

Bristol Core Board Meeting

May 2, 2024
9am via zoom

Agenda

<https://us02web.zoom.us/j/81601626632?pwd=S3JJaGxrZ3lCU2VET1BObS8wbXRJQT09>

In attendance, Maura Donnelly, Courtney Radford, Doug DeWitt, Gary Barrows, Meridith McFarland, Ian Albinson, Taylor Welch-Plante

1. Approve Minutes from 4/18/24 Meeting
 1. Going to approve next meeting, discuss minutes today
2. Who Votes?
 1. According to bylaws
 1. Board President – Maura
 2. 1st Vice President
 3. 2nd Vice President – Executive Director, non-voting
 4. Farmers Market Manager does not have a vote, they make a recommendation on how the board should vote and the board then votes. Will revisit.
3. Minutes Procedure
 1. Currently: Taylor types minutes, sends them to Ian, Ian formats them, uploads them to website and send them out.
 2. New procedure: Taylor will type up minutes, format, send out draft and upload the minutes to website.
4. Ian's Compensation
 1. In the non-ed time, Ian stepped in as interim-director. Maura moves to movement to compensate Ian for 30 hours at \$25 an hour for a total of 750. Taylor Seconds. All in favor.
5. Budget approval process
 1. Question about ED ability to spend money without board approval.
 1. Taylor makes motion to approve that the ED has the ability to spend up to \$500 per instance without board approval, Maura seconds
 2. Ian will look into the bylaws about expenditure policy and bylaws about email approval.
6. ED Report
 1. Courtney met with board members and met with Middlebury and Vergennes downtown groups
 2. Courtney met with Aidan who is on for Pocock
 3. Has met nearly all Mainstreet Merchants and has sent out a doodle poll for Coffee and Conversation. Courtney will put in a request for the park use.
 1. Discussion about location of C&C – maybe circulate
 4. Downtown Vibrancy fund questions
 1. Courtney will connect with Ian

5. Board retreat
 1. Courtney met with a lot of different facilitators
 2. She identified top 5 and a top pick among those.
 3. Board discussed the pros of the different facilitators
 - Courtney made recommendation to go with Elise Anne from Momentum Communications to facilitate workshop on May 22nd from 9AM to 1PM. Maura made motion to move forward with motion, Taylor seconded. All in favor.
 - The meeting will be in person. Location TBD.
 - Need to sign up for table for Harvest Fest and for folks to mark their calendars to be at the table if they're able.
 - CRM- customer relation management system
 - Database-driven to manage or maintain the partnerships and business relationships we maintain.

7. Farmers Market Manager Report
 1. Bank account is set up
 2. Checked in with Alicia and Meridith
 1. Meridith mentioned that there is no driving on the park and the pack in pack out.
 2. Also vendors shouldn't park in valuable parking and after unloading moving their cars to open up parking
 3. Made appointments and filled out forms
 4. We have 25 applicants
 5. Ian asked about ARPA funds

8. Roundtable
 1. Ian talked with Freeda Powers about library strategic plan and suggests pulling her in to work with her as a resource. Grant Admin can work with outside organizations as is mutually beneficial
 2. Bandstand update?
 1. Meridith presented to the SB about redoing the bandstand. Community is upset. Meridith will send out a survey to community, and has to present to some more board. The project came up from the Bristol Band who wants it larger and lower.
 2. Ian replaced the Howden Hall sign.
 3. Courtney received email of a resume
 4. Bristol Collaborative Campus is open
 5. All Earth Renewables opened – in building behind fire department
 1. Cool new tiny house options
 6. Tourtelle's is for sale
 7. In Vergennes a wine bar going in that is also a furniture manufacturer

Next board meeting May 16, 2024