



Westford CAT Board Meeting Minutes

Thursday, August 20, 2020, 7:00 PM

Virtual Meeting

ATTENDEES:

Board Members: Kristi Bates, Tom Clay (Delayed), Sarah Fletcher (Acting Executive Director) Bob Jefferies, Marilyn Katler, Susan Spuhler, Diane Wood

Board Members Absent: Jack Wang, Sean Kelly

Committee Members: Tracey Tebrow, Paul Fassbender

JULY 16th BOARD MINUTES (Board)

- Approve Open Board Minutes
- Approve Executive Session Minutes

ACTION: Both sets of Minutes approved by those in attendance for the vote: Kristi Bates, Bob Jefferies, Marilyn Katler, Susan Spuhler, Diane Wood

NEW MEMBERS/SPONSORS BOARD APPROVAL

ACTION: 4 new Members- 2 from out of Town; interest generated from WA graduation activities. Board Members approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Susan Spuhler, Diane Wood

ACTING EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)

- General Staff and Operational Activities (WA Graduation, Rallies/BLM coverage, etc.)

ACTION:

- Next generation equipment being researched, WA Graduation DVDs being sold, Introduction of 10-Minute Citizen
- Task Force Update: CAT will be participating with Roudenbush Community Center for September 19th Yard Sale- Table set up and On Line Auction.
- Membership Drive being planned establishing an Annual cycle, Corporate Memberships being thought through
- Introducing CAT's Meow.. Testimonials, "What does CAT mean to me?"

FINCOM UPDATE (Jack Wang/FINCOM)

- General update
- Audit Update, if needed

ACTION: No substantive update at this time. Jack not able to attend. PPP not able to be recognized as revenue until 2021. Fundraising Task Force suggested Goal: \$15K. Will be reviewed with FINCOM.

MEMBERSHIP DEFINITION UPDATE (Kristi Bates/Sarah Fletcher)

ACTION: TBD. More at next Board Meeting

FIRST 100 DAYS IN OFFICE WRAP UP (Kristi/Sarah/Jack)

ACTION: Presentation was well received. Next update to Select Board will be upon receipt of audited financials. Date TBD and no later than November.

COMMITTEE UPDATES (Board)

- Infrastructure Committee: Tom follow up with Town Counsel
- Bylaws/Policy Committee
- Other Committees, as needed

ACTION:

Infrastructure:

Bob has sent a letter to Representative Arciero asking for citation of law that applies for potentially being able to negotiate a ROW/property Lease with Verizon and Comcast. Letter also sent to Jodi Ross for Town Counsel's input. Current franchise fee structure unfairly burdens residents.

Bylaws: Paul Fassbender

Bylaw sections have been assigned to committee members to research. Currently reviewing description and requirements of Committees: ie Executive, Standing, vs Ad Hoc.

NASHOBA TECH BOARD LIAISON: Update (Kristi Bates/Board)

- Include 1-year confirmation of Select Board and School Liaisons, Role discussion, etc.

ACTION: Kristi has not been able to reach Nashoba Tech Superintended to discuss Liaison. Tom Clay (tentatively) reaffirmed his Select Board Liaison role. Sean Kelly was not present to confirm his School Committee Liaison role. Board generally agreed on the expectation that Liaisons are the connections to those departments to actively support and promote CAT.

OFFERING CLOSED CAPTIONED PROGRAMMING (Kristi Bates/Sarah Fletcher)

- Introduction Discussion

ACTION: More to come. Next generation equipment may include some of these CCP features. Would be beneficial for a segment of residents. Other input will be the results of the Health Department Survey to help determine need.

Next Monthly Board Meeting Thursday, September 17th.

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION: