

**Lamoille Family Center  
Board of Directors  
September 27, 2017  
Board Meeting - 5:00 – 7:00 pm**

**Present:** Neal Fisher, Sandy Paquette, John Duffy, Janelle Germaine, Dixie Bolio, Kerri Johnson, Eileen Paus Brenda Christie and Kathy Wilder

**Absent:** Marilyn May, Cajsa Schumacher



**Minutes**

1. Neal called the meeting to order at 5:00pm with a welcome to all.
2. Brenda moved and Janelle seconded to approve the minutes of August 29, 2017. The Board unanimously approved the minutes as written.
3. Financial
  - a. The FY'17 annual audit was conducted last week by JJM Associates and Randy Sargent. Randy plans to attend the October Board meeting to present the final budget. The only item that will appear on the Management letter is a need to clean up the depreciation schedule.
  - b. What we know and what we don't know re: budget projections.
    - i. Programs not funded as of 12/31/17 include VB5 Mentoring and Strengthening Families Home Providers. The program services will cease and there will be no program expenses but what had been allocated for administrative costs will be a gross loss of approximately \$6,000 for the last six months of the fiscal year.
    - ii. Business office transition may cost approximately \$4,700 over the remainder of the fiscal year.
    - iii. Health insurance increase is projected at 9.2% compared to what we budgeted at 5.5% for a cost of \$2,500.
    - iv. IT expenses are estimated to be up approximately \$7,500
    - v. Program overutilization nets a \$17,000 gain.
  - c. BGS Facilities Grant
    - i. Received a \$10,000 grant to build a 2<sup>nd</sup> story addition on the "Little House" to be completed prior to when the snow flies!
4. Executive Director Succession Planning
  - a. The Search Committee reported that they designated committee Co-Chairs Brenda Christie and Eileen Paus.
  - b. At the committee's first meeting they reviewed and edited an LFC Newsletter article announcing that a search for an executive director has begun, reviewed three PCC job descriptions for edits to the existing LFC Executive Director job description, and asked Scott to compile an LFC wage range report of current staff across the organization.

- c. The next meeting of the Search Committee is scheduled for October 18<sup>th</sup> from 5:30 – 7:00pm. The meeting will include a discussion with David Marvin.
- d. Carol Maloney was hired part-time in the Development office and will assist with some transition duties and also attend the next meeting.

5. The Board adjourned at 6:05pm

**Next Board Meeting**

**5:00pm – 7:00pm**

**October 25, 2017**

(Regular Board meetings are typically every 4<sup>th</sup> Wednesday of the month)