

**Lamoille Family Center
Board of Directors
July 26, 2017
Board Meeting - 5:00 – 7:00 pm**

Present: Marilyn May, Sandy Paquette, John Duffy, Dixie Bolio, Cajsa Schumacher, Janelle Germaine, Eileen Paus, Neal Fisher, Brenda Christie, Kerri Johnson, Dean Burnell, Scott Johnson, Kathy Wilder and guest Bryn Fisher, outgoing Chair. ↑

Minutes

1. Cajsa moved to approve the minutes of June 19, 2017, Brenda seconded and the board unanimously approved the minutes as written.
2. Board members returned annual Conflict of Interest forms.
3. Financial
 - a. Dean reviewed the June 30, 2017 year-end financial report and Morgan Stanley investments from inception to date. The FY'17 budget came in ahead on revenues due primarily to investment income, a one-time estate gift and vacancy savings.
 - i. Brenda moved to approve the FY'17 year-end, unaudited report, Dixie seconded and the board unanimously approved the report.
 - ii. Kerri moved to approve the Morgan Stanley Investment Report as presented, Cajsa seconded and the board unanimously approved the report.
4. FY'17 Strategic Directions
 - a. The Executive Director transition planning discussion was led by Scott who passed out a planning guide for discussion. He reminded the board of his plan to leave his position ideally by June of 2018 and no later than December of 2018. Scott gave a brief history of LFC leadership positions followed by a discussion of how the different leadership roles worked.

It was agreed that a search committee would be formed and several members including Eileen, Brenda, Sandy and Dixie said they were interested in serving on the committee.

Discussion and ideas included:

- review organization to understand its current state
- advertise: word of mouth, written ads, contact people we know and begin conversation
- merge with an entity similar to LFC like the Family Center of Washington County
- important to start now to find out salaries of those in similar positions
- staff needs to have input at some level and be kept in the loop at several stages during the transition
- think about different leadership models
- What role do we want Scott to play? - advantage to have him here and engaged
- Scott to send out current job description to Board
- What do we want to accomplish in the first search committee meeting, e.g., search committee membership and Chair, transition/hiring schedule, steps to undertake, documents to prepare, etc.
- The whole board should meet once more on this issue before it goes to a search committee

- Contact community leaders who are experienced people in executive transitions who might help us and join the Search Committee, e.g., David Marvin, Judy Geer, Bill Stritzler

Send out a survey to staff prior to the next Board meeting.

- 3-5 year vision
- qualities of leadership
- style of leadership
- What would you personally want from a leader
- qualifications

The Board brainstormed a list of characteristics of a good leader: flexibility, forward thinking, good negotiator, committed, self-confident, comfortable with money, human services experience, comfortable asking questions and for help, college degree of at least four years plus experience, community minded.

Scott will send things to accomplish at the next Board meeting and the current Executive Director job description. A planning meeting of the whole board for hiring will be held Tuesday 29th of August 5:00 to 7:30pm at LFC and will include dinner.

There will still be a regular board meeting on the fourth Wednesday unless there is notification of its being canceled.

5. Other Business

a. Officers – Filling the Chair vacancy

- i. Scott acknowledged that he had spoken with Neal who agreed to fill the position of Chair if he could be of service to the organization and there was no one else to step into the role. The board acknowledged their gratitude and support for Neal stepping in to the role of LFC Chair. The position will be voted on at the August meeting.

6. Adjournment

- a. The meeting adjourned at 7:00pm.

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

August 23, 2017

(Regular Board meetings are typically every 4th Wednesday of the month)