

## **Danby Community Council Minutes of Board of Directors' Meeting**

February 7, 2013 - Danby Town Hall, 7:00 PM

### **Board members present:**

Cathleen Banford, Robert Chase, Julie Clougherty, Ted Crane, Amanda Walts

### **Board members absent:**

none

### **Guests/Public:**

Simone Lackey, Linda Schoeffel

### **Minutes:**

- Copies of the Minutes from November and December of 2012, and January 3, 2013 were passed around for review.

*Bob made a motion to approve all, Cathleen seconded. All were in favor, motion passed.*

### **Youth Programs:**

- Amanda reported on the Youth Committee's work – said they're brainstorming the needs assessment and aiming for inclusion of a survey in the April DAN, also online. Cathleen said she has sent a link to everyone about the Open Space meeting concept, and would like to incorporate it.
- Linda introduced Simone Lackey, the new Danby Youth Program Manager, and said she's been going through lots of orientation. Next week she will attend a Rural Youth Services staff meeting. Simone said she plans to send an announcement to the email list of past youth program participants inviting them to some kind of get-to-know-you event in late February, hopefully – perhaps Julie Kulik would attend, too. She also said she's thinking of doing some kind of food program with the youth (where they prepare and then bring dinner home with them). Expect programs to start in March. She'd like to survey Danby folks to see what they want in programs, meanwhile, the programs will continue as they have been for now – definitely including Primitive Pursuits, Boynton and South Hill Lunch Bunch.
- The contract between DCC and CCE was discussed. Ted raised a few questions about some details in it – noting messy language in Part C, and wanting explanation of what appeared to be specific language about the CCE's right to use DCC money as it sees fit if there's leftover time. Linda said she'd be glad to send his questions and comments along to the people who actually write the contract. It was also noted that Julie Kulik had accrued vacation at the time of her departure, requiring a payout that was not budgeted for. It was discussed whether it might be a good idea to put that potential vacation fund in the budget so we didn't get surprised again. The contract is due now. Linda will send Ted a soft copy.
- Bob reported the check for the final 2012 payment went into the mail yesterday.
- It was noted that Ric Dietrich will be attending a meeting tomorrow of county youth people and others.
- Linda distributed the 2012 CCE-Danby Youth Program year end budget report.

### **United Way:**

- Ted and Amanda reported they attended the United Way meeting of Community Councils and were given information about the outcomes reporting. Julie said it looks like the same material she received last year.
- Ted reported we have a Memorandum of Agreement with the United Way that holds us to several things, including agreeing to follow their policies and procedures, and not competing with them by fundraising at certain times. We discussed inquiring of the UW what those specific policies are and decided to wait since the agreement is in effect already.
- We discussed the need to have some type of form for reporting on UW-funded projects that could be given to program managers, Danby Seniors, etc (anyone who uses those funds), to streamline reporting.

## **Financials:**

- Treasurer's Report: Bob distributed a report expressing our activities and finances in a "form follows function" manner. Different ways of organizing our activities, record-keeping, and reporting were touched on in the discussion that followed. We all agreed that the categories he presented made sense but were not all that different than how they're currently laid out in our budget. Record-keeping in Excel vs. Quicken was also discussed, as was the need to have policies in place to ensure transparency and follow good business practices.
- Ted distributed copies of the 2013 DCC budget that was adopted on Oct 4, 2012.
- Ted noted that the contract with the Town of Danby still needs to be updated.
- We need to be in touch with the Danby Seniors and the Coddington Road Community Center about their activities and use of funds for reporting and planning.
- Ted reported that the 2010 990 EZ had not been filed and, although Christel had been told by the IRS last year that it was not a problem, apparently they've changed their tune and now we need to file one. Has found that we can no longer do it online, and that we need to request a physical postcard from the IRS. Julie and Ted will work on figuring it out and taking care of it. Christel Trutmann completed the 990 EZ for 2012 last month.

## **Election of Officers:**

- There was much discussion prior to actually voting.
- *Julie nominated Ted to be President. Amanda seconded. All were in favor. Motion passed.*
- *Julie nominated Cathleen to be Vice President. Ted seconded. All were in favor. Motion passed.*
- *Ted nominated Julie to be Treasurer. Amanda seconded. All were in favor. Motion passed.*
- *Ted nominated Amanda to be Secretary. Cathleen seconded. All were in favor. Motion passed.*

## **Committees:**

- **DAN:** Ted noted there are new postal regulations that are costing us more, and that we have two options: keeping a staple in or removing the staple and adding another tab. We decided to go with no staple and one extra tab, the cheaper option.
- **Concerts/Programs:**
  - Ted was in touch with Bob Strichartz, who said he has nothing planned at this point for concerts. We need to find out if he is still interested in doing the concert arrangements and need a concert committee.
  - We need to be sure there is good communication about logistics whenever we have an event – so there is a definite arrangement as to who will open up, lock up, etc.
  - Rick Kline, who put on the fabulous tour of the Solar System in January, is interested in doing more programs. We discussed having a series this late winter since there is nothing lined up concert-wise yet.
- **Youth Grants:** Julie reported there have been a few requests for applications. Ted asked to have another article about the grants for the March DAN.
- **Nominating:** Cathleen announced she had a likely candidate for one of the vacant spots: Allison Christie, of West Danby. Ted mentioned Susan Franklin had sought a position last but the vacancy had been filled by Amanda. Perhaps she would still be interested. Another possible candidate from White Hawk Ecovillage was mentioned. We will vote on nominees at the next meeting. Anyone with questions they'd like to ask the potential nominees should email them to Ted.

**Meeting was adjourned at 9:45 PM.**

**Next meeting is Thursday, March 7, 2013 at 7 PM at the Town Hall.**

Minutes submitted by Julie Clougherty, 2-13-13