



Westford CAT Board Meeting Minutes Thursday, June 18, 2020, 7:00 PM

Virtual Meeting

Attendees: Kristi Bates, Nancy Burns (Transition Committee), Tom Clay, Sarah Fletcher (Acting Executive Director) Bob Jefferies, Marilyn Katler, Sean Kelly, Ray Mascola (Fundraising Task Force), Cathy Ricketson (Fundraising Task Force), Susan Spuhler, Tracey Tebrow (Transition Committee), Jack Wang, Diane Wood

Community Participants: Paul Fassbender, Chris Kuntz

- June 4th (Open) BOARD MINUTES (Board)
 - Approve Minutes

Action: Minutes approved by present majority of Board Members (Tom Clay absent for vote)

- NEW MEMBERS/SPONSORS BOARD APPROVAL

Action: New Members/Sponsors approved by majority of present Board Members (Bob Jefferies abstained, and Tom Clay absent for vote)

- Agreed to review New Members/Sponsor more consistently

- ACTING EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)
 - General Staff Activities
 - New Assistant update

Action: Sarah shared sample of (current/past) staff activities:

- On Line Auction, Voting and Absentee Ballot PSA, Annual Town Meeting on WA Field Preparation, Health Department updates, New Assistant joining, Joyce's intern not yet started, Cameron Senior Center articles, Audit in progress.

- ON LINE AUCTION RESULTS/FUNDRAISING (Cathy Ricketson/Task Force)
 - Task Force Update/Lessons Learned
 - Restaurant Fundraiser: Mr Mac's

Action: Cathy provided an update on the successful On Line Auction.

- \$5,900 Net
- Met our goal to raise money, and just as important to help local businesses and raise awareness for what we do.
- Great community participation, Well received, Improved business relationships.
- Potential for future On Line Auctions in the Fall timeframe.
- Restaurant Fundraiser scheduled with Mr Mac's for June 25th

- FINCOM UPDATE (Jack Wang/Kristi Bates/Pam Florek, Alden Wood)
 - General update
 - Staff Bonus Recommendations from FINCOM

Action: Jack provided a FINCOM update:

- FINCOM had their first meeting, Monday, June 15th
- Refer to Spread Sheet Jack distributed for more details.
- Adjusted Cash Flow of \$52,049
- Assumes level staffing
- FINCOM will revisit and compare better return options for savings account: Currently, \$250,000 at Lowell Five .
- We will clear Paycheck Protection Program Loan Forgiveness.
- Goal is to increase revenue without undue risk.
- Discussed using some funds for investing in equipment, such as for Podcasts
- Final agreement on Staff Bonuses: Immediate bonus of \$2500 in total across all 5 staff to be disbursed by Acting Executive Director (Majority Vote of Board taken via email under separate cover).

- COMMITTEE UPDATES

Action: Updates, if available, from various Committees

Legislative Review Committee: Bob Jefferies, Diane Wood, Marilyn Katler, Tom Clay

- Current Legislative Bills impacting PEG funding are making little progress.
- Bob and Tom are researching options to collect revenue from the Town for Verizon and Comcast for ‘right of way’ and use of local land/area. Taxes?
- We collect 95K in taxes from Comcast and \$323K from Verizon
- Action: Tom will ask Paul Plouffe, Tax Assessor, to take a closer look at Assessments. How are these Taxes assessed today?
- What do other Towns do? Concord has established their own network.
- We could consider starting a discussion with select Board to propose a small “courtesy bill” to Select Board. Tom will request data from Tax Assessor and keep us abreast.

Bylaws and Policy Committee: Sean Kelly, Marilyn Katler, Kristi Bates, Paul Fassbender

- Sean is holding first meeting on Monday, June 22nd

- PERSONNEL UPDATES (Non-Executive Session)

Action: Brief update on Staff

- Part time Assistant, Andria, has started and is successfully working.
- Negotiations still in progress with other impacted staff.

- MEMBERSHIP DEFINITION Next Steps (Kristi/Board)

Action: Discussion about more clearly defining Membership and modifying the Bylaws to reflect any changes.

- One class of Membership in Bylaws today. Is that what we want?
- Sarah will take Lead and pull in Fundraising Task Force to form a Committee to redefine.

- BOARD MEETING ZOOM COMMUNICATION DISCUSSION (Kristi/Board)

Action: Discussion about how broadly we communicate and make available access to our meetings

- Need to ensure that privacy and security are ensured while balancing the need to be welcoming and transparent.
- Meetings are neither streamed nor taped today.
- Jack shared the various options within Zoom for the Admin, to manage attendees participation, including the ability to simply delete/remove a participant if they are not transparent.
- Board agreed to continue posting the Zoom Board Meeting link on CAT site and Sarah will utilize all the Admin options to closely manage attendees as needed.

- BLACK LIVES MATTER DISCUSSION

Action: Discussion about CAT publishing a Statement in support of BLM

- Board agreed to publish a statement
- Sarah will develop a draft with Joyce using the previously distributed Mass Access statement as a template, but personalizing it to Westford.
- Goal is to publish prior to July 7th Community Forum event.
- Coverage of July 7th Community Forum event discussed. Tom encouraging CAT coverage in various ways.

Next Board Meeting: Thursday, July 16, 2020

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION

ACTION ITEMS:

- Review any New Members/Sponsors
- Update on Mr Mac's Macaroni and Cheese Dining for a Cause
- Update on progress of Membership Definition
- Committee Progress
- BLM coverage update