

**Westford CAT Board Meeting Minutes**  
**Thursday, March 18, 2021, 6:00 PM**  
Virtual Meeting

**ATTENDEES:**

Board Members Present: Kristi Bates, Tom Clay, Sarah Fletcher (Executive Director), Bob Jefferies, Marilyn Katler, Susan Spuhler, Jack Wang, Diane Wood

Board Members Absent: Sean Kelly

Community/Committee Members: Paul Fassbender, Chris Kuntz, Cathy Ricketson, Tracey Tebrow

7:00 PM FEBRUARY 18<sup>th</sup> BOARD MINUTES (Board)

- Approve Open Board Minutes

**ACTIONS:** Unanimously approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Susan Spuhler, Jack Wang, Diane Wood

7:10 PM NEW MEMBERS/SPONSORS BOARD APPROVAL (None reported)

7:15 PM FINCOM UPDATE: Refer to FY2021 Draft Financial documents distributed under separate cover (Jack Wang)

- General review of budget and profit and loss documents
- Finances reflect typical month
- Subscriber fees continue to trend downward in range of >3%-4%
- Expenses for Podcast room will increase 3 year appreciation, as others roll off.
- More than one year's revenue in Cash- Few liabilities
- Moving \$10K line item to separate Capital Budget
- Fundraising and Memberships goals look achievable
- Discussion about holding off approving budget for a quarter which might impact ability to spend.
- Agreement to move forward as planned and approve FY2021 Budget

**ACTION:** Unanimously approved: Kristi Bates, Tom Clay, Bob Jefferies, Marilyn Katler, Susan Spuhler, Jack Wang, Diane Wood

7:35 PM EXECUTIVE DIRECTOR UPDATE: Refer to full details in Feb. Monthly Report distributed under separate cover (Sarah Fletcher).

- General staff and operational activities shared
- Local bank grants applied to
- April meeting planned for report out of Strategic Plan
- Lots of effort expended toward archiving of programs, cd's, etc.
- Construction of Podcast room about to start
- New website being finalized-New look and feel with expanded options
- Draft Policy about Letters to the Editor and Election Letters distributed under separate cover. Due to limited time, no discussion took place and will be discussed/voted on next month.

7:50 PM FUNDRAISING UPDATE: (Cathy Ricketson)

- Dining for a Cause Events.
  - Bamboo: February 16<sup>th</sup>: \$800 raised
  - Pi Day: March 14<sup>th</sup> Picture Contest w/ Storybook Farms and donated Pie
  - Anthony's Coal Fire Pizza: March 17<sup>th</sup>. (Results at next meeting)
  - Paul's Diner: April 15<sup>th</sup>
  - Tai on the Fly: May
- Small, specialized art oriented Online Auction scheduled for April 12<sup>th</sup>-16<sup>th</sup>

7:55 PM COMMITTEE UPDATES (Board)

- Legislative (Diane Wood/Bob Jefferies/Marilyn Katler)
  - Legislative Highlights submitted under separate cover
  - GAAP Accounting Demand Letter
    - DRAFT of Chelmsford Demand Letter to Comcast received and modified for the Town of Westford by Sean

**ACTION:** Tom will submit the Demand Letter to Jodi for Town Counsel Review.

- Utility Agreement
  - Bob has been awaiting final input from William Hewitt, Town Counsel about existence of Utility Agreements. To date, no document found.

**ACTION:** Bob will continue to await final input and legal opinion.

- Communication Advisory Committee (CAC) discussion
  - Original charter of CAC was to manage provider contract negotiations.

**ACTION:** Bob will connect with Tom Spuhler to discuss next steps to resurrect Committee.

- Bylaw and Policy (Bylaw Committee)
  - Review/Answer outstanding questions on Bylaw DRAFT Sections 7-12 (Updated version distributed under separate cover)
  - Committees discussion: No Standing Committee needed, More clarity on Membership, Change name of Fundraising Taskforce, Marketing Committee, Community Outreach Committee

**ACTION:** Bylaw Committee will meet and finalize input with plans for the Board to Vote on new Bylaws at the April meeting.

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION (None scheduled)

**Next Board Meeting: April 15, 2021**