

Green Mountain Support Services  
109 Professional Drive, Suite #3  
Morrisville, Vermont 05661  
Board of Directors  
Meeting Minutes  
June 12, 2017

Present: Todd Washburne, Gloria Washburne, Carol Cole, Paul Langevin, Donna Wescom, Patty Grassette, Bryan Shanley, Geoff Grassette, Mike Bourne, Mark Kolter  
Employees: Kristine Plante, Fawn Lanpher, Josh Smith, Marilyn Carter, Sonja Corwe, Casey Dewey  
Guests: Faye Cochran, Mary Jones, Tina Lehoullier

Called to order 5:28pm

Josh handed out surveys for designation

#### Brain Injury Program Annual Presentation: Sonja Crowe

Program is focusing on advertising, promoting the program and its assets and fundraising. The agency was a Walk for Thought Sponsor, the agency/program will hold a booth at this year's annual Brain Injury Association Conference. With assistance from the Development Director, the program will collaborate with the Stowe Youth Hockey League to host a Gala fundraiser in March.

The program recently hired one new service coordinator and is holding interviews for a second. The program census has grown from 6 to 8 in the last year. And is in the process of intake with another individual.

The program plans to transfer long-term and recovering clients from the Brain Injury Program into the Adult Family Care Program.

Program Manager, Sonja's priority over the next 2 years is to promote Act 68 (the concussion law) in schools and sports programs as well as developing a training to inform and educate the public about brain injury.

In 2019, the State of Vermont will no longer allow congregate settings/homes for individuals with brain injury.

Institutions such as Lenny Brook Farm and Eagle may no longer be offering services. This will offer GMSS the opportunity to offer services to individuals leaving those establishments.

#### May Meeting Minutes

Donna Wescom made the motion to accept, Carol Cole seconded the motion and all approve.

#### SAVY Report: Kristine Plante

See SAVY notes

#### Building Project: Fawn Lanpher

Fawn has not met with Contractors Crane Service and has no new news. She will be meeting with CCS and their architect this month. Ground has been broken on the site.

#### Real Estate – Summer Street House: Fawn Lanpher

The house on Summer Street has been in need of renovation on the exterior for a number of years. This year the town of Morristown has issued a request that the peeling paint be removed from the porches, trim and windows, and repainted. The front and rear porches however are deteriorating and need attention as well. Fawn is in contact with 3 contractors to determine the best course of action.

Mike suggests that it may be in the agencies best interest to complete replace any surface with lead paint, which may include all areas. He suggests we change the scope of the project to include complete removal and rebuild of the deteriorating structures as well as windows.

#### Agency Vehicles: Fawn Lanpher, Faye Cochran and Geoff Grassette

The Agency is required to provide a vehicle for individuals who have budgets and needs that necessitate it. Faye came today to share the immediate need for the individual for whom she provides home share services. Faye shared with Jeff the needs of the individual that will assist the agency in determining what vehicle will work best. Fawn will work with Jeff to locate a vehicle that will match the client's needs. Once the vehicle proposal is complete, Josh will poll the Board for its approval.

#### April Financials

There was a \$5000 gain. Josh expressed concern and had a conversation with CFO, Jason Richardson. Jason shared that the low financial gain was due to a smaller month, 3 payrolls within the month and a client expense of \$10,000 for Day Services that was back billed.

Mark made a motion to accept April financials, Patty seconded and all approved.

#### Agency Public Relations and Funding Development – Casey Dewey

Older Americans Day was well attended. The agency is looking for participants to join the team at the LACN Cancer walk on June 24<sup>th</sup>. The Brain Injury Program is participating in 2 upcoming fund raisers. First, they will be selling Duck Race Tickets for the Rotary on the 4<sup>th</sup> of July Celebration and later in the year will be working with the local Youth Hockey League on a Gala celebration. The Annual Cerebral Conference is looking for Sponsors for its second annual event. The Adult Family Care Program is hosting a Flea Market and Craft Fair in August at the Oxbow Park. GMSS and the Client Activities Group are hosting the 2<sup>nd</sup> Annual Overnight Campout at the Lamoille Field Days location.

Casey is looking into a 20 day free trial of a product that will boost Non Profit Fundraising, working on building agency and program specific brochures and has scheduled VT Public Radio to come and do interviews with some of the programs.

The July Newsletter was just sent out

There will be an all day Training Workshop held July 18<sup>th</sup> at the Canadian Club in Barre, VT. The NADSP (National Association for Direct Support Professionals) will be there to inspire all who attend. It is open to all Staff, Home Share Providers, clients and other agencies.

Josh is working on the Board of Directors Development Plan, please see him with your ideas. GMSS Agency Board members are being asked to demonstrate active involvement by contributing their time, expertise and/or monetary donations

Mark made a motion to adjourn. Paul seconded the motion and all approve.