**Board of Directors Meeting – August 13, 2024**

Present: Peter Reale (video), Pam Nolan, Scott Hearburg, Lance Clark, Mark Wright, Bobby Porter, Sandy Morhouse, and Nancy Archer

Regrets: Pat Ida and Chris Mallon

Staff: Donn Wotton and Kathleen Coffman

1. **Motion** to approve the June 20, 2024, Board of Directors and Executive Session meeting minutes by Bobby Porter, seconded by Pam Nolan. Approved.
2. We currently have $558,694 total cash as follows:

|  |  |  |
| --- | --- | --- |
| FUND | $ Amount | NOTES |
| Scholarship | 244,720 |  |
| Childcare | 125,857 | NBRC grant of $240,606.66 to be received in August |
| General | 65,883 | $155,00 to be reimbursed from Childcare account upon receipt of NBRC grant |
| 108 Montcalm | 60,756 |  |
| Entrepreneurs | 59,917 |  |
| Misc Restricted | 801 |  |
| Gap | 760 |  |

Notes Receivable are current or ahead in payment.

Financial Profit & Loss and Balance Sheet Comparison were circulated by Kathleen prior to the meeting.

**Motion** to accept the financial report as presented was made by Scott Hearburg, seconded by Sandy Morhouse. Accepted.

1. Board Business
2. The annual meeting will be postponed until fall (September, October). The meeting is to be held in 2024 calendar year.
3. Donna will retire effective August 31, 2024. She will be traveling from September 11 – October 26. Kathleen will assume the role as Executive Director. Nick Coffman will cover Ti-Works in the mornings. Iman will finish as an intern at the end of this month.
4. Sandy Morhouse, Bobby Porter, Pam Nolan, and Chris Mallon’s board terms expire at the end of 2024.

**ACTION:** **Kathleen** will prepare the letter needed with the names of board members whose terms need to be extended, or any new board members, for presentation to the Ticonderoga Board for reappointment in or prior to December 2024.

1. Committee Reports
2. Development
3. NBRC and Charles R. Wood Foundation grants will be completed and closed out.
4. Recreation Strategic Plan

**ACTION: Donna** will ask LCLGRPB if a public hearing is required. The project should start by the end of September.

1. Generous donations were received for Childcare and Scholarships Funds, including a gift to the Scholarship Fund in honor of Donna Wotton.

**Motion** to keep $20,000 in an interest-bearing account to cover unexpected childcare facility repair costs by Scott Hearburg, seconded by Bobby Porter. Approved.

1. Program Updates
2. The Early Learning Center will open on September 3.
3. $31,000 was given by Ti-Alliance in scholarships this year.
4. Brilliant Pathways is encountering staffing and possible funding issues. We will continue to collaborate with them in the school program. Donna will be engaged on behalf of Ti-Alliance in the high school skills programs.
5. 108 Montcalm DRI and Restore NY grants.
6. TRA had a mold and asbestos environmental review done as part the pre-proposal work on the DRI grant. A ground contamination environmental site review was not done. TRA was awarded $1,265,000 to stabilize the Hacker Building. *Our priority is to replace the roof before December 1, 2024.* The cost will not be less than $600,00. To this end we will do the following:
7. Kathleen Coffman, Peter Reale, and Pam Nolan will form the core of our DRI grant implementation team. If they think it necessary to hire additional expertise to manage the day-to-day grant business, they can do so and inform the board.
8. It is preferred to partner with NRDC for 108 to ensure continuity between the DRI and Restore NY grants and have a good trial run as partners.

**ACTION: Kathleen** will organize a meeting between herself, Pam Nolan, Scott Hearburg, Nicole, Tom Schaffer and another NRDC board member of their choice to discuss an ongoing partnership on 108 Montcalm.

1. **ACTION: Kathleen** to obtain a bidders list from NDRC for the bid they put out on the roof and share with Peter Reale and Pam Nolan so they can share with quality roofers known to them. Revised bids, including additional roof damage previously unknown are due at the end of August 2024.
2. Pick up the roof bidding process in partnership with NRDC and continue from there, including reimburse NRDC for bidding costs associated with the roof.
3. **ACTION**: Scott and Pam to pursue a commercial bridge loan of $600,000. At the same time, the action below by Donna will take place.
4. **ACTION**: Donna to approach private donors about a bridge loan of $600,000.
5. The sub-recipient agreement received from NRDC, which includes costs for DRI, Restore NY and other projects will not be accepted by Ti-Alliance as presented.
6. An “emergency allocation” of DRI funds has been authorized by the State. When the roof is completed, we will be reimbursed for this piece before the rest of the stabilization work on 108 Montcalm is completed.

**ACTION**: **Kathleen** to obtain written agreement of this emergency authorization for the roof work.

1. Once the roof is completed and the emergency allocation has been reimbursed by the State, these same funds can then be reused to complete other project needs, and then offered to aid other DRI projects that may require bridge funds to complete their projects.
2. On March 17, 2024, the Ti-Alliance board passed a resolution to request PRIDE to write the Restore NY grant. They did this and submitted the grant application. No other resolutions were passed by the Ti-Alliance board regarding implementation of other grant awards or project development.

**ACTION: Ti-Alliance** should compensate NRDC for work on Restore NY.

**ACTION: Mark Wright** to provide **Kathleen** with a copy of the Restore NY grant application. There is a match required for which we must budget.

1. NRDC conducted an additional Phase I environmental site review to identify potential contaminants in the ground, drains etc. The results of this are unknown but did require that a Phase II environmental site inspection be conducted.

**ACTION:** Obtain from NRDC their Phase I environmental site inspection report. This report will say what was found that requires the Phase 2 environmental site review. We should provide payment for the inspection.

**ACTION:** TRA to contract for a Phase II Environmental Site Inspection to be conducted.

1. DRI permits three to five years to complete projects. Depending upon what the Phae 2 Environmental site review finds we could look at seeking additional funds to do the remediation required. It may be that we would need to push back implementation of the build-out of 108 Montcalm for commercial and/or residential use, which means pushing back the date for a Restore NY grant.
2. Each DRI grant recipient will soon be receiving directly from the State advice as to the State agency that will be managing their contract.
3. Support needed by organizations that did not receive DRI funds.

**ACTION: Kathleen** to ask Matt Courtwright if any requests have been received by them with which we could assist.

**Motion** to move to executive session by Nancy Archer seconded by Pam Nolan. Agreed.

**Motion** to adjourn by Scott Hearburg seconded by Pam Nolan. Agreed.