Board of Directors Meeting Minutes

November 17, 2022, 7:00 pm at the Hamden office

I.   Donna Dickson Noonan welcomed everyone and called the meeting to order at 7:03

II.   **Roll Call**
        Present in person: Carolyn Scobie, Donna Dickson Noonan, Betty Scott, Jack Salo, Bud Gladstone, Brad Taggart, Donna Machala, Donna Jones, Gary Orton, Libby Kelly and Karen Graves

        Present online: Danielle Hautaniemi, Andrea Balcom, Carol Michalski, Diane Frances, and guest speaker Shelly Johnson Bennett

III.   **Action: Approval of the minutes of the September 15, 2022** - **A motion to approve the minutes was made by Donna Jones, seconded by Betty Scott. The motion was approved unanimously.**

IV.   **Action: Executive Session: A motion to go into an Executive Session to discuss the Executive Director candidate was made by Donna Machala, seconded by Betty Scott. The motion was approved unanimously at 7:08**

V.   **Action: End Executive Session. A motion to end the Executive Session was made by Donna Jones, seconded by Carolyn Scobie. The motion was approved unanimously at 7:38**

VI.   **President's Report**- Donna Dickson Noonan discussed the importance of the orientation for new board members. It was suggested to have brief trainings at every board meeting.

VII.   **Interim Executive Director's Report** – Jack Salo referred those present to the written report. He stated the Finance Committee will review the September 2022 financial reports at the November 29th meeting. Jack is working on the 2023 budget to present at a special meeting of the board of directors on December 14, prior to the Annual Meeting. The separate bank account required by contract to deposit funds from WAC is active and receiving WAC payments. WAC account funds will be transferred to the regular CCE checking account to cover payments made from the CCE checking account, monthly.

VIII.   **Member and Other Reports and Updates:**

        Supervisor Representative Comments- Bud Gladstone said the ambulance service established by the board of supervisors will start December 1st. The new office building in Delhi is scheduled for completion March of 2023. Contact Delaware Opportunities or the Office of the Aging for assistance with the heating programs (HEAP). There is work being done so the 911 will work throughout Delaware County. Delaware county is scheduled to be out of debt next year. There will only be a 2% increase in taxes.

IX.   **Committee Reports:**

        a.   Executive Committee: **Action:** The Executive Committee recommended the approval of the Constitution. **The board unanimously agreed to send the constitution to the membership for approval through a mailed ballot process.**

b. **Nominating Committee**: Committee Chair, Donna Machala said all positions have candidates running for them.

c. **Finance Committee**: The Finance Committee has not met since the September Board meeting. The next meeting is scheduled for Tuesday, November 29 at 7:00 Pm. The committee will review the budget and the September financial reports. The committee can discuss an investment strategy with the new Executive Director and receive investment guidance from a fiduciary. A plan to shift funds to other banks that work together to ensure all funds are covered by Federal insurance can be looked at.

a. **Personnel Committee**: The Personnel Committee has not met since the September Board meeting. The next meeting is scheduled for November 22, 2022.

b. **Long Range Committee**: Donna Dickson Noonan said the committee should look at the purpose for the committee. It was decided to hold the Annual Meeting on December 14th with a snow date of December 15th with an open house from 6pm to 8pm at the Hamden office conference room. Light refreshments will be served at no cost. Details will be posted on Facebook and the CCE Website. The meeting of the members will take place at 7pm.

X. Adjournment: A motion to adjourn the meeting was made by Donna Machala, seconded by Donna Jones at 9:15.

Minutes taken by Karen Graves

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