

**DRAFT MINUTES**

**Montpelier Foundation  
Tuesday, October 24, 2017  
4:30 – 6:00 PM**

**100 East State Street, Montpelier**

**Members Present:** Ed Flanagan, Paul Giuliani, Bill Cody, Jean Olson, Jim Higgins, Tom Golonka, Karen Freeman

Guest: Dan Groberg

Ed called the meeting to order at 4:30.

**Follow up:**

Ed: Get a Montpelier PO box for the Foundation.

Dan: Make revisions to donation solicitation text on website and resend to members.

Dan and Karen: Explore enhancements to the website and report back at next meeting.

Jim: Send out the two drafts for FPF postings for board member feedback.

Paul: Circulate nonprofit articles of incorporation as template for discussion.

Ed and Karen: New member cultivation (Beth Rusnock, Christine Zachai and Yvonne Garand)

Bill: Members should update his email: msn wpcody@msn.com

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**Next meeting: Tuesday December 12<sup>th</sup>, 2017 from 4:30 – 6:00** at 100 East State Street, Montpelier  
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1. **Review agenda** - No changes to agenda
2. **Approve August 8, 2017 meeting minutes** - Motion by Paul to approve, seconded by Jim. Minutes were approved unanimously.
3. **Treasurers Report** - Jean reported a Northfield Savings balance (short term account) of \$36,807.72 and a Sentinel Fund (long term account) of \$128,612.62. She noted a gain of approximately \$4K since the last reporting period.
4. **Approval policy for Foundation payments** – Members discussed the need for the Foundation to adopt a spend policy. The following language was drafted: “Board Chair has the approval to approve

payment for expenses incurred up to \$100.00, with full Board ratification to follow at the next board meeting. Amounts above \$100.00 need prior approval of the Board.” Motion by Tom to approve, seconded by Paul. Motion approved unanimously.

5. **Outreach and PR** – The proposed website language Dan drafted for donation solicitation was reviewed. Members made suggested changes: substitute “agency” for “unit” in text, and add a disclaimer statement about consulting a tax advisor - Foundation doesn’t want to be giving out tax advice. Dan will make revisions and re-circulate.

Ed reported that he will complete the application for a post office box for the Foundation. He estimated a cost of less than \$100/year. Motion by Tom, seconded by Paul, to authorize Ed to spend up to \$100 on behalf of the board to secure a Montpelier PO box for the Foundation. Motion passed unanimously.

Ed also mentioned the need for an enhanced website, one that has a level of professionalism and can convey a compelling story. There are low cost templates that the Foundation can build from and edit. Dan and Karen will work on and report at next meeting.

Jim talked about the Front Porch Forum analytics on the paid advertising, noting that with 150 clicks the return on the Foundation’s investment in buying the ad was underwhelming. He encouraged the board to take advantage of the free postings in the neighborhood FPF’s and circulated draft text for two different posts: one for members to use in their home neighborhoods and a second that could be posted on FPF by people involved with projects that have been previous recipients of Montpelier Foundation grants. Jim will send out the draft text with some edits, and members should send him suggested edits and names of people to talk to about projects that have received previous grants.

6. **501(c)(3) status for Foundation** – Members agreed to continue exploring nonprofit status for the Montpelier Foundation. Paul will send around examples of nonprofit articles of incorporation that could help as templates.

7. **New board member cultivation** – Karen has been in touch with Christine Zachai of Forward Philanthropy who is interested in the board. Group agreed that she will invite Christine to attend the next board meeting. Ed reported that Frank Wood said no. Jean wondered about recruiting potential board members from institutional partners, such as National Life and bank trust departments. Karen mentioned the community giving initiatives of lending institutions such as VSECU. Ed will talk to Beth Rusnock at the NLG Foundation; Karen will reach out to Yvonne Garand at VSECU.

8. **Funding requests updates/discussion** - Jim circulated the application submitted for a shelf of dance books at Kellogg-Hubbard Library. Request was submitted by a citizen who wants to honor the life of local dancer Tarin Chaplin. The consensus was that the project does not meet the intent of the Foundation. The bulk of the budget is for books, research, and a reception and not a long term “bricks and mortar” project.

The board agreed to establish an ad hoc subcommittee to perform an initial review of applications when they are submitted. Application Preview Committee will be comprised of three members and change on

a rotating basis. Tom, Jim and Jean agreed to serve as the first preview committee.

Potential projects that may be coming to the board include a funding request for an 8-acre addition to Hubbard Park and improvements to the Union Elementary School playground.

9. **Next meeting:** December 12<sup>th</sup> 4:30-6:00 pm at 100 East State Street

Meeting adjourned at 5:40 pm