



**Westford CAT Board Meeting Minutes**  
**Thursday, January 20, 2022, 7:00 PM**  
Virtual Meeting

**ATTENDEES:**

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

Board Members Absent: Kristina Greene

Community/Committee Members: Tracey Tebrow, Alden Wood

**BOARD MINUTES (Board)**

- 11/1/21 Board Minutes approved unanimously

**NEW MEMBERS/SPONSORS BOARD APPROVAL (Sarah Fletcher/Board)**

- no new members

**EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)**

- General Staff & Operational Activities - see ED report
- ARPA Request Update - submitted to Select Board, Sarah will be available to answer questions at the upcoming Selecto Board meeting

**STRATEGIC PLANNING/NEXT STEPS (Board)**

- 2022 Goals - Kristi to send Sarah's goals to Board for review

**FINCOM UPDATE (Jack Wang/FINCOM)**

- 2021 Year End Review (Refer to reports sent under separate cover)
- 2022 Budget Review - BUDGET VOTE - Accepted Unanimously
- NEW POLICY Discussion - End of Year Reserve Allocation

**COMMITTEE UPDATES (Board)**

- Fundraising/Community Outreach Committee (Kristi Bates)
  - Dining for a Cause 3/15 Thai on the Fly, 4/5 Evviva Trattoria
  - April Art & Other On-Line Auction
- Legislative Committee (Diane Wood/Bob Jefferies)
  - Diane sent written update on ACM/Mass Access Meetings
- Technology Committee (Susan Spuhler)
  - Tri-caster ordered, technology on capital budget reviewed
- By-Laws & Policy Committee (Sean Kelly)
  - CORI Policy in the process of being reviewed



- Nominating Committee (Susan Spuhler)
  - Susan, Cathy Ricketson & Newell Tillerson held their first meeting. Ask Board members with 2022 expiring terms (Kristi, Jack, Diane) to let the committee know if they are running again by the February Board meeting

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION

Recorded meeting link:

[https://us02web.zoom.us/rec/share/MXzi31bxcXXV1btst6-9cwwObkSa1oDMA4IAg\\_4Zk6zMD](https://us02web.zoom.us/rec/share/MXzi31bxcXXV1btst6-9cwwObkSa1oDMA4IAg_4Zk6zMD)

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