

BCA Board of Directors Executive Committee Meeting Minutes

Monday January 12, 2026

Present: Lori Rowe, Sarah Rogers, Hannah Lebel, Michelle Buswell, Sara Katz

Absent: Laura McDonough, Billi Gosh, Doreen Kraft

Approve Agenda & Minutes

- Lori moved to accept the agenda and minutes.
- Hannah seconded.
- All were in favor.

Public Forum

No one from the public present.

Executive Committee Responsibilities

- The committee reviewed draft responsibilities for executive committee roles and discussed needed clarifications.
- Sarah will update the executive committee responsibilities document with suggested changes and make sure Member at Large role is included to support executive committee and conduct exit interviews and add that Past President will assume responsibility for any committee member absent or unable to perform duties
- The committee will vote on the updated responsibilities at the next executive meeting

Board Attendance and Stipends

- The committee discussed tracking attendance for board stipends and determining which meetings qualify.
- Hannah will research the city regulations regarding board stipends
- The committee will implement a sign-in sheet for meetings
- Sarah will have board members update their contact information at the next meeting

Board Member Participation

- The committee discussed addressing participation in the context of updating board manual and improving on-boarding process.
- The committee will announce at the board meeting that they're reviewing board responsibilities
- They will follow up individually with members who aren't meeting attendance requirements

Board Meeting Agenda

The committee planned agenda items for the upcoming board meeting.

- Financial updates will be presented first at the board meeting to set up discussion of remainder of meeting
- Michelle and Sara K will meet regularly to review finances
- The committee will include discussion of ad hoc committees versus standing committees

- Follow up of donated items list will be included
- Overview of next exhibition from Heather
- Board engagement discussion for increasing attendance and planning small friend raisers and discussion on board connections with environmental or climate action groups
- Other fundraising ideas including Marathon

Action items

- **Sarah**
 - Update executive committee responsibilities document including member at large
 - Create agenda for board meeting
 - Prepare sign-in sheet for board meeting that includes space for contact information
 - Announce review of board manual and responsibilities at board meeting
- **Hannah**
 - Research city regulations regarding board stipends
- **Michelle**
 - Contact Run Vermont about marathon fundraising initiative
 - Send education department supply list to Sara for board meeting
 - Schedule regular meetings with Sara K to review finances
- **Lori**
 - Support Billi with secretary duties as needed
- **Sara K**
 - Prepare financial update for board meeting
 - Research who maintains board stipend information at the city
 - Include donated items list in board packet