

BOARD OF DIRECTORS MEETING

Minutes

Wednesday December 8, 2021

Online Meeting

Attendees: Colin Walsh (RSU 57), Jeremy Ray (Saco, Dayton & Biddeford), Andrew Dolloff (Yarmouth), Carl Landry (SAD 55), John Suttie (RSU 23), Audra Beauvais (SAD 60), Brenda Bussey – Executive Director

1. CALL TO ORDER – 9:06 AM

2. EXECUTIVE DIRECTOR’S REPORT

1. Solar follow up

Is there any additional interest? Brenda does not see any downside to signing on for solar. Please let her know if there are any questions or if you need more information. John Suttie will be getting new building in 2 - 3 years. He sees no sense in getting solar now. Carl Landry has already signed on.

2. Food Supplies Bid

Brenda reached out to Ellen Demmons. The Food Group would like to keep the bid for now. Perhaps they will roll it over next year.

3. Frontline Applications

Brenda had forwarded the minutes of the meeting with the Business Managers. With the blessing of the Superintendents, we would like to pursue additional offerings as a group to capitalize on volume savings.

Carl Landry said he is all set.

Andrew Dolloff said Rudy is well versed on their needs. Follow up with him.

Colin Walsh is the heaviest user. Potential savings in renewals.

John Suttie is using 2 modules. Interested in looking into more.

Brenda and Colin will schedule another meeting with Eric from Frontline.

4. Website

Brenda will be taking over the upkeep. It has been updated with new officers and contact info as well as meeting minutes to date. A Bid tab has also been added. This will have links to bid documents and bid results going forward.

It was decided that the minutes of the Business Managers’ meetings will not be posted.

Let Brenda know if there is anything else you would like see added to the site.

5. Maine DOE Forms

Andrew will send copies of what he has from last year. Brenda and Colin to meet with Denise Towers.

6. Other Opportunities

Electric Buses/Cars – Some Grant funding available. Is it worth the cost? Pay back may be 10 – 12 years. End of battery life disposal and battery replacement costs may be issues to consider. May be best for short routes. Colin does 1.3 miles per year.

Carl Landry contracts buses out. Sanford does as well. Problem with consolidating the service is that there is currently a shortage of buses and drivers.

Please provide any other opportunities to Brenda.

3. TREASURER'S REPORT

1. Financial Update

All finances have been transferred to Gorham Savings. This was a challenge, especially payroll.

End of September balance was \$11,852. End of November balance is \$5802. Payments have been made for salary, payroll taxes, unemployment tax and website domain.

Without Professional Development, the annual operating cost is about \$50,000 per year. Professional Development should not cost the Center, it should at least break-even.

We anticipate a subsidiary of about \$20,000 - \$21,000 in January or February. Expenses for payroll/taxes is running \$1500 every 2 weeks and we need to pay for the audit very soon, so the subsidiary will not be received in time to cover current expenses.

Assessments will need to be billed and paid promptly.

2. Audit Update

The audit is in progress. The cost is \$7000. This appears to be high. Next year we will look for a new auditor. Perhaps it can be an add on to the RSU57 audit at a lesser cost.

4. BOARD CHAIR'S REPORT

1. Assessment Discussion

FY18 assessment was \$1000. FY19 was \$100 due to a strong bank account balance.

One year was \$255.

In FY20, new members would have been assessed 10% of the fund balance, or \$8900.

Based on the immediate needs, Colin advised that a minimum assessment of \$15,000 will be needed. \$20,000 would be safer.

John Suttie, motion to assess each member \$2000 for FY22. Jeremy Ray seconded it.

Vote unanimous. John Suttie will send an email advising of the vote. Colin Walsh will send the bills.

This amount will keep the Center solvent and the assessment will be revisited sometime in March or April.

Brenda would like to do a line-item review of expenses with Colin. There were expenses in the budget that may no longer be relevant (bid payments, website maintenance and some insurance expenses).

5. NEW BUSINESS

1. PD Opportunities

Brenda provided the list from Betsy Webb of the trainings that PREP is focusing on this year. This will be discussed further at the next meeting.

6. OLD BUSINESS

7. PUBLIC COMMENT

7. ADJOURNMENT

Motion to adjourn, John Suttie. Second, Carl Landry. Vote unanimous.

Meeting adjourned at 9:50 AM