



Westford CAT Board Meeting Minutes
Thursday, April 15, 2021, 7:00 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: None

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

7:00 PM MARCH 18th BOARD MINUTES (Board)

- Approve Open Board Minutes

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

7:05 PM NEW MEMBERS/SPONSORS BOARD

- Approve new members: Richard Synder, Westford

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

7:10 PM COMMITTEE UPDATES (Board)

- Bylaw and Policy (Bylaw Committee)
 - Review/Answer any outstanding questions on Bylaws DRAFT Sections. (*Updated version will be sent under separate cover*)
 - Vote on Bylaws, as time allows.

ACTIONS: Sean walked through the Bylaw Proposal .ppt to answer initial questions.

Planned out next steps for the Board to review the .ppt and red lined text:

- Conduct a Board vote to accept the Bylaws during a newly established May 6th Board meeting.
- Create a short video to use as a communication tool to send out to Members along with the Bylaws detailed text.
- Conduct a (Special) By-Law Meeting for Members to approve and accept the Bylaws on May 20th (10-days notice needed)

Section 4. Notice of Meetings

Notice of an Annual Meeting shall be given at least one month prior to the scheduled date of the meeting. Notice of a Special Meeting of Members shall be given at least ten days prior to the scheduled date of the meeting. The notice shall be given via electronic mail and shall appear on the home page of the Corporation's Website

7:40 PM ANNUAL MEETING DISCUSSION (Kristi Bates/Board)

➤ Initial Discussion on date, elections, prep/documentation, communications

- Proposal to schedule Annual (Member) Meeting Date: Wednesday, June 23rd 6:00 PM - 8:00 PM (30-days notice needed)

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

- Meeting details to be worked out.
- Elections: Three Board Member one-year terms are expiring. One Board Member will not run.
- Details TBD

7:55 COMMITTEE UPDATES CONTINUED (Board)

- Legislative (Diane Wood/Bob Jefferies/Marilyn Katler)

ACTIONS:

- Status of GAAP Accounting Principles Demand Letter (Tom Clay)
 - Select Board has approved and a modified letter is being sent to Comcast including penalties for not responding.
- Status of tracking down Utility Agreement with the town (Bob Jefferies)
 - No contracts found.
- Status on resurrecting Communication Advisory Committee (Bob Jefferies)
 - This topic is scheduled for the April 27th Select Board meeting
 - Proposal is to reenergize the Committee, and have Mike Wells. Bob Jefferies and Steve Edwards join existing member Tom Spuhler as new Committee members. .
- Legislative Meeting (Diane Wood)
 - An informational meeting has been scheduled with Congresswoman Trahan's Legislative Aide and MassAccess

8:05 PM FINCOM UPDATE: (Jack Wang/FINCOM) Refer to FY2021 Financial documents distributed under separate cover

- General review of 2021 budget documents
 - \$600K in Cash combining Lowell 5 and Edward Jones accounts.
 - Requests to approve a revised 2021 Budget to include Summer Camp and Kids' programming expenses.
 - Revised budget included previously approved expense for CASTUS system

ACTION: Majority approved

- Capital Budget discussion
 - 1) Designate and transfer \$50K from savings to establish a Capital Budget (fund).
 - 2) Vote on revised FY2021 Capital Budget

ACTION 1: Unanimously approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

ACTION 2: Unanimously approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

8:25 PM EXECUTIVE DIRECTOR UPDATE: (Sarah Fletcher) Refer to full details in March Monthly Report distributed under separate cover

- General staff and operational activities
 - Plans for Podcast room to be live in May
 - Repurposing some existing equipment
- Strategic Plan Update
 - Summary session currently planned for a weekend in June
- Review DRAFT Letter Polices: Letters to the Editor and election letters (Previously sent under separate cover).
 - Not discussed

8:40 PM FUNDRAISING UPDATE: (Sarah Fletcher/Kristi Bates)

- Dining for a Cause Events.
 - March 17th Anthony's results: \$84
 - April 15th Paul's Diner results: \$180
 - Tai on the Fly: Scheduled for May 19th
- Small, specialized Online ART Auction scheduled for April 16th- April 23rd
 - Approx. 50 items up for auction

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION (None scheduled)

Next Board Meeting: May 6, 2021 (Bylaw Approval)