**Lamoille Family Center Board of Directors**

**Minutes**

**Virtual Video Conference: Wednesday, May 27, 2020 5:00 – 7:00 p.m.**

ATTENDEES: Marilyn May (Interim Chair), Floyd Nease (ED), Brenda Christie (Secretary), Eileen Paus, Sandy Paquette, Cat Gallagher, Reeva Murphy, Kerrie Johnson, Julia Skonicki (DD-Minutes), Dean Burnell (Business Manager)

ABSENT: Adam Lory, Cajsa Schumacher (Treas.)

1. Marilyn called the meeting to order at 5:10
2. Sandy moved to approve the Minutes from 4/22/2020 and Brenda seconded the motion. The Board unanimously approved the motion.
3. Dean reviewed the financials.
	1. LFC Cash Flow is stronger than a month ago. Our local cash flow increased due to April quarterly billing. Dean reviewed costs and funding we have received for COVID-Response and expected additional Retainer Funds in the next few months (hopefully.)
	2. Dean presented a new version of the FY21 budget that reflects much less of a deficit than last month, mostly due to one-time money that has been deferred to FY20. Biggest expense will be staff salary schedule adjustment and an increase in the cost of Health Insurance. The budget is conservative and assumes that we will not draw down our funds 100%.
	3. CIS is continuing to receive the same rate for at least the next 90 days. Floyd is in a work group to see if they would give us the increased rate (found to be what is needed by the rate case study) and we could draw down from the same total but with the potential to receive more funds per month while numbers are a little down anyway. Our income could greatly increase should the contract reimbursement rates change.
	4. Dean showed the Board that we will still have more than 9 months of retained earnings next year, even with the salary adjustment.

4. 403B

a. Floyd presented amended language in our 403B policy.

b. Cat motioned to approve the 403B changes and Brenda seconded the motion. The Board unanimously approved the motion.

1. Executive Director Report - Floyd
	* + 1. Floyd announced that Child Care will open July 6 with 3 kids in the beginning. We will not lose subsidy. Looking at numbers, we can continue paying Child Care staff through June. This will be a challenge to meet all stipulations. We have ordered PPE and purchased a new washer and dryer so that we don’t have to ask Staff to take home laundry.
			2. The good news is we have not laid anyone off. If we ended up with the best-case scenario regarding CIS reimbursement rates, we would hire another CIS staff member.
			3. Floyd met with NVU admin today and they asked if we and other non-profits would get involved. They also have empty buildings and so they discussed the possibility of some non-profits occupying the spaces.
			4. Lunch with Floyd happened today – only two people showed but it was fun. Floyd will send Board missives when he sends them to staff.
2. Development Director Report - Julia
	* + 1. Parent Ed has moved to a virtual format and we have seen an increase in registration because of this. We are still working out kinks but the new format feels promising.
			2. Kid to Camp –We are giving out camp scholarships quietly but have limited funds. We still have another potential $5K in matching funds that we could use to carefully approach donors, but we are trying to be sensitive to our supporters’ needs and financial hardships.
			3. Our very loyal private donor that has given LFC $50K in funds to help mitigate the losses due to COVID agreed to permit us to defer the $35K in Buildings and Grounds money and the $50K for next fiscal year as well. Another loyal donor has given us permission to defer another $35K to next fiscal year. This has helped next year’s budget. VCF (Vermont Community Foundation) also gave us $10K in COVID response funds.
			4. Thank you for your help with sending a message to staff.
			5. We are collaborated with several partner organizations to fund, coordinate, and distribute 200 activity bags. We have secured another $3100 to distribute another phase of bags but this funding is a bit more restricted.
			6. Thank you cards for Annual Appeal donors from Board – please sign up for spots on Google Excel sheet (168 donors). Julia will mail you stationary, envelopes and optional scripts.
3. Annual Meeting
4. Floyd proposed postponing the meeting until September.
5. Cat motioned to move the Annual Meeting to September and Brenda seconded the motion. The Board unanimously approved the motion.
6. Discussion around nominating staff member for Scott Johnson Leadership Award. Board input on Leadership Award nominations can be sent to Floyd.
7. In June we will re-elect or elect a slate of officers. Sandy reminded everyone that if you want to continue or elect yourself for a position, we can discuss this next time.

8. Other Business:

a. Floyd proposed the new recruiting incentive and pitched a program where if LFC staff recruits someone that is hired and goes through a probationary period, they get a $100 bonus.

b. Cat motioned to approve the initiative and Brenda seconded the motion. The Board unanimously approved the motion.

**Next Meeting Wednesday, June 24, 2020**