>
<td>Study report to board</td>
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<td>October 2013</td>
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<td>Pumpkin Chuckin’ Pumpkin Art Night</td>
<td>Facebook/ E-newsletter</td>
<td>Board votes on campaign – study complete</td>
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<td>November 2013</td>
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<td>Annual Appeal</td>
<td>Facebook/ E-newsletter</td>
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<td>December 2013</td>
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<td>Holiday Project Adopt a Family Santa at the Owen’s</td>
<td>Facebook/ E-newsletter</td>
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Suggestions –
• Initiate a second appeal in late spring/early summer – May?
• Establish a schedule of face to face meetings with top donors – twice annually, September and January?
• List donors on annual report (consider listing alphabetically initially and maybe move to financial categories)
• Identify “special appeals” as needed to raise funds for special projects/expenses while building donor relations and commitment to the LFC.

3. Other Business
a. Minutes of 10/24/12
   Dot motioned to approve the minutes of October 24, 2012. Duffy seconded. Motion passed.

b. Property Developments
   Scott described the recent activity regarding the LFC property. There is a potential buyer interested in purchasing the LFC land next to Bishop Marshall.
   Issues remain about the new property –
   • The LFC needs assurance that there can be a buffer at the south side of the property bordering the property currently owned by Morrisville Water and Light.
   • A road would need to go through the new LFC property to access the upper property. Additional information/engineering is needed regarding where the road would be placed and what impact it would have on the LFC property.
   • Currently the property zoning requires municipal sewer and water which will only be brought over if the industrial park is developed. If this development does not take place, the property would need to be re-zoned to allow on-site water and sewer.
   • There is a study currently being conducted regarding adding a recreation path along Lake Lamoille side of the LFC property.

   The LFC is moving forward with an engineering study to determine the impact of a road through the lower property and the actual developable acreage on the upper property.

   Additional questions –
   • What type/volume of traffic would be expected?
   • Condition of sale – include visual/sound barrier from new road to protect LFC property.
     o Is this possible – would the property owner build/control the road or the town?
   • Would Bishop Marshall consider allowing access to the upper LFC property through their property if the LFC built there? Walking access by program participants from downtown becomes challenging to the property.

c. Financial Updates
   An ad has been placed for a Financial Manager.

d. RBA Reading Assignment
   Scott asked the board to read Chapters 1 and 2 in Mark Friedman’s book, Trying Hard is Not Good Enough. If any board member does not have a copy of the book, please contact Scott or Becky.

e. Well
   The new well has been installed. The filtration system will be installed once the water tests are complete and it is clear what type of system is needed. The total cost will be approximately $30,000 - $35,000.

f. Other
   The LFC Holiday Project is December 15th. Please contact Wendy if you are interested in helping out.
   The LFC Holiday Party is December 17th at noon (potluck and secret Santa gift - $10). Board members are welcome to attend.

4. Adjournment
   Karen motioned to adjourn. Bryn seconded. Motion passed.

Next Board Meeting
December 19, 2012 5-7pm at the LFC