

FCCA Minutes 10-21-2021 draft

Call to Order 5:30 pm

Present: Julie W., Meg, Carol, Tyrone ZOOM: Michele, Megan, Julie M. (briefly)

Meg led the meeting; Julie W. took notes

1. **Agenda approved**
2. **09-30-2021 Meeting minutes** approved as written
3. **Office Admin Report (Julie M.)** none this month
4. **Program Reports (Megan, Kathy)** (see attached reports)

Thanksgiving plans underway, Holiday Bazaar planning for December 18th: 10 vendors max, sleigh rides, maybe food, ice rink; Ice rink: Meg will check with Grady's Golden Goodness about ice skates to lend, Megan will look into a grant from [www.goodsports.org/apply](http://www.goodsports.org/apply) ; Volunteer Appreciation; Events: Megan met with Michele to go over the Gantt chart/calendar

**5. Treasurer's/Bookkeeper report (Michele/Denise)**

2022 Budget- Michele, Julie M. and Megan will collaborate on preparing the budget

**6. Capacity Building update:(Michele)**

Strategy Session: Once Claire sends us the next steps, we will discuss them as a board.

Board recruitment: Michele will invite Rebekah Morey to attend November's board meeting.

**7. Communications/ Announcements (All)**

**Web-site update:** Carol met with Nance. Board members should look at the web site and make suggestions to Carol and Nance, jointly.

**Outreach position:** The board approved the following “job” for Nance and asked Julie M. to communicate with her

Up to 15 hours/month to do the following: Posting on FB and FPF as needed to adequately inform the residents of upcoming events. Creating a space on the home page of the website that Julie or Megan can go in and post to: UP NEXT or DON'T FORGET! or some such, building an EMAIL data base in order to be able to send newsletters digitally, creating 3 or 4 newsletters (both print and digital) with information, notices, photos, whatever we want people to know about. **1st newsletter requested for the 1st week of December**

#### 8. **Grant updates (Julie) 2022 grants**

Hoehl Grant Report extended until 10-15-2022; VAC /VHC \$5,000 awarded NEA ARP funds are to be used to support day-to-day business expenses/operating costs [such as salaries, fees for artists and other contracted personnel, and facilities costs (e.g., rent, utilities, etc.)]. They cannot be for a new or special project or program; Vermonters Feeding Vermonters grant report submitted; Julie W. is in communication with Cathy Ainsworth about status of Town Grant writer; PUBLIC HEALTH PROJECT is an offer by United Way of Northwest Vermont in collaboration with the Robert Larner, MD College of Medicine at the University of Vermont. FCCA requested medical student time between Jan. and May 2022 Project Title: Improving health and wellbeing outcomes for the populations of the Fairfield and Bakersfield Communities through programs offered by FCCA.

Megan will follow up on the [www.goodsports.org/apply](http://www.goodsports.org/apply)

#### 9. **Building Maintenance, Repairs and Improvements (Meg, Carol, Michele)**

Meg is meeting with Greg Marlow for roof work. Shawn Daudelin has committed to doing the overhang and the window trim repairs

10. **Meeting House** looking ahead to 2022 season!

11. **New business:**

Preschool playground tabled

“Good Diner” dinner to go: Michele is working with Megan. Thinking guest chefs/January/fundraiser (Meg will help too)

BCAC...and other youth programs: Michele will ask Faith about her interest, how she might envision the duties and the budget.

Tyrone’s Tenure: Alas, Tyrone will not be running for another term as a FCCA board member

12. **Executive Session:**

The Board unanimously approved the following for Megan Bushey: (Juile W. will communicate with her)

Job description addition: Community Meals; transition to congregate meals

Grant Writing:

FCCA will provide training to write, track and do grant reports

Grant funds for staff salaries are a priority asap

Expectation is that 2 grants are applied for within 4 months of the training

Budget oversight:

Megan (and Julie M) will draft the budget in consultation with the Treasurer

Youth programs:

Julie M. train Megan in youth program administration (registration, communication, etc.)

Hours per week: up to 20 (presently (10-15)

Hourly Rate: \$19 (presently \$17) Retroactive to 8-17-21

13. **Next meeting date:** November 18th 5:30 pm