

Westford CAT Board Meeting Minutes

Tuesday, April 21, 2020, 7:30 PM

Conducted via Zoom, Virtual Meeting and recorded. Board Member Tom Clay lead.

ATTENDEES:

Key Participants: Kristi Bates, Nancy Burns, Tom Clay, Sarah Fletcher (Staff), Bob Jefferies, Marilyn Katler, Susan Spuhler, Tracey Tebrow, Jack Wang, Diane Wood (Sean Kelly Absent)

Virtual Members: 24, plus

ELECTIONS

A motion to elect a new Board slate with Officers was made, seconded, and voted unanimously. Members then voted on Board Member Terms with the following results voted on.

Kristi Bates: Chair, President, 2 Year Term, 2020 - 2022

Susan Spuhler: VP, 1 Year Term, 2020 - 2021

Jack Wang: Treasurer, 2 Year Term, 2020 - 2022

Diane Wood: Clerk, 2 Year Term, 2020 - 2022

Marilyn Katler: Board Member, 1 Year Term, 2020 - 2021

Bob Jefferies: Board Member, 1 Year Term, 2020 - 2021

UPDATE OF WESTFORDCAT TRANSITION PRIORITIES

Sarah provided a status of the tasks that she is overseeing for this transition.

- Administrative Tasks, Bills, Taxes, GAAP Audit with Comcast - CPA (on hold), Annual Financial Audit, Bank transition/signature authority and others. A prioritized list will be sent.
- Lease: Due to end 12/31/2020: Ray Mascola will continue discussions with Landlord. Could be considered an Ad Hoc Committee

EXECUTIVE SEARCH

Tom and the Board discussed next steps for the Executive Director Search.

- On hold for now, and a new effort will be established in the future.
- Will need to revisit the existing Job Description, but will need to first develop our Mission Statement, Goals, Organizational Model, etc. which will dictate that JD.
- Nancy will request those resumes from Christina and Shunhe that have already been submitted, and Diane will follow up to set expectation with those candidates.

FINANCIAL CHECK IN

The Board discussed the need to review the 2020 Budget.

- Need to review 2020 budget
- Establish a Finance Committee, led by Treasurer, Jack. Approximately 5 – 6 Committee Members with 2 or 3 community volunteers who have financial background and experience.

GENERAL

- Establish Committees with individual Board Member participation/liaison: Ie Finance Committee, Personnel, Fundraising, Lease, Others, etc.

Meeting Adjourned at 8:30 PM for Executive Session

- To obtain an update on and discuss current confidential personnel issues.

ACTION ITEMS FROM MEMBER MEETING

- Sarah will send a list of her top transition issues/priorities.
- Ray will send a note to Landlord, Dave Guthrie (*Initiated*)
- The board will consider the future role of the Task Force and clarify which roles/actions are best performed by each team
 - Likely outcome is one or several board members take lead on lease discussions
- The ED search will remain on hold, and Diane will communicate with the existing applicants (*Awaiting receipt of Resumes*)
 - The board will consider what the future structure of WCAT could be and create a job description for the Executive Director position that reflects this
- Sarah will put out a call for additional Finance Committee members, and the FinCom will create a 2020 budget for us to track against for the balance of the year