



EXECUTIVE COMMITTEE MEETING

St. Johnsbury Country Club
St. Johnsbury, VT

October 25, 2018
6:00 PM

MINUTES

Those attending:

Committee:

Amanda Carlson
Joel Cope
Paul Monette
Tom Robinson
Fred Saar
Grant Spates
Patricia Whitney (by phone)

Guests:

Jennifer Surat

Staff:

Judy Butson
Tina Gonyaw
David Snedeker

The Meeting was called to order by President Grant Spates at 6:01pm.

Update Agenda

None

Minutes

A motion to accept the minutes of the June 28, 2018 meeting as presented was made by Paul Monette and seconded by Tom Robinson. The motion was approved on a voice vote.

Financials

A motion to approve the June, July, August and September 2018 Financial Statements subject to audit was made by Tom Robinson and seconded by Paul Monette. The motion was approved on a voice vote.

Approval Financial Administrative Service

David Snedeker

Northeast Kingdom Collaborative (NEKC) approached NVDA to request that NVDA serve as the Collaborative fiscal agent. Their mission and service area aligns with NVDA's. A motion is needed to enter into an agreement to receive, hold and disburse funds on behalf of the NEKC for the fiscal year 2019 (July 1, 2018 – June 30, 2019). A separate bank account will be required and the NEKC will maintain the same processing and pay schedule as NVDA currently does, and they have agreed to use NVDA signatories.

A motion by Fred Saar, seconded by Paul Monette authorizing NVDA to serve as the fiscal agent for the Northeast Kingdom Collaborative. After discussion, the motion was approved on a voice vote.

Approval New Bank Account

A motion by Paul Monette, seconded by Tom Robinson to approve the opening of a new account for the Northeast Kingdom Collaborative at TD Bank. The motion was approved on a voice vote.

Appointment to Finance Committee

Judy Butson

The resignation of one member on the Finance Committee (Brent Beck) required NVDA to fill the vacant position. Jennifer Surat, who is currently on our Board of Directors representing the town of Peacham, is willing to fill the position. Jennifer has a background with financial experience.

A motion by Fred Saar, seconded by Joel Cope to approve the appointment of Jennifer Surat to the Finance Committee. The motion was approved on a voice vote.

Approve Drafted RLF Policies & Guideline Updates

A motion by Paul Monette, seconded by Tom Robinson to approve the recommendation for updates to the RLF Policies & Guidelines from the Revolving Loan Fund Committee. After discussion and an addition of a word correction, the motion was approved unanimously on a voice vote.

Executive Director Updates

- Dairy Air Wind – Section 248 Hearings moving forward once again
- November 1, 2018 NVDA along with the town of Hardwick goes before the Community Development Board for the Yellow Barn Project town rehabilitation project hearing
- NVDA is also working with Burke Mountain to access a CDBG grant (and other grants) to expand water and snowmaking infrastructure at the mountain
- December 5, 2018 there will be a regional meeting to discuss Broadband access in the Northeast Kingdom and northern VT. A Save the Date will be sent out later. The presentation from service providers will be at Northern Vermont University – Lyndon campus.
- Recreational Grants Fund (Pilot Program) announced by the Governor. Multiple towns in our region will be working to receive part of the funds.
- Quebec Business – there's been interest by a couple of Quebec based business to location operations here in the Kingdom. NVDA is currently working with two businesses to secure locations.

Other Business

A motion by Fred Saar, seconded by Joel Cope to approve the MOU between the Northeast Kingdom Collaborative (NEKC) and Northeastern Vermont Development Association (NVDA.) The motion was approved on a voice vote.

With no other business before the committee, a motion was made by Paul Monette and seconded by Fred Saar to adjourn the meeting, carried unanimously. The meeting was adjourned at 6:33pm.