



Westford CAT Follow Up Board Meeting Minutes **Thursday, June 4, 2020, 7:00 PM**

Attendees: Kristi Bates, Sarah Fletcher (Acting Executive Director), Bob Jefferies, Marilyn Katler, Sean Kelley, Tracey Tebrow (Transition Committee), Susan Spuhler, Jack Wang, Diane Wood

Board Member Absent: Tom Clay

- MAY 21ST (Open) and EXECUTIVE SESSION BOARD MINUTES
 - Approve two sets of Minutes

ACTION: All Board Members present approved both sets of minutes.

- EDWARD JONES APPOINTEE
 - Vote to appoint Jack

ACTION: All Board Members present approved, with Jack abstaining.

FINCOM Committee planned to meet next week. Awaiting May reports from Bookkeeper.

- REMINDER: On Line AUCTION JUNE 8TH
 - Board participation

ACTION: Brief Auction update. Suggestion of reaching out to resident Jocelyn Bishop.

- TEMPORARY EXECUTIVE DIRECTOR ASSISTANT JOB DESCRIPTION
 - Sarah to present/all to review

ACTION/DISCUSSION: Sarah presented Time Tracking sheet and plans for Assistant:

- Student Intern 20 hours a week for 10 to 12 weeks.
- \$12.75/hour Minimum wage
- All Board Members present approved.

- STAFF BONUS OPTIONS
 - Review options and vote on next step

ACTION:/DISCUSSION:

- Reminder of PPP updates now extended to 24 weeks
- Past Bonuses have been in \$500 range. ie Holiday Bonus

- Last bonus/raise was 2 years ago
- Need to put a plan in place for the future budget, also considering cost of living raise
- FINCOM will discuss/make a dollar amount recommendation
- Discuss at June 18th Board Meeting

- PERSONNEL

ACTION/DISCUSSION:

- Joyce: Agreement. Not yet ready to be signed. Next month.

NEXT BOARD MEETING, JUNE 18, 2020, 7:00 PM

ACTION ITEMS

- Personnel: Update on Joyce's agreement and other Personnel matters
- Present Auction Results
- Finance Committee update/Bonus recommendation