

**Newtown Youth and Family Services
Minutes of Board of Directors Special Meeting
Sept 13, 2016 – 6:30 PM
15 Berkshire Rd, Sandy Hook, CT**

Members Present: Rick Child, Dean Pinto, Karen White, Gavin Arneth, Rosalie Newman, Don Ramsey, Jim Wallace, Kathy McCleary and Sue Giglio

Members Not Present: Ashely Mele, David Moseman, Tom Murtha

Staff Members Present: Candice Bohr and Sheila Russo

1. Call to Order

The meeting was called to order at 6:32 PM by Rick Child.

The roll of the Board of Directors was taken by signing in and a quorum was established.

2. Acceptance of resignation by Tom Murtha. Gavin Arneth made the motion, Jim Wallace second. Passes unanimously.

3. Discussion on Building. Board tasked Board Treasurer to review cost benefit analysis of buying vs leasing #15 and to confirm fit out cost on budget. Summary will be sent to building committee for review and recommendation. Board did approve purchase price cap previously.

4. Financial Procedures Reviewed.

- a) If change in Executive Staff compensation, Executive Committee will recommend and full Board will vote. Motion Made by Jim Wallace, Gavin Arneth second. Passed unanimously.
- b) During budget preparation if there is a variance of 10% or more a written description by the Finance Committee should be presented to Board. Motion made by Gavin Arneth, Dean Pinto second. Passed Unanimously.
- c) If change in staff position compensation, full Board is to be notified, exception an increase due to staff qualifying for increase due to certification or licensure. Motion made by Rick Child, Rosalie Newman second. Passed unanimously.

The meeting was adjourned at 7:38 pm.

Dean Pinto made a motion to adjourn. The motion was seconded by Karen White and passed unanimously.

Our next meeting will be October 24, 2016 at 6:30pm at 13 Berkshire Rd.

Respectfully submitted by,

Candice Bohr

