

FCCA Board Meeting Minutes May 27, 2021 DRAFT

Present in Person: Meg Patenaude, Carol Skon, Julie Wolcott, Tyrone Shaw, Sarah Flack, Kathy Rosenberg, Julie Matranga

Present via Zoom: Michele Bessett, Megan Bushey

Agenda was approved and meeting called to order at 5:30pm

Previous meeting minutes were approved

**Office Administrator's Report:** See attached report from Julie Matranga-Sarah Flack asked about the Little League and their electricity use. We need to follow up on an arrangement of a \$100/year donation for their electricity use. Michele B. suggested we write a letter that states we're fuzzy on the details, can we come to an agreement to start in 2022. Board agreed to pay for CPR/First Aid certifications for adult camp staff.

**Capacity Building Consultant:** Claire Wheeler of RE:WORK LLC joined the meeting at 5:45 to discuss her "draft for contract services". See attached draft contract. She does consulting and facilitation work for non-profits. Process work with organizations, like strategic planning and staffing strategies. The draft proposal she presented us with is a sketch of an idea for work she could provide: shoring up our internal process, clarifying roles between board and staff and our decision-making processes.

The draft proposal lays out the process of getting to hear from all of us, increase our capacity to get more done and then take steps toward a bigger planning process.

Timeline would be Sept. 1-Dec. 31:

1. Anonymous survey-find out what is working and what is not working- suggested that we involve our volunteers to the extent that they are willing to participate and we want them to participate.
  - a. There will need to be some homework completed ahead of survey-Sept.1.
2. She would facilitate a few sessions as board with guidance for whatever may come about from survey.
3. This would take about 3-5 meetings, sort of like the INITIAL PROCESS, to make sure we're doing okay as a group before we launch full tilt into strategic planning-before engaging our community, etc.
4. Some concern from everyone about how much this would cost us, and Michele B. suggested Claire give us an estimate for a budget to include survey + 5 meetings.

Discussion from board and staff...

Julie Wolcott mentioned that we are at a minimum board amount and wondering if it's okay to start this process now or wait for full board and Claire suggested the more the merrier but thinks it would be okay either way. We'll hopefully come out of this with new structures and agreements for how work happens, that can be fun and engaging and then it might be easier to get more board members to join this creative process!

Carol Skon asked Claire "How do we get people to join the board? Can this process help with this?"

Sarah Flack is glad to move forward now, it feels like the right time. She thinks we have great staff, taking care of things board used to do, which frees up the board to be the board and staff can be staff.

Kathy Rosenburg is glad Sarah raised the issue of evolution (staff be staff, board be board) and hopes we can continue to shift from board being responsible to staff being responsible.

Julie Matranga looking forward to a clear path of responsibilities as well as knowing what types of decisions she can make without board approval, but full board support. (and not sending 10 emails!)

Megan Bushey seconds what Julie M said.

Julie Wolcott doesn't want such a distinction between staff and board, and hopes staff can be decision-makers too. Claire says yes, let's clarify the ways we're interconnected, yet distinct.

After Claire left the conversation, Tyrone mentioned that he was skeptical about the planning process, not sure he wanted to devote our time and resources towards this endeavor. He thinks our priorities are clear, have always been clear, and there's really no need for the survey. He does want to make the board jobs easier and have better communication with the staff, so let's do phase 1, initial planning, but skeptical about the strategic planning. Michele Bessett responded by offering we all get a chance to say what's on our mind to an anonymous party and that could be beneficial. Let's at least do the initial planning process. Sarah Flack said it could be great even if we only clarify our roles and responsibilities further. Julie Wolcott said we can get a better structure for the future boards and staff, because we're not always going to be here, and this could help us accommodate more folks, remember this board has some issues with staff, volunteers, etc. and help us ride through any storm.

Back to **Office Administrator's Report:** Fire Alarm conversation-Julie M. needs to call Consolidated to get an answer on our phone line interruptions and why we keep losing service with our alarm panel. One concern about switching to wireless would be service interruptions with that too, like the temp stick notices, when our internet flakes.

**Community Meals Report: See attached report.** Community Meals are becoming more popular, folks love them and look forward to them. Never have any meals left over, so Megan B is going to put in a request for 65 meals a week. Healthy Roots says the catered "Everyone Eats" meals program will end on June 30. How do we continue without our own source of funding? We're putting indoor meals on hold until August 17, when camp is over. There was a \$1200 Everyone Eats donation for the center, with no strings attached, so how do we use that? It costs \$600/\$625 week for Santini catering to provide the meals. It was suggested that we contact Kelly Leroux to cater the to go meals for the 6 weeks we can't eat inside and have no funding from the Everyone Eats program. We'll use the \$1200 donation, plus weekly donations, she's thrifty with her shopping, we'll cover the costs. We have to. Michele Bessett will get in touch with Kelly and Julie Wolcott offered to function as before with Kelly.

**Food Shelf Report: See attached report.** Numbers down significantly for Food Shelf. Julie Wolcott has been doing great outreach. (Another thing to note about the meals, if we don't have a meal, our Seniors won't be able to shop for produce when they pick up their meal.) Megan Bushey was wondering if we could open to a pre-COVID shopping experience. Board suggested Megan come up with a policy and present to board. No date/timeline on when the decision needs to be made, but an answer sooner would be nice, certainly by the next board meeting. Tom Stock raised \$370 for the Food Shelf. Let's put a note of thanks in the next newsletter.

**Black Creek Adventure Camp Report: See attached report.** We need to look into minimum wage for teen helpers and see what the labor laws say.

**Outreach Coordinator Report:** Ethan was not in attendance. Please direct all responses about the website directly to Ethan. Ethan has some ideas about how we can create a great raffle with the money Becky Cassel is willing to donate. Tom Stock raised \$370 for the Food Shelf. Let's put a note of thanks in the next newsletter.

**Treasurer's Report:** Bookkeeper update: Denise Kellner is willing to work for us again! She would charge \$100/month and then \$25/trip for any extras. There was a motion to hire by Julie Wolcott and seconded by Tyrone, then all the board.

**Grant Report: See attached report**

**Meeting House on the Green: See attached report**

**Financial Reports: See attached reports!**

**New Business:** Julie Wolcott mentioned the Food Shelf staff/volunteers would have appreciated a heads up about the new doors installed on the shed. They have been using it heavily for the Food Shelf and will need to come up with new storage ideas during camp while it's being used by camp. A good example of needing to communicate better across programs.

Dan Gaffney would like permission to install the ac components of the walk-in cooler in the back room. There will be no interference with the use of that space by doing this.

Mask Policy-Do we continue to wear masks in our building? How will we proceed with Food Shelf and Meals? Let's ask volunteers how they feel. What about MHG concerts that get rained out and need to move inside? The MHG crew doesn't know yet.

NEW MASK POLICY: signs on the building that say "MASKS REQUIRED IF YOU'RE UNVACCINATED"

**Next Meeting and Time:** 6-16-21 @ 5:30@ the Center and by ZOOM if requested

**Adjournment:** 7:30pm?