

## **BACC**

### **Board of Directors Meeting Agenda**

**January 4, 2024, 6:30 p.m. via zoom and in-person**

**BOARD MEMBERS PRESENT:** Molly, Nora, Courtney, Christine

**BOARD MEMBERS PRESENT VIA ZOOM:** Kate

**BOARD MEMBERS EXCUSED:**

**BOARD MEMBERS ABSENT:**

**TOTAL MEMBERSHIP:** 6

**GUESTS PRESENT:** Christin Iacolucci

**STAFF PRESENT:** Colleen Russo, Executive Director

#### **Approval of the January 2024 agenda**

- 1st: Courtney
- 2nd: Molly
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

#### **Motion to appoint Christine Bouchard to be a member of the Board of Directors at BACC**

- 1st: Courtney
- 2nd: Molly
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

#### **Motion to approve the December 2023 Special Board Meeting Minutes**

- 1st: Courtney
- 2nd: Nora
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

#### **Treasurer's/finance Report**

- Nora reviewed financial documents. No additional discussion.

#### **Director's Report**

- Discussion ensued, BSMS Community Project class is supporting BACC.

#### **Reports of Standing Committees**

**Executive – Nora Osuchowski – No report**

- Discuss committee membership
- The Executive Committee will absorb membership duties and will work with Colleen and BACC IT staff to create emails for executive staff.

**Audit/Finance – Vacant – No Report- Treasurer duties discussion**

- Nora and Molly will be on the committee as of now and will work with Bookkeeper on financials.
- New signatories will be updated on bank accounts. Motion forthcoming.

**Ad Hoc Committees:**

**Fundraising, Grants, and Marketing**

- Kate to chair committee
- Molly, Courtney, and Nora to be members.
- Colleen updated the board on Target Circle funds, board to review the opportunity of providing summer scholarships.
  - Applications from families - DSS families
- Stewarts Match is coming at the end of the month
  - BACC to apply for funds for playground equipment. Colleen to share the stewarts grant application with committee members, including due date.
- Other grant opportunities were discussed:
  - Dake Foundation (<https://www.dakefoundation.org/>)
  - Empire Grant - will pay 100k of renovations reimbursed
- Discussion ensued around the Capital Campaign ideas
  - Fundraising goal of \$500,000
  - Need to discuss timeline, marketing, and other items. Kate to lead on coordination of marketing plan

**Membership**

- Christin Iacolluci introductions and welcome to the meeting.

**Program and personnel**

- Courtney will chair committee in 2024
- Discussion ensued around implementing an employee satisfaction survey
  - Gauge what is important to BACC staff.
  - Colleen to share payroll reports and hire dates with committee for further assessment
- Committee needs to meet and review the handbook for updates including:
  - The COVID policy which is now through paid family leave.

**Bylaws Committee**

- Nothing to report.

**New Business**

- Marketing Proposal

- Discussion around Prolific marketing, Borgos, other options
- Focus on what we exactly need and goals for the plan
- Marketing committee to meet in early Feb to discuss more.
- Motion to update the following bank accounts to include the following signees:
  - Broadview Federal Credit Union
    - Signees: Nora Osuchowski, Courtney Ellis, Molly Pezzulo
  - Adirondack Trust
    - Signees: Nora Osuchowski, Courtney Ellis, Molly Pezzulo
  - Saratoga National Bank
    - Signees: Nora Osuchowski, Courtney Ellis, Molly Pezzulo
  - Sunmark Credit Union (SCU)
    - Signees: Nora Osuchowski, Courtney Ellis, Molly Pezzulo
  - Ballston Spa National Bank
    - Signees: Nora Osuchowski, Courtney Ellis, Molly Pezzulo
    - Colleen Russo will remain on this account.
- 1st: Courtney
- 2nd: Nora
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

Discussion on the Sunmark Credit Union renewal, Audit and Finance Committee to find out more information from the previous treasurer.

Motion to create a shared drive including email addresses for BACC Executive Committee members.

- 1st: Nora
- 2nd: Molly
- Discussion: Colleen to work with BACC IT to set up emails for members.
- Yes: all
- Nay: None
- Abstentions: None

### **Unfinished business**

#### **Budget review 2024**

**A motion to accept the 2024 budget to be reviewed in April 2024.**

- 1st: Courtney
- 2nd: Molly
- Discussion: None
- Yes: All
- Nay: None
- Abstentions: None

**Good of the order**

None.

**Motion to adjourn the meeting.**

- 1st: Molly
- 2nd: Courtney
- Discussion: None
- Yes: All
- Nay: None
- Abstentions: None

Meeting adjourned at 8:15pm