

FCCA Board Meeting Minutes August 19, 2021 5:30pm

Present:

Board members: Margreth Patenaude, Michele Bessete, Julie Wolcott, Kathy Rosenberg, Tyrone Shaw

Staff: Julie Matranga (by Zoom) Megan Bushey

Minutes recorded by: Margreth Patenaude

**1. Approve and Amend Agenda:** Add evaluation process for Megan by Julie W. Agenda approved

**2. Approve meeting minutes:** Minutes approved from last month's board meeting.

**3. Office Admin Report:** (Julie M)

-Waiting for Ethan to transfer new web site over

BCAC:

- Julie M will provide a more detailed report at the next month's meeting

-It was decided that Julie M should go ahead and send out bonuses to the BCAC staff; \$200 to Faith, \$100 to the adult counselors and \$50 to the youth counselors, also, a thank you to Virginia. A total of \$750. Board approves

- Julie M will send out a parent feedback questionnaire to all parents of kids who attended camp this year. Included will be a self addressed and stamped envelope. She will also reach out to Heather Ann O'Dell at FCS to get feedback from her about how the process went with the school.

-Julie M asked if she should send out an invoice to all parents for tax purposes, decided that those who need it will call for the info

- What to do with the left over campership money (roughly \$2,500). It was decided to keep it for future youth programs

-Michele brought up that the building is not being cleaned thoroughly. Julie M will speak to Donna and come up with a detailed cleaning list.

**4. Program Reports:**

As of now, Community meals are funded thru the end of September with the current program, and then will switch to using the onsite facilities with Candi cooking. We were hoping to start sit down meals on October 5<sup>th</sup>, but with the current Covid outbreaks it was decided that this will have to be pushed back.

In need of fruit and cookies for the community meals. Julie W will ask at some local farms about the fruit.

Michele suggested Megan ask Barry Callebault for chocolate chips, the co-op for butter, King Arthur for flour, etc for cookie ingredients

Food shelf numbers are still down, but the same people are still coming every week. Fresh food is not going to waste. We have plenty of food for the food shelf, produce donations are always accepted

Megan fall focus: volunteer appreciation, caroling/holiday bazaar, skating rink, clear out and organize building interior

**5. Treasurers report:** Neither Denise or Sarah present

**6. Capacity Building update/work with Claire:**

Michele and Julie W have been in touch with Claire. Michele is proposing that we all meet with Claire for a day long session to discuss the structure for the center and how to move forward more smoothly and with better flow for employees, volunteers, board members, etc. Board members agreed. Michele will speak with Claire to have her send the surveys ahead of the meeting and find a day that works for everyone.

**7. Communications and Announcements:**

-Julie W asked Kathy to set up a policy for thank you notes

- Vicki and MRUSD would like to use the building for before and after school care. The board would love the building to be used, but do not want to be involved with running it or hiring. This is in early stages; Julie W is working on this

**8. Grant updates:**

The pavilion grant came thru, things are moving slowly, but should be ready to break ground by the spring.

The application for the Human Services grant for the exterior work has been filed

**9. Building Maintenance:**

- Room #1 is complete with the exception of the flooring, which Carol is lining up

-The walk in cooler project is underway

- The west end entrance overhang still needs to be done; Michele will reach out again to Mark Irish to find out when he will be starting

**10. Meeting House:** see attached report

**11. New business:**

- Run for Chet is set for October 2, 2021. FCCA was asked to do the concessions again this year and will keep all the money raised. We agreed to do it, but would like to be set up closer to the action and included in the PR. Julie W will reach out to Fairfield Rec Dept

- Request that Julie M and Denise meet regularly (even once a month) to make sure all is running smoothly

- There needs to be an evaluation process established for the employees. Megan is up for an eval, Michele and Julie W have started this process and Michele will take the lead on finishing it

- Kathy loaned a tent to the center that was destroyed by wind. It was a heavy duty tent, but would prefer a lighter weight one to replace it. She suggests buying one for the center as well. She will get the info to Julie M, who will order them

**14. Executive Session:** No session needed

**15. Next meeting date:** September 16, 2021 @ 5:30