



Westford CAT Follow Up Board Meeting Minutes

Tuesday, May 5, 2020, 7: 30 PM

Zoom Virtual Meeting.

ATTENDEES

Kristi Bates, Nancy Burns, Tom Clay, Bob Jefferies, Marilyn Katler, Sean Kelly, Susan Spuhler, Tracey Tebrow, Jack Wang, Diane Wood

APPROVAL OF APRIL 21, 2020 BOARD MEETING MINUTES

- Approved. Those Directors in attendance: Bob, Kristi, Marilyn, Susan, Diane
- Agreed to post on Drive and on CAT Home Page

PAYCHECK PROTECTION PROGRAM UPDATE

- Grant of \$74K approved and received

RECINDING JOYCE/SARAH DISCIPLINARY LETTERS (Kristi/All)

- Unanimous vote of Yes by 8 Board Members (Nashoba Tech Liaison Board Member replacement is TBD)

PRIOR EXECUTIVE DIRECTOR RESUMES (Diane)

- Two requests. Not yet received. Diane will call Sunhe.

LEASE FOLLOW UP (Diane/Kristi)

- Ray Mascola leading call with Landlord scheduled for 5/ 6.

COMMITTEES UPDATES (Kristi)

Finance Committee (Jack): Application for Member participation DRAFTED.

- Plans to post to CAT Homepage by end of week.

New Committees (See chart below)

Establish Committees with individual Board Member participation/liaison

Transition Committee

Legislative Review Committee

Infrastructure Committee

Bylaws and Policy Committee

Fundraising Committee (Meeting on May 7th)

Technology Committee

2020 BUDGET (Jack)

In progress. Need to review QuickBooks with Sarah and Karen, Bookkeeper
Goal is to have the 2020 budget by next month.

HOUSEKEEPING/ADMINISTRATION/NORMS

COMMUNITY COMMUNICATION

- Will post monthly Board Meeting Minutes on the Homepage.

WESTFORD CAT EMAIL ACCOUNTS

- All set up. Use for all communication. Check often.

GOOGLE DRIVE

- Sarah sent out access guidance. Multiple Folders set up to store documents.

MAY 21st MONTHLY BOARD MEETING AND PREP

- Meeting and Zoom link posted on CAT Homepage banner
- Should post Agenda by end of next week; May 15th
- Watch for DRAFT and request for content

WESTFORD CAT BUSINESS CARDS

- TBD. Suggestion for general cards rather than individual specific named cards.

EXECUTIVE SESSION

ADJOURN

ACTION ITEMS

- Report back out on Lease Discussion (Diane/Kristi)
- Liaisons/Board Members to review (new) Committees and add definition (All)
 - Committees should organize and plan to report on progress
- Call Shunhe for one last attempt to obtain Executive Director resume (Diane)
- Complete and post Finance Committee application (Jack/Sarah)
- Continue progress on 2020 Budget/Meet with Sarah and Karen (Jack)
- Solicit and send out Draft Agenda items (Diane)

- Executive Session Actions

DRAFT

Committee Name/Count	Committee Board Chairs	General Overview (Description, Goals and Committee Composition TBD)
Finance	Jack Wang, Kristi Bates	Review Financials. Help prepare annual report and annual budget.
Transition	Nancy Burns, Susan Spuhler, Tracey Tebrow	Review staffing needs for Westford CAT in the short and long term. Create job descriptions. Execute Executive Director search.
Legislation Review	Diane Wood, Marilyn Katler (TBD), Bob Jefferies	Review current State and Federal Legislation for CAT assistance. Identify ways to support the legislature through discussion with state and federal representatives, communication to members and education to community.
Technology	Susan Spuhler	Review current data storage, post production and equipment. Identify current and future needs.
Infrastructure	Bob Jefferies, Tom Clay	Review Property Issues with town right of ways. Possible revenue opportunities. Explore working with Westford Communications Advisory Committee and Select Board Liaison.
By-laws & Policy	Sean Kelly, Kristi Bates, Marilyn Katler (TBD)	Review and Identify Suggestions for By-law changes. Identify current policies, update and publish.
Fundraising Task Force	Diane Wood, Kristi Bates, Susan Spuhler, Jack Wang	Identify short and long term fundraising goals. Work with Finance Committee.

Establish the following Committees: May 5, 2020