



Executive Board Meeting Agenda

January 9, 2017

Call to order at 5:35 pm

Present: Mark Kolter, Paul Langevin, Donna Wescom, Bryan Shanley, Patty Grassette, Carol Cole, Gloria Washburne, Todd Washborne,

Absent: Geoff Grassette, Mike Bourne

Non Members: Joshua Smith, Kristin Plante

Visitors: Matthew Hill, Amber Mcgonis & Jason Richardson (via video)

1. Jason Richardson presentation (Annual Audit)

Jason and Amber presented the financial statements and independent auditors' report. Motion to approve the report by Paul Langevin, seconded by Patty.

Unanimously approved by board.

The board also requested the agency to open up a new bank account to ensure we stay below the FDIC insurance limits of under \$250,000

2. Matt Hill presentation

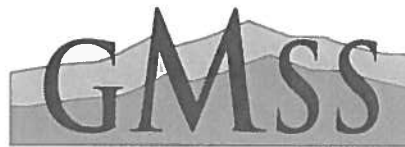
Representative Matt Hill from Lamoille 2 came and gave an introduction to his role in the legislature. The board gave an overview of the work we do and addressed concerns regarding funding.

3. Election

Board decided to accept Mike Bourne's request to stay on as President, Paul Langevin's request to stay on as Vice President, Mark Kolter, as Treasurer.

Todd Washburne has stepped down from Secretary. There are no nominations for secretary. Paul Langevin, upon recommendation of Josh Smith, a secretary can be appointed through the agency according to bylaws. He recommended Fawn Lampher, the Administrative Director. Paul made the motion, Mark Kolter seconded. Unanimously approved by the board.

4. Geoff Grassette recognition



An email was sent from Fawn to recognize all the hard work that Geoff has done for the agency:

"Jeff spent his own time contacting and communicating with the sales person who sold us the 4 fleet vehicles. He also travelled to view the vehicles for us. Since the purchase he has assisted me in selling the older vehicles that we replaced. He has taken photos and helped write up descriptions, assisted in negotiations and also made one of the sales. Jeff is very thoughtful and generous with his time. He is patient and always willing to lend a helping hand. All of his support has taught me a lot and is very much appreciated."

Fawn Lampher, January 9, 2017

5. Procurement Matrix presentation

Josh presented Fawn's procurement matrix and Paul moved to accept the document as is. Carol Cole seconded. Unanimously approved by the board.

6. By Laws update:

A committee has been formed to revisit the bylaws to incorporate the recommendations of the March 2014 COPE & Associates report. Mark Kolter, Carol Cole, and Paul Langevin offered to be a part of the committee.

Meeting was adjourned at 6:51pm