

**TRORC
EXECUTIVE COMMITTEE**

**TRORC Offices
Woodstock, VT**

June 13, 2018

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Vice Chair, Nancy Jones, Treasurer, Nancy Malmquist and Peter G. Gregory, Executive Director

1. Call to Order:

Chair Emmons convened the meeting at 3:00 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of the May 9, 2018 Minutes:

On a motion made by Jones, seconded by Fredrickson, the Minutes of May 9, 2018 were adopted as drafted.

4. Acceptance of the unaudited May, 2018 Financial Reports:

Treasurer Jones reconciled all cash accounts prior to this Executive Committee meeting.

Gregory and Committee members reviewed the details for the month of May. Gregory noted the current Accounts Receivable Report and provided indications on which receivables have been received since the end of the month. The overall outstanding invoices is in good shape. TRORC does much of its invoicing quarterly now due to requirements from funders so there will be a large mount booked on June 30th. Gregory also noted the current Fund Balance on the balance sheet, (-\$48,000). On a motion made by Fredrickson, seconded by Jones, the May Financial Reports were accepted as presented.

5. Final draft FY 19 TRORC Budget:

Gregory walked through the final version of the FY 19 Budget. Gregory refined the budget per feedback provided by the Executive Committee last month. The Committee

wanted to ensure Scholarships were at \$8000 and that the budget included funding to pay for Regional Plan editing. Gregory also has increased the website line item as a new host will be sought soon after the start of the fiscal year. The Committee asked that Pete Fellows come to the next meeting and discuss IT issues per the Adopted IT Policy. Gregory and Executive Committee members also talked about staffing and agreed with Gregory to deficit spend about 50% of the cost of a contract employee for the coming year. On a motion made by Jones, seconded by Malmquist, the Executive Committee voted unanimously to recommend that the full Board adopt his budget. The motion included the authority of the Executive Director to make minor tweaks based on the latest information prior to mailing it out on June 19th. Gregory was also instructed to line up necessary caterers for the meeting.

6. June Annual Meeting Agenda Review:

The Annual Meetings Speaker has been lined up and should be very good. The Director of the Vermont Eco Studies, Chris Rimmer has agreed to join us. Other items will be adoption of the FY 19 budget, election of the Officers for FY 19, and reports from the Scholarship Committee and from the Chair and the Executive Director.

7. Executive Director Evaluation:

Gregory left the meeting and the Committee discussed the performance over the last year.

8. Executive Session:

No Executive Session needed.

Meeting adjourned at 5:05 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, July 6, 2018.