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**Board of Directors' Meeting
May 22, 2013**

Present: Bryn Fisher, John Duffy, Dan Regan, Dot Reeve, Ronna Ziegel, Brenda Christie, Sandy Paquette, Katie Marvin

Staff: Scott Johnson, Becky Gonyea, Charlie Teske, Michele Sullivan-DuBois

1. Approval of Minutes

Ronna motioned to approve the minutes of 4/24/13. Bryn seconded.

Motion passed unanimously.

The Board reviewed the tasks from the last meeting.

2. Budget

a. 4/30/13 Profit and Loss

Scott and Charlie reviewed the profit and loss statement through 4/30/13.

b. FY'14 Budget 1st DRAFT

Scott and Charlie reviewed the FY14 draft budget including a comparison to the prior three years.

A final draft budget will be presented at the Annual Meeting for approval.

3. Salary and Benefits

a. Key findings from Salary Study

Health and other benefits – the only contribution the LFC makes to health and other benefits is 75% to single person health insurance. The LFC offers many other benefits (dental insurance, life insurance, etc.), but does not contribute to these benefits.

The LFC offers more generous paid time off than the other Parent Child Centers.

Salary findings – 18 LFC positions were surveyed which match 26 LFC positions.

Of those positions, 9 are at the mean, 5 are above the mean, 10 are below mean, and 2 are not applicable due to differences in job scope/description that makes the comparison not appropriate.

The board discussed the options for salary adjustments in FY14 (bonus, cost of living increase, adjustment to those who are below the mean).

Bryn motioned to include a salary increase of 2.5% of the total organizational salary line that will be distributed equitably, based upon the number of full time equivalent employees. Sandy seconded.

Motion passed unanimously.

The Board committed to continued discussion regarding staff salaries and benefits.

4. Other Business

a. Annual Meeting

i. Slate of Officers

Dan reiterated his intention of stepping down from the chair position.

The Board will vote on a slate of officers at the Annual Meeting in June.

Chair – Bryn Fisher

Vice Chair – Sandy Paquette

Treasurer – John Duffy

Secretary – Scott will ask Dot if she is willing to be nominated as Secretary

Encouraging, Educating and Celebrating Families

A United Way Community Partner



ii. Speakers and Supporter of the Year

Dave Yacovone will be the speaker at the Annual Meeting.

The DCF-Child Development Division will be recognized as the Supporter of the Year.

Three staff will be recognized for their years of employment at the Family Center.

b. Board Recruitment

Scott will follow up with Peter Peltz regarding joining the Board now that the legislative session has ended.

c. June 3rd Staff Retreat

Scott will send out the agenda once it has been finalized.

d. Special Appeal for the Well

Becky reported that the LFC has received \$6,500 in contributions toward the special appeal.

e. Life insurance

Becky reported that the LFC has been listed as a partial beneficiary on a life insurance policy of an anonymous donor. The LFC has done very little with current and potential donors regarding Planned Giving. This is an area to focus on in the future.

5. Adjournment

Sandy motioned to adjourn the meeting. Bryn seconded. Motion passed unanimously.

Future Agenda Items

- Health care reform
- FY 14 Budget
- Long term salary/benefit planning
- Status of the well special appeal
- Board Recruitment
- Results Based Accountability

Follow Up/Action Steps

- Scott will follow up with Peter Peltz as a potential new Board member
- Scott will organize a meeting of the Property Committee
- Scott will send the Board information about the June 3rd Retreat once it is available

Next Board Meeting

June 26, 2013 4 – 5pm – Business Meeting

5:30 – 7pm – Annual Meeting