



## 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 18<sup>th</sup> BOARD MINUTES (Board)

- Approve Open Board Minutes
- 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)

- General Staff and Operational Activities
- 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)

- General update
- Vote to approve 2020 Budget Revision
- 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)

- o *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 29<sup>th</sup>. 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 28<sup>th</sup>

**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 29<sup>th</sup>.*

**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