



Westford CAT Board Meeting Minutes
Thursday, March 18, 2021, 6:00 PM
Virtual Meeting

ATTENDEES:

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

Board Members Absent: Sean Kelly

Community/Committee Members: Paul Fassbender, Chris Kuntz, Cathy Ricketson, Tracey Tebrow

6:00 PM FEBRUARY 18th BOARD MINUTES (Board)

- Approve Open Board Minutes

ACTIONS: Unanimously approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Susan Spuhler, Jack Wang, Diane Wood

6:10 PM NEW MEMBERS/SPONSORS BOARD APPROVAL (None reported)

6:15 PM FINCOM UPDATE: Refer to FY2021 Draft Financial documents distributed under separate cover (Jack Wang)

- General review of budget and profit and loss documents
- Finances reflect typical month
- Subscriber fees continue to trend downward in range of >3%-4%
- Expenses for Podcast room will increase 3 year appreciation, as others roll off.
- More than one year's revenue in Cash- Few liabilities
- Moving \$10K line item to separate Capital Budget
- Fundraising and Memberships goals look achievable
- Discussion about holding off approving budget for a quarter which might impact ability to spend.
- Agreement to move forward as planned and approve FY2021 Budget

ACTION: Unanimously approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Susan Spuhler, Jack Wang, Diane Wood

6:35 PM EXECUTIVE DIRECTOR UPDATE: Refer to full details in Feb. Monthly Report distributed under separate cover (Sarah Fletcher).

- General staff and operational activities shared
- Local bank grants applied to
- April meeting planned for report out of Strategic Plan
- Lots of effort expended toward archiving of programs, cd's, etc.
- Construction of Podcast room about to start
- New website being finalized-New look and feel with expanded options
- Draft Policy about Letters to the Editor and Election Letters distributed under separate cover. Due to limited time, no discussion took place and will be discussed/voted on next month.

6:50 PM FUNDRAISING UPDATE: (Cathy Ricketson)

- Dining for a Cause Events.
 - Bamboo: February 16th: \$800 raised
 - Pi Day: March 14th Picture Contest w/ Storybook Farms and donated Pie
 - Anthony's Coal Fire Pizza: March 17th. (Results at next meeting)
 - Paul's Diner: April 15th
 - Tai on the Fly: May
- Small, specialized art oriented Online Auction scheduled for April 12th-16th

6:55 PM COMMITTEE UPDATES (Board)

- Legislative (Diane Wood/Bob Jefferies/Marilyn Katler)
 - Legislative Highlights submitted under separate cover
 - GAAP Accounting Demand Letter
 - DRAFT of Chelmsford Demand Letter to Comcast received and modified for the Town of Westford by Sean

ACTION: Tom will submit the Demand Letter to Jodi for Town Counsel Review.

- Utility Agreement
 - Bob has been awaiting final input from William Hewitt, Town Counsel about existence of Utility Agreements. To date, no document found.

ACTION: Bob will continue to await final input and legal opinion.

- Communication Advisory Committee (CAC) discussion
 - Original charter of CAC was to manage provider contract negotiations.

ACTION: Bob will connect with Tom Spuhler to discuss next steps to resurrect Committee.

- Bylaw and Policy (Bylaw Committee)
 - Review/Answer outstanding questions on Bylaw DRAFT Sections 7-12 (Updated version distributed under separate cover)
 - Committees discussion: No Standing Committee needed, More clarity on Membership, Change name of Fundraising Taskforce, Marketing Committee, Community Outreach Committee

ACTION: Bylaw Committee will meet and finalize input with plans for the Board to Vote on new Bylaws at the April meeting.

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION (None scheduled)

Next Board Meeting: April 15, 2021