

**CVFRS Corporate Board Meeting
21st Of October 2014
(Draft)**

Call to Order: 19:18

Attending: John Snow, Ellie Russell, Patrice Machavern, Liam Havard, Kip Mesirow, Jon Davis, Meg Modley

Approval of Minutes:

John Snow moved to accept September minutes. Seconded by Ellie Russell. Minutes were reviewed. A section appeared to be missing. Minutes will be edited and reviewed at a later date.

Proposed Benefits Plan – J. Snow provided a progress report on the establishment of the corporation's benefits documents. As a part of this, he indicated certain approvals and authorizations would be required.

- *Motion made by Meg Modley to adopt the Fidelity authorization resolution circulated as Fidelity document page 031780003. Seconded by Kip Mesirow. Unanimously approved.*

Financial Report – Machavern / Snow

Patrice Machavern and John Snow reviewed the financial report for the period ending September 30, 2014.

Motion to accept the financials by Kip Mesirow, seconded by Ellie Russell and unanimously approved.

Progress and Status of Audit

- John Snow reported that he had received an update from Ed Sulva and Patrice Machavern about the review of the outstanding items and adjustments. There is no final set of audited numbers yet. ETA by mid November.
- Patrice reported that the audit identified some tax accounts with the state that require action.

Budget and Capital Planning Timetable

- We have agreed to meet with select board on November 24th and at that time present the updated operating plan budget for FY 15/16.
- Chris Davis and Meg Modley will go through the Fire and Rescue budgets respectively.
- John Snow and Patrice Machavern will go through the corporate side. Make any changes to the capital plan and present it to the town.
- John Davis will coordinate the update of the capital plan.

Report of Nominating / By Laws Committee –

Jon Davis distributed some preliminary draft ideas for updating our bylaws with a view to a more flexible definition of who may serve as an officer of the corporation. Discussion suggested that the bylaws review committee also consider the following:

- Quorum definition: The quorum of the corporate board should be a majority of the currently elected officers but not less than five.
- Proposed mail ballot or electronic ballot to every member to vote on bylaws change.

Agency Reports

Rescue Services – Modley

- No conditional license anymore.
- Four members attended the state EMS conference.
- Dani Leahy got married
- Joe Congdon will take a leave from Fire and Rescue to enlist in the US Coast Guard..

Fire Department – C. Davis

(~~John Snow~~ Present)

← meg spoke to this issue

- New member joined Fire and shows an interest in rescue as well.
- Continuing good mutual aid relations with recent emergency calls.

Other Business

Morale and Work Environment

- Discussion of morale and the station work environment.

Winter Party Event

- Booked for January 17th location – Old Lantern (to be confirmed)

Halloween and Christmas Events

- Halloween trick or treating at Rescue Station
- Santa's Visit in planning proce

Corporate Seal. Patrice Machavern presented a corporate embossing seal to the board. *Motion made by Kip Mesirow to adopt the seal as the corporation's official seal. Seconded by Ellie Russell and unanimously passed.*

Motion made by Meg Modley to adjourn the meeting. Seconded by Kip Mesirow and unanimously passed. Meeting adjourned at 21:33