



Westford CAT Board Meeting Minutes
Thursday, December 17, 2020, 7:00 PM
Virtual Meeting

ATTENDEES:

Board Members: Kristi Bates, Sarah Fletcher (Executive Director), Marilyn Katler, Sean Kelly, Susan Spuhler, Tom Clay (Partial attendance), Jack Wang, Diane Wood

Board Members Absent: Bob Jefferies

Community/Committee Members: Tracey Tebrow, delayed.

November 19th BOARD MINUTES (Board)

- Approve Open Board Minutes
- Approve Executive Session Minutes

ACTION: Board attendees unanimously approved Open Minutes: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Tom Clay, Jack Wang, Diane Wood

Board attendees unanimously approved Executive Session Minutes: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Tom Clay, Jack Wang, Diane Wood

NEW MEMBERS/SPONSORS BOARD APPROVAL (Ongoing: As needed)

Maria Battaglia, Quincy

ACTION: Board attendees unanimously approved new Member: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Tom Clay, Jack Wang, Diane Wood

EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)

- General Staff and Operational Activities

ACTION: Update of recent activities distributed under separate cover. Please refer to more details in Sarah's November report.

- Update on projects being worked on by Austin, Intern and Innovation Academy student News assignee, Christina.
- Tree Lighting ceremony coverage; Partnerships
- Holiday Auction total: \$4,101: See below
- Congratulations to staff on receiving MassAccess Nor'Easter Awards!
- Lowell Five Membership check received: \$300

GAAP ACCOUNTING ADJUSTMENT INVESTIGATION/NEXT STEPS

ACTION: Summary and discussion of potential interest/next steps about pursuing reimbursement from Comcast. Review Documents previously sent to the Board under separate cover

- Tom suggested a meeting to be scheduled after first of the year with originator Garth Ashpaugh, CPA to discuss further.

SELECT BOARD/PRESENTATION OF 2019 “ REVIEWED” FINANCIALS.

ACTION: Discussed and recommended that the Board now present the Draft 2020 Financials in February as required, and take the opportunity to address other topics previously planned ie. Changing MOU, ROW, etc. Plan to schedule February Select Board meeting.

FINCOM UPDATE (Jack Wang/FINCOM)

- General update

ACTION: General update from Jack. Please refer to actual Statements submitted under separate cover.

- Adjusted Cash Flow \$95,746
- Current 2020 cash position is strong
- Waiting for official PPP Loan Forgiveness
- Previously unbudgeted budget items: Need to establish an Executive Director approval dollar threshold

FUNDRAISING UPDATE: Online Holiday Auction (Cathy Ricketson/Sarah Fletcher)

ACTION:

- On Line Holiday Auction netted \$4,101.
- Santa picture donations brought in another \$52
- 100 Auction Items with over 50 active bidders
- Successfully raised community awareness while also supporting local businesses.
- Goal is to increase number of Task Force members.

CORPORATE SPONSORSHIPS (Ongoing: Sarah Fletcher)

ACTION:

- None at this time.
- Board members are encouraged to identify business partners who might participate.

COMMITTEE UPDATES (Board)

- Legislative Committee (Diane Wood/Marilyn Katler/Bob Jefferies)

ACTION:

- ROW Leasing Investigation: Bob not present. Tom reiterated the November meeting details with Bill Hewitt, KPA Attorney. Awaiting updates.
- Joyce's interview with State Rep. Jim Arciero and State Rep. Paul McMurtry was successfully conducted on December 1st and also forwarded to MassAccess for visibility.
- Plans to conduct an interview with Dave Gauthier, MassAccess, are in progress.

- Bylaw and Policy Committee (Sean Kelly)

ACTION:

- Updates to Bylaws and Policies still being done. Goal is to now have a draft in January.

MEETING ACTION ITEMS

- Schedule Select Board Meeting to review Draft 2020 Financials and present other relevant topics.
- Schedule a meeting with CPA to discuss potential options on GAAP Adjustment.
- Ongoing: Board Members encouraged to identify a Business relationship for potential Sponsorship and work with Sarah to market that opportunity.
- Follow up on Town Counsel November meeting about potential ROW lease.
- Other Follow Up items previously discussed:
 - Need to provide copies of Insurance documents to the Select Board
 - Need to confirm Insurance Premium for 2021. Will there be an increase?

Next Board Meeting is January 21st.

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION