

## Long Island Civic Association Meeting of the Board of Directors

Saturday, October 14, 2017 at 9:00 AM

Board members present at the Long Island School included President Jeff Greene, Treasurer Diane Watts, At-Large Member Steve Hart. Board members present via conference call were District 3 Representative Lynn LaMontagne, At-Large Members Sarah Dodwell and Kristina Truesdale, and Secretary Margaux Babineau.

The agenda for the meeting included a review of the treasurer's report, meeting minutes approval from the August general meeting, committee updates, LICA-sponsored events coordination, and revised and amended by-laws. Additional agenda items included potential changes to the meeting minutes approval process, LICA's donations to other non-profits, and record organization.

The meeting was called to order with a quorum at 9:08 AM by President Jeff Greene.

Jeff Greene began by stating the overall purpose of the meeting would be to familiarize ourselves with the rules and orders of running a meeting, to reconvene after the previous meeting, get organized and develop a framework and structure.

Diane Watts outlined the **treasurer's report** as follows:

Celebration Fund: \$12,377.21

Community Garden: \$5,019.73

General Fund: \$36,827.96

CDs: \$70,005.06

Total: \$124,229.96

Diane said that she will work on getting documents for the CDs, and also asked that if anyone makes deposits to those account that they let her know. Jeff Greene noted that the total is up a bit, and that the CDs will come due in the next 12 months, giving LICA time to decide what to do with the CDs. He also would like to look into setting up processes for approving expenditures. LICA has operating expenditures (including mailers like The Longislander) and contribution expenditures. Jeff stated that currently LICA agrees on a budget, and any additional expenditures are/can be approved by the president, vice president, or treasurer. He asked if we want to amend that to include a dollar amount threshold.

Diane Watts said we should list the yearly expected event and operating expenditures and approve them for expediency. Jeff Greene said we should also approve a dollar amount, and all were in agreement to share with the board and approve a dollar limit on non-budgeted expenditures. Steve Hart suggested that LICA donations over \$250 should require board approval. Jeff Greene moved that we develop a budget, including operating and known contributions, and full board approval on items \$250 and under would not be required. Board members were in unanimous agreement of the motion.

Jeff Greene then noted that LICA never denies requests from local groups, but that we do not currently have **guidelines for proposals**, and suggested that LICA should follow this criteria to assess and approve or reject requests for funds/use of our 501(c)3:

- 1.) Align with our mission
- 2.) Be fiscally responsible

- 3.) Gives enough information
- 4.) Accountability that the funds will be used appropriately

Jeff Greene addressed **check writing privileges** and suggested implementing a dollar amount threshold that would require two signatures. Diane has worked with organizations where second signatures are required. Lynn LaMontagne suggested that TD Bank might have a security measure that is triggered so checks over a certain dollar amount require the second signature.

The board discussed **approval of meeting minutes** and were unanimously in favor of approving the previous meeting minutes at the following meeting, regardless of meeting type (General, Board, Annual). Draft minutes will be provided prior to approval, to allow for review and corrections. It was also suggested that the meeting minutes be posted on the LICA website after they are approved to maintain transparency for our members. The motion passed unanimously.

**Memberships** were then discussed, and it was communicated that the current member list is in a Google Doc that Betty, Curt and Shirley currently have access to. It was requested that the membership committee think about how to maintain/grow the list.

The board revisited discussion regarding **LICA's 50<sup>th</sup> Anniversary, and Long Island's 25<sup>th</sup> Anniversary**. It was determined that John Condon and other LICA members would reach out to town selectmen to find out who is on their committee and open a dialogue to see what the town has planned, and what role LICA should play.

**New by-laws** were approved at the Annual Meeting (August 26, 2017), and it was suggested that we send them to new members. Margaux will update the website prior to the next board meeting.

**Locating and organizing LICA records** was then discussed. Nancy Noble has put forward a proposal to organize them for LICA at a cost of \$400 for materials and her time. All board members expressed an interest in having the records organized for easy reference, and preservation of LICA's history. The motion to accept the proposal was seconded and all voted in favor.

Jeff Greene said he would contact the board in the coming months to schedule another meeting in January. A motion to adjourn was seconded and voted unanimous. The meeting was adjourned.

Submitted January 24, 2017  
Margaux Babineau  
Recording and Corresponding Secretary