



Westford CAT Board Meeting Agenda
Thursday, September 16, 2021, 7:00 PM
Virtual Meeting

BOARD MINUTES (Board)

- Approve 8/19/21 Board Minutes
- Identify New System for Creating Meeting Minutes

NEW MEMBERS/SPONSORS BOARD APPROVAL (Sarah Fletcher/Board)

- As needed

EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)

- General Staff & Operational Activities (Refer to reports sent under separate cover)

OPEN BOARD OFFICER POSITION (Kristi Bates)

- Identify New Board Member for Clerk Position
- Discuss Changing ByLaws – Do we want Officer positions be 2 year positions? Do we want to increase the number of Board members?

STRATEGIC PLAN SESSION FOLLOW UP/NEXT STEPS (Kristi Bates/Sarah Fletcher)

- Review Prioritization Spreadsheet (available on Google Drive)
- Identify Top 3 Goals for each Area?
- Do we want to create and maintain a project plan for these goals? Jira? Other?
- Define “Financial Stability” for WestfordCAT

FINCOM UPDATE (Jack Wang/FINCOM)

- General update (Refer to reports sent under separate cover)

COMMITTEE UPDATES (Board)

- Fundraising/Community Outreach Committee (Cathy Ricketson)
- Legislative Committee (Diane Wood/Bob Jefferies)
- Technology Committee (Susan Spuhler)
- By-Laws & Policy Committee (Sean Kelly)

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION (as needed)

Zoom Virtual Meeting Link and Password located in banner at westfordcat.org