

**Lamoille Family Center  
Board of Directors  
September 28, 2016  
Board Meeting - 5:00 – 7:00 pm**

**Present:** Bryn Fisher, Janelle Germaine, John Duffy, Marilyn May, Brenda Christie, Scott Johnson, Paula Beattie,

**Absent:** Sandy Paquette and Eileen Paus

Minutes

Minutes of August 24, 2016

Marilyn moved to approve the August 24<sup>th</sup> minutes, Janelle seconded and the Board unanimously adopted the minutes as presented.

LFC Programming

Nancy Pope, Program Manager for **Youth and Young Adult Programs (YAYA)** presented to the Board on YAYA programs.

The LINK Program is a member of the VT Coalition of Runaway and Homeless Youth serving youth at risk of running away or those that may already be out of the home and possibly homeless.

Families Learning Together is a Recognized Independent High School supporting pregnant and parenting teens and providing: academic supports, child care, life skills, cooking and nutritional skills, counseling, parent education and vocational preparation. Reach Up includes both a case manager and a job coach to support parents to prepare for and be successful on the job and in the community.

Career Path is a new program collaboration with ReSOURCE and LFC to provide training, skill building and on-site experience in manufactory trades.

Nancy discussed the important programmatic connections in the community including: Housing Solutions Team, Reach Up Team, Child Protection Teams and the Teen Center to name a few.

Financial

Paula and Scott proposed a Retirement Plan contribution level for the balance of the FY'17 fiscal year. LFC staff was pleased to hear about the Board agreeing to implement a retirement plan. Staff will be meeting with our financial advisor to talk about investment strategies next week.

Paula recommended that:

For the remainder of FY'17 we adopt an amount of employer contribution of \$.25 on a \$1.00 up to an employee contribution of 4%.

Brenda moved to approve the recommendation of LFC administration as stated, Duffy seconded and the Board voted unanimously to approve the motion.

#### Strategic Planning Discussion:

Bryn opened up discussion on formulating FY'17 Strategic Directions for LFC. We reviewed the existing FY'16 Strategic Directions: RBA, Property, Salary/Benefits, and Board Expansion. The following categories and questions were generated and will require further discussion, refinement and decision-making:

Programming: What programming is needed and could bring in money?

Substance Abuse; Health Care; Vocational; etc.

Measuring Our Impact: What do we need to do to strengthen our focus on data and RBA?

Financial: Can we take any further action to build and secure our financial strength?

Succession Planning: What steps need to be in place to successfully make any necessary administrative transitions?

Cycle of Donor Giving: What can we do to nurture relationships with donors?

Maintenance/Improvements: What are necessary and/or deferred maintenance or improvements that should be scheduled?

Scott opened up discussion and review of our succession planning by reviewing the February document and staged progression of succession.

There were three phases in the February 2016 succession plan:

Hire a full-time Business Manager by July 1st.

Status: Complete

Build capacity to create the position of Deputy Director by 1/1/17.

Status: The design intended to modify the FTE of the Development position sufficiently enough to find the necessary savings to build the Deputy position. It does not appear that is possible and needs to be reconsidered.

Hire an Executive Director by 6/30/17.

The timeframe is not realistic given #2 and the fact that the Development position is in transition.

#### Other Business

Board Recruitment Efforts – Bryn and Scott discussed 3 candidates and plan to follow up with them before the next board meeting.

Board Engagement – Bryn spoke about upcoming events and opportunities for board member involvement.

The October Board meeting will include review of the draft Audit with our Auditor, JMM and Associates, Randy Sargent.

November and December Board meeting schedule: November 16<sup>th</sup> and December 21st

Brenda moved, Duffy seconded and the Board unanimously voted to adjourn at 7:05pm.

**FY'17 Strategic Directions: RBA, Property, Salary/Benefits, Board Expansion**  
**Next Board Meeting**  
**5:00pm – 7:00pm**  
**October 26, 2016**