

**TRORC
EXECUTIVE COMMITTEE**

**Colatina Exit
Bradford, VT
November 16, 2017**

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Vice Chair; Nancy Jones, Treasurer, Bill Edgerton, Nancy Malmquist and Peter G. Gregory, Executive Director and Michael Storace, Planner - staff

1. Call to Order:

Chair Emmons convened the meeting at 5:40 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of September 13, and October 11, 2017 Minutes:

On a motion made by Fredrickson, seconded by Jones, both sets of minutes were adopted as drafted.

4. Acceptance of the unaudited October 2017 Financial Reports:

Gregory and Committee members reviewed the details for the month of October. Gregory indicated to the Committee that receivables are manageable and explained the one June 30th receivable. For audit purposes, it had to be prepared but was not sent as this particular contract requires invoicing by task completed rather than time and materials. The Balance Sheet for October 30th looked strong. On a motion made by Fredrickson, seconded by Jones, the October Financial Reports were accepted as presented.

5. Draft Executive Director and Organizational goals for FY 18:

Gregory walked through the list of 10 items for FY 18. Executive Committee members asked that under the computer and server upgrade effort, that cyber security actions be taken as appropriate. Gregory will add that. The Committee asked Gregory which items he felt were most important, Gregory replied the updated Bylaws, the Non-profit arm of TRORC; Personnel Policy updates and Regional Plan work. On a motion made by

Fredrickson, seconded by Malmquist, the list was approved as modified.

7. TRORC Investment Strategy:

Gregory indicated that the Treasurer's Office recommended a Legislator seek the assistance of the Legislative Council. Gregory has reached out to a Legislator for that request.

8. TRORC Non-Profit arm:

Gregory indicated that there are a couple a decision points that need to be made prior to the process moving forward and he is seeking guidance from first the Executive Committee and then the full Board in December. One is the name. It was recommended that the full Board adopt the name "Two Rivers-Ottawquechee Regional Commission Foundation" and that when registering, a DBA of "TRORC Foundation" can be used. The other decision point is the Board size and composition. The Executive Committee recommended the size would be 7 and would include the 6-person Executive Committee plus one other TRORC Board member.

9. Regional Plan section draft:

Storage walked the Executive Committee through his suggested edits on a portion of the Natural Resources Chapter. Page by page edits were suggested and will be made by Storage prior to the full Board meeting in December. A cover memo to the full Board will be included to help frame the discussion.

10. TRORC draft Bylaws:

Gregory indicated that he would like to schedule two public hearings on the draft proposal signed off on by the full TRORC Board. He will notify Commissioners and towns and the public of those opportunities.

11. December Board Agenda Review

On the agenda will be a presentation on LiDAR, public hearings on town plan approvals for Vershire, Strafford and Tunbridge, Regional Plan chapter review and decisions on the Non-Profit arm. The meeting location will be in Royalton, Vermont.

12. Executive Session:

No Executive Session needed.

Meeting adjourned at 7:50 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, November 22, 2017.