



EXECUTIVE COMMITTEE MEETING

Charles E. Carter
Business Resource Center
Lyndonville, VT

November 18, 2010
6:00 PM

MINUTES

Those attending:

Committee:

Robert Croteau
William Davies
Martha Feltus

Kenn Stransky
Patricia Whitney

Staff:

Shannon Bedor
Judy Butson
Steve Patterson

The Meeting was called to order by President Kenn Stransky at 6:05 PM.

Minutes

A motion to accept the minutes of the July 22, 2010 meeting as presented was made by Robert Croteau and seconded by Patricia Whitney. The motion was approved on a voice vote.

Financials

A motion to approve the June, July, August, September and October 2010 Financial Statements subject to audit was made by William Davies and seconded by Martha Feltus. The motion was approved on a voice vote.

Budget Update

Judy Butson addressed the committee with regard to the budget for the upcoming Fiscal Year. There may be a need to make some adjustments she will advise as to the need for that.

New Employees

NVDA lost an exceptional employee and a newly hired employee recently. Laurie and Tom Stillwell have moved back to Buffalo NY. Tom took a job in Buffalo and we wish them both well. Laurie will be working remotely through the end of December.

NVDA has advertised a vacancy in our planning field and we have received a few good resumes. Interviews will be lined up in the near future.

Status of Building

Charles E. Carter Business Resource Center has seen an incline in tenant interest in the last few weeks with one new tenant moving into office space, however the building is still under occupied. There is the possibility of a machinist training program leasing some office and warehouse space in the near future.

The Newport Incubator Building is under contract and the sale is pending.

Any Other Business

Steve Patterson spoke with regard to ongoing project within NVDA

- **Vermont Food Venture Center** – overseeing the construction of a 15,000 sq. ft. business incubator facility for value-added food processors in Hardwick. This project is moving along nicely and the Hardwick area is thriving
- **Biomedical Consortium** – researching the feasibility of forming a business-led consortium for a growing medical products manufacturing industry within our region.
- **Regional Food System Plan** – focusing on the development of a strong, regional, value-added food industry by modeling and connecting with successful efforts in the Hardwick area.
- **Energy Projects** – include municipal energy audits, job training, LED street light replacements, a series of “How to” guides for implementing small-scale renewable energy projects, and an annual Energy Expo featuring exhibits, vendors, demonstrations, and educational seminars.

Judy Butson addressed the committee with regard to the Policies and Procedures Manual she has been working on for the last couple years. After a brief discussion the decision was mad to have Judy send the draft version to the Executive Committee for review monthly as progress is made on the manual.

A discussion was held on the process of the Newport Legislative Breakfast.

The meeting was adjourned at 7:30PM.