

3-28-04 Board Meeting Notes
Meeting Location: Cambridge Associates, Boston, MA
11:00 – 2:30
Recorder: Brianna Dusseault

1. The Board voted on officer positions for reporting purposes. The positions will officially start in June.
 - a. Lisa Christie – President
 - b. Mike Foote – Visa President
 - c. Brianna Dusseault – Secretary
 - d. Drew Sheriff - Treasurer

2. Executive Director's Report (Jon)
 - a. Local Programs
 - i. There has been a consistent theme of programs postponing end-of-year trips in the last stage of development
 - ii. Norwich-Green Acres program is going well, taking more responsibility
 - iii. Mike is in talks with Castleton re: new program there
 - b. Finances
 - i. \$2,000 grant from Byrne Foundation
 - ii. \$10,000 grant from Children's Trust for land purchases
 - c. Recruiting
 - i. Staff is thinking about how to redesign the Family Advocacy position to best serve needs of the organization
 - ii. There are 3 summer interns and the Summer Intern Coordinator hired
 - iii. Winooski Housing Authority has offered to expand DREAM's office space

3. Fletch Report (Mike)
 - a. Architects have drafted the preliminary site design
 - b. Permitting is the biggest hurdle right now. It requires a public hearing. DREAM's focus is on town relations, Jesse and Mike sent off letter to Metcalf pond residents informing them of the camp. They have met with townspeople as well.
 - c. Summer staff:
 - i. 6-8 permanent staff
 - ii. 12 Americorps staff
 - d. June 1 is the last day to purchase property, May 8 is the date that the Conservation Fund will choose whether to fund the land purchase. DREAM will contact Bank North about getting mortgage paperwork lined up in case the Conservation Fund chooses not to fund the land.

4. Executive Limitations Discussion (led by Bree)

- a. Management Team was defined as the Executive Director, one other appointed staff member (currently the Program Director) and one member of the Board
 - b. Board agreed to give final approval to the next draft of policy (to be emailed by Bree), with certain policies highlighted for review on the next round of policy revisions.
 - i. EL9.2 – Executive Director linkage to Board
 - ii. Policy related to contracts
5. Ends Discussion (led by Mike)
- a. Discussed Global and 1st-level Ends definitions. Added definitions of costs and prioritized 1st-level ends
 - b. Ranked priority of DREAMers, in terms of focus and time allocation: Children, Mentors, Parents Alumni, Community
 - c. Discussed the importance of the 5th Ends listed – Community. The Board decided that it was a worth end of lower priority now and a potential to be higher priority in the future.
 - d. **There will be an online chat to discuss 2nd-level Ends TBA**
6. Emergency Action Plan Review (Mike)
- a. DREAM is drafting a structured chain of command and information flow in the event of an emergency.
 - b. The Board will receive a phone call informing them of any emergency if one is to happen. Board members should direct all media and concerns to the Spokesperson.
 - c. The Spokesperson will oversee all emergency-related issues while another person oversees the functioning of DREAM, Inc and its programs. Currently Jon Potter will serve as spokesperson.
7. ED Evaluation (Mike)
- a. Upon recommendation by Mike, the Board decided to wait until the Means and Ends are established before designing the ED evaluation
 - b. The Board reviewed the principles of monitoring
8. Linkage Between Board and Ownership (led by Mike)
- a. Mike introduced the idea of distinguishing between “owners” and “stakeholders”
 - b. Board discussed how DREAM defines its owners who informs the question “Are we doing the right thing?”
 - c. Discussion centered around who qualified to be an owner: community members, thought leaders in the field, the Vermont community...
 - d. Jon’s suggestion: Owners consist of the pool of people who would qualify to sit on the Board.
 - e. It was decided to discuss this issue further at the next board meeting.
9. Board Member Recruitment (Mike)

- a. Board members should brainstorm names of potential Board members by the next online chat.
10. Associate Director Recruitment (led by Mike)
- a. The Board agreed it should be a part of the process of hiring the AD
 - b. It was recognized that the AD position has the potential to evolve into the ED position in August of 2005, or the candidate may be offered a different position based on his/her fit with the position.
 - c. Board members advocated that the language of hiring be specific to set clear expectations to AD candidates about the nature of this position: the AD position is a way to gain institutional knowledge and explore the potential of becoming the ED, but it is not a guaranteed path to becoming ED.
 - d. **There will be a conference call this Thursday, April 1, at 6 pm to discuss logistical questions and map out a timeline for recruitment.**

Meeting adjourned at 3:00 pm.