



Westford CAT Board Meeting Minutes

Thursday, May 21, 2020

Virtual Meeting

ATTENDEES: Kristi Bates, Tom Clay, Steve Edwards (Staff), Sarah Fletcher (Acting Executive Director), Bob Jefferies, Marilyn Katler, Sean Kelley, Cathy Ricketson (Auction Coordinator), Susan Spuhler, Tracey Trebow (Transition) Jack Wang, Diane Wood

- o FOLLOW UP BOARD MEETING MINUTES (Kristi)
 - Unanimous approval of May 5th Follow Up Meeting Minutes
- o DIRECTOR'S UPDATE (Sarah)
 - Update to the Board on activities: Staff busy, Annual report in progress, Covid19 Office safety protocols being worked on, WA Activities, One Minute Candidate Interviews, News Articles, Other interviews, Project effort discussed. Steve will send Sample of Invoicing template, Next staff is Tuesday, Diane will attend
- o LEASE UPDATE (Diane/Kristi)
 - Dave Guthrie, Landlord, is in the process of creating a new Lease, with terms of 3 percent increase for five years. Building is still for sale. Once drafted, we will have an Attorney review and ensure any requirements for selling building are not detrimental to CAT.
- o TREASURER'S REPORT (Jack)
 - Decrease in funds is really timing/market issue. Financials have changed little. Files are on Google drive. 2020 Budget will be presented for next meeting. Finance committees is established and meetings will be held 2nd week of the month.
- o EXECUTIVE DIRECTOR ASSISTANT JOB DESCRIPTION
 - Schedule a June 4th meeting to discuss job description.
- o PAYROLL PAYCHECK PROTECTION (PPP)
 - Initial discussion about how to best use the funds. Use it? Convert to 1% loan?
- o NEW COMMITTEES UPDATE

Committees and Board Liaisons (Descriptions needed)

- *Finance Committee* (Jack Wang, Kristi Bates)
 - Complete and posted Finance Committee application (Jack/Sarah)
- *Transition Committee* (Nancy Burns, Tracey Tebrow, Susan Spuhler)
 - Updated Description needed

- *Legislative Review Committee* (Diane Wood, Bob Jefferies, Marilyn Katler)
 - Updated Description needed
 - Bob gave an update on ‘right of way’, and recouping expenses from cable companies. Plan is to get on a Select Board meeting agenda to discuss options.
 - *Infrastructure Committee* (Susan Spuhler)
 - Updated Description needed
 - *Bylaws and Policy Committee* (Kristi Bates, Marilyn Katler, Sean Kelly)
 - Updated description developed.
 - Discuss; How are we organized? Policy is directed more at what we do with content/data. Where do we store information? Put on web site?
 - *Technology Committee* (Susan Spuhler)
 - Updated Description needed
 - *Fundraising Committee* (Kristi Bates, Susan Spuhler, Jack Wang, Diane Wood)
 - Updated Description needed
 - (First) May 21st Bamboo Fundraiser was popular
 - Action Unlimited Ad and Article for Auction scheduled for May 29th.
- o JUNE 8TH ON LINE AUCTION (Coordinators Cathy Ricketson/Ray Mascola Cheryl Major):
 - Cathy presented overview/details. ClickBid is Auction platform.
 - Letter sent to Members to donate items. Reminder letter to be sent
 - Advertising: On CAT banner, Multiple Facebook pages, Action Unlimited.
 - Follow up calls to Members being made.
 - o MEMBERSHIP DEFINITION
 - Introduced the need to more clearly define Membership, and then update Bylaws.
 - o OTHER BOARD ACTIVITY (Kristi/All)
 - Acting Executive Director Role: Sarah is appointed
 - o NEXT MONTHLY BOARD MEETING: **June 18, 2020**

Reconvene for Executive Session

ACTION ITEMS

- o Committees to develop/update descriptions (Board)
- o Schedule June 4th Executive Director Assistant Job Description Meeting (Kristi)
- o Continue effort on June 8th On Line Auction (All)
 - Provide update at next Board Meeting on Auction (Cathy R.)
- o Prepare for 2020 Budget review (Jack)
- o Provide wrap up update on Auction (Cathy R.)