

**Central Vermont Adult Basic Education, Inc. Board Meeting Minutes
Monday – September 10, 2018 (4:00-6:10 PM) – Bradford Learning Center**

Attending: Board Members – Nancy M., Mary, Christina, George, Kim, Miccal, Carol D., Peter, Lindy
Staff Members – Carol S-P, Nancy D., Kate, Ed Pirie, Brian

Introduction and Welcome

- Introduction of Lindy Johnson, Board candidate from East Montpelier and K-2 Literacy Specialist with the Barre City Schools
- Introduction of Ed Pirie, CVABE Teacher/Community Coordinator in Bradford. Ed reviewed his work in Bradford where he currently serves about 30-40 students. He is serving a growing group of adult students. He talked about the benefits of getting out in the community. He is currently working on getting signatures for the petition to get CVABE funding on the warning for the Bradford Town Meeting.

Election of Board Members and Officers

- Election of Lindy Johnson (motion by Kim, second by Christina, approved)
- Three year term renewal of Carol D. and Christina (motion by Kim, second by Lindy, approved)
- Election of Board Officers (motion by Miccal, second by Kim, approved)
 - George – President
 - Mary – Vice-President
 - Carol D. – Treasurer
 - Christina – Secretary

Approval of June 11, 2018 minutes (motion by Carol D., second by Mary, approved)

Executive Director's Report

- Carol reviewed the Second Year Progress Report on the 2017- 2022 Strategic Plan provided in the Board packet. With the support of the Board, staff, and volunteers, CVABE is achieving all four of the goals in the strategic plan. Brian reviewed specific progress on the outreach goal with discussion of the current radio advertising plan. Kim suggested that CVABE might want to consider a booth at the Mountaineers game in Montpelier as part of overall outreach.
- Mary noted that the excellent results outlined in the report including an increase in students demonstrate that the strategic plan is working. The Progress Report should be available to donors. Carol noted that there is a shorter version of the first year (2017) Progress Report available on the website and asked for Board input as to whether this year's more extensive report was suitable for the website and funders.

Financial Report – Nancy

FY 2018 Year End Profit and Loss Report (pre-audit).

- While the year ended in the negative due to HSCP and HSCP Tech funds being down by approximately \$188,000, the loss was minimized because of tight spending controls during FY 18. The report reflects pre-audit figures.

FY 2019 – YTD Financial Report

- Carol D commented on distribution of assets throughout the service area as a reflection on CVABE as a good community member.
- The lower HSCP advance reflects the diminishment of funding in that area.
- Income column does not reflect the additional \$93,359 in AOE funding that has been awarded.
- Expenses are down for the first quarter of FY 19 as compared to FY 18 due to medical leave and development coordinator vacancy as well as reduced costs of health plan implemented in January 2018.

FY 2019 updated budget

- Shift in state funding from Education Fund to the General Fund. Updated budget reflects additional AOE funding.
- Approval of FY 19 updated budget – (moved by Mary, second Carol D., approved)

Board Treasurer Spot Audits

Carol D reported on her spot audits of the checking account. This has been done three or four times per year and no issues have been observed. She also has access to audit the money market accounts. In the future, Carol D will document these spot audits with written notification to Carol S-P, Nancy D, and George.

Fund Development Report

Brian Kravitz introduced himself and reviewed the Fundraising Update through August 31, 2018. He is excited about new fundraising opportunities such as a former student who has gone on to receive an MBA and wants to give back to the organization. He will be meeting with The Alchemist Foundation in a few weeks.

Carol S-P stated that with the transition and immediate work demands in the fundraising area it is not necessary to set a formal fund development goal for FY19. The Board agreed.

Board Portal

In response to Miccal's suggestion at the last board meeting there will be a board portal on the website enabling the board to access board materials.

Executive Session – (moved by Carol D., second Mary, approved)

Close of Executive Session (moved by Carol, second by Mary, approved)

The Board President adjourned the meeting at 6:10 p.m.

Minute taker,
Nancy McCann