Westford CAT Board Meeting Minutes
Thursday, July 16, 2020, 7:00 PM
Virtual Meeting

ATTENDEES:

Board Members/Acting Executive Director: Kristi Bates, Tom Clay, Sarah Fletcher (Acting Executive Director), Bob Jefferies, Marilyn Katler, Sean Kelly, Jack Wang, Diane Wood

Board Members Absent: Susan Spuhler

Non-Board Committee Members: Cathy Ricketson, Tracey Tebrow, Alden Wood

Community Members: Paul Fassbender, Chris Kuntz

JUNE 18th BOARD MINUTES (Board)
  o Approve Open Board Minutes
  o Approve Executive Session Minutes

ACTION: Both sets of Minutes approved by all Board Members in attendance

NEW MEMBERS/SPONSORS BOARD APPROVAL: None at this time

ACTION: None at this time. Will be a future recurring Agenda Item

ACTING EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)
  o General Staff and Operational Activities
  o Grant Applications

ACTION: General update
  - Staff is busy and morale is good
  - A June Staff Report was distributed to the Board under separate cover. Many activities including telecast/live streamed Annual Town Meeting, numerous interviews, videos, articles and coverage of Town, School, and Covid-19 Health Related topics
  - Greater Lowell Foundation (GLF) Grant of $1500 applied for and approved within one week, with an additional $1500 potential
  - A Covid-19 Protocol document was developed and distributed

FINCOM UPDATE (Jack Wang/FINCOM)
  o General update
  o Vote to approve 2020 Budget Revision
  o Audit Update
ACTION:
- Update on Financials and review of adjusted 2020 Budget
- Adjusted 2020 budget is intentionally conservative. 6 Months of Actuals from which to base the year
- Adjusted 2020 Net Income: (loss) - $40.5K
- Considering putting investment of portfolios out to bid to increase return
- Revisiting opportunities for higher return rate for savings account
- Loan Forgiveness Program will help bottom line
- Cash Flow is important consideration: positive $15.7K
- Depreciation is considered a noncash expense
- Fundraising goals will help to sustain

Adjusted 2020 Budget approved by all Board Members in attendance

2019 Audited Report will not be available until late fall. Accounting company has requested and received from the IRS an extension until mid-November

MEMBERSHIP DEFINITION (Kristi Bates/Sarah Fletcher)

ACTION: Task Force members met with agreement on some initial definitions
- Residents and Non Residents will be allowed to be Members with Voting rights. Bylaws to be revisited.
- Membership will be Annual, and will include a Membership drive
- Various kinds of Membership.. ie Family, etc.
- Roles are being more clearly defined.. ie Contributor, etc.
- More to report out in August

DINING FOR A CAUSE RESULTS (Diane Wood)
- Mr Macs Macaroni and Cheese

ACTION: Receipts of $125. Served as good community awareness, and a goodwill gesture supporting a new business in town.

COMMITTEE UPDATES (Board)

Legislative Committee: Bob Jefferies
- Ask Town Counsel for an opinion about charging Comcast/Verizon and negotiating a Ground Lease for land use/lease of ‘rights of way’ town property
- Why doesn’t the Town set up its own network?
- Are all Comcast/Verizon taxable items assessed correctly?
- Current fees based on Cable. What about 5G/Internet legislation?

ACTION: Tom to pursue the above questions with Town Counsel and appropriate Town personnel.
Bylaws and Policy Committee

**ACTION:** Sean Kelly
- Initial meeting held. Next meeting on July 29th. Draft document initiated.
- Sean planning to report out progress and draft document at August Board Meeting.

Transition Committee:

**ACTION:** Have not yet officially met

NASHOBA TECH BOARD LIAISON VACANCY: Next Steps (Board)

**ACTION:** Kristi will reach out to Denise Pigeon, Nashoba Tech Superintendent. A CAT request is for Nashoba Tech to consider appointing an experienced Media Teacher to be the Liaison. Bylaws read that the appointment ‘may’ be a liaison from their District School Committee.

“FIRST 100 DAYS IN OFFICE” PRESENT TO SELECT BOARD (Diane Wood/Board)
  o Scheduled for July 28th

**ACTION:** Initial Draft had been distributed. 20 minutes has been allocated. Tom will be Chairing that night and encouraged all to join. A more in depth Financial review will be scheduled when 2019 audited numbers are received. Kristi Bates, Sarah Fletcher, and Jack Wang will present.

BLACK LIVES MATTER/COMMUNITY FORUM COVERAGE (Board)

**ACTION:** Forum was telecast and live streamed. News article was published. More community activity being planned ie School Committee will be hosting a Student Input Forum on July 29th.

**ACTION ITEMS FOR AUGUST BOARD MEETING:**
  - Update on Membership Proposal
  - Nashoba Tech Liaison update
  - Goals discussion
  - Fundraising Update
  - Others, TBD

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION