

**TRORC
EXECUTIVE COMMITTEE**

**TRORC Offices
Woodstock, VT**

September 12, 2018

MEETING MINUTES

Attendance: Jerry Fredrickson, Chair, Bill Emmons, Vice Chair, David Brandau, Secretary, Nancy Malmquist, Bill Edgerton and Peter G. Gregory, Executive Director

1. Call to Order:

Chair Fredrickson 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 August 8, 2018 Minutes:

On a motion made by Brandau, seconded by Edgerton, the Minutes of August 8, 2018 were adopted as drafted.

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

Gregory and Committee members reviewed the details for the month of August. It was noted that the First Quarterly payment on our ACCD contract should be reflected in these financials and the correction has now been made. In addition, the cost of planing interior doors to allow proper function was allocated to our Building Fund and a Journal Entry has been made. The cost came out to around \$1100. On a motion made by Emmons seconded by Edgerton, the August Financial Reports were accepted as presented.

5. Approval of Dues Rate for FY 20:

Gregory indicated that the proposed Dues Rate for FY 20 reflects the annual 3% increase the Board requested some years ago. If adopted by the Board, it could yield an extra \$2000 a year. Dues are used to match federal funds for programs that help our members. On a motion made by Emmons, seconded by Edgerton, the Executive Committee recommended that the full Board adopt this rate at their September meeting.

6. **Executive Director Review Discussion and Goal setting for the Director and TRORC for FY 19:**

Gregory and Executive Committee members discussed details of the Performance Review for the position. A compensation change was recommended and was effective July 1, 2018. Gregory thanked the Committee for their strong support and guidance for the past year, both personally and professionally.

Gregory and the Committee discussed Director goals for FY 19 and on a motion made by Emmons, seconded by Brandau, the following are the goals for FY 19:

1. Obtain IRS approval for TRORF and seed TRORF with TRORC funds
2. Hire additional staff
3. Revise TRORC Personnel Policies incorporating staff identified changes
4. Identify an Annual Award(s) to be announced at TRORC Annual Meeting
5. Draft and finalize most of the remaining Regional Plan chapters
6. Adopt changes to Accounting Manual and Procurement Procedures
7. Board Adoption of a TRORC Investment Policy
8. Review the 2013 TRORC Strategic Plan and identify and carry out a process for reaffirming or adding to action items
9. Successfully close out award winning Home Buyout Program
10. Identify and obtain funding for long term energy role for TRORC.

7. **Regional Plan Chapters Review:**

Gregory and Committee members reviewed a draft of the Fostering Healthy Communities Chapter and the Working Landscape Chapter. Gregory explained that many of the crossed-out sections have been put into an appendix or have moved to other areas of the Plan or have been dropped due to redundancy. Minor edits and suggestions were made and will be incorporated into the versions being mailed out for the September full Board meeting.

8. **TRORC Emergency Plan:**

Gregory and Committee members reviewed the edits being proposed by staff on the TRORC Emergency Plan. Committee members asked that telecommuting and remote access to servers be included. This should be in a new section on Communications. Gregory will make these changes and then review with staff.

9. **Procurement Policy:**

Deferred until next Executive Committee meeting, October 10, 2018.

10. Project and Staffing and other updates:

Gregory indicated that three Mitigation Fund applications, one each in Barnard, Stockbridge and Pittsfield were awarded and that TRORC is the Project Manager on each. This was unbudgeted income for TRORC. Fairlee may also contract with TRORC outside of a grant award, so that, too, would be approximately \$7,000 in unbudgeted income. Gregory has made verbal offers to two limited term employees and is hoping he can come to terms with each soon. Will keep the Committee posted. Chris Damiani, is leaving TRORC as of October 11th, so another staff opening exists. The TRORC Strategic plan will be reviewed by Gregory and he will bring recommendations to the Executive Committee next month.

11. September Board Meeting Review:

The Board will review two chapters of the Regional Plan and have public hearings on Town Plan approvals and confirmation for Randolph and Norwich. In addition, the Board will be asked to approve the dues rate for FY 20.

12. Executive Session:

None needed.

Meeting adjourned at 4:35 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, September 21, 2018.