



Board of Directors Meeting
Tuesday, February 21st, 2023 | 8:15 a.m.
IN PERSON: The Hub CoWorks, 67 Merchants Row
Remote Option:

<https://us06web.zoom.us/j/8028021111?pwd=M2tYNHNOU3RzTUZiemkrVmk0MmFvUT09>

Agenda

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| • Call to Order | Shana Louiselle, President |
| • Approval of Minutes from January 17 th , 2022 (pages 2-4) | Shana Louiselle, President |
| • Executive Director's Report <ul style="list-style-type: none">○ Soctt Graves, Program Director for StartUp Rutland | Lyle Jepson |
| • Committee Reports <ul style="list-style-type: none">▪ Real Estate▪ Marketing (see attached materials, pages 5-6)▪ Business Development▪ Events (see attached materials, page 7)▪ Finance (see attached materials, pages 8-23)▪ Policy▪ DEI Committee (see attached materials, pages 24-27) | Nicole Kesselring, Chair
MaryAnn Goulette, Co-Chair
Russ Marsan, Chair
Eric Mallette, Chair
Karen Garrow, Chair
Tyler Richardson
Shana Louiselle, Co-Chair |
| • Old Business | |
| • New Business | |
| • Adjournment | |

Upcoming Meetings and Events:

The Real Rutland Business Feud (The Paramount Theatre) – Saturday, February 25th, 7:00 p.m.

Real Estate Committee – Wednesday, March 1st, 8:15 a.m. – 9:15 a.m.

Marketing Committee – Thursday, March 2nd, 11:30 a.m. – 12:30 p.m.

Business Development Committee – Wednesday, March 8th, 8:15 a.m. – 9:15 a.m.

Events Committee – Thursday, March 9th, 4:00 p.m. – 5:00 p.m.

Policy Committee – Friday, March 10th, 12:00 p.m. – 1:00 p.m.

Finance Committee – Tuesday, March 14th, 8:15 a.m. – 9:15 a.m.

CEDRR Mixer (FW Webb) – Tuesday, March 14th, 5:00 p.m. – 7:00 p.m.

DEI Committee – Friday, March 17th, 11:00 a.m. – 12:00 p.m.

Board of Directors – Tuesday, March 21st, 8:15 a.m. – 9:15 a.m.



**Board Meeting, Tuesday, January 17, 2023, 8:15 a.m.
Unapproved**

Present: Mike Doenges, Daniel Mora, Amy Laramie, Shana Louiselle, Mary Cohen, Rolf Hirschman, Karen Garrow, Kelley Robinson, Alex Hilliard, Russ Marsan, Devon Neary, Sue Bishop, Mary Ann Goulette, Jess Anderson, Nicole Kesselring

Staff: Lyle Jepson, Tyler Richardson, Chrispin White, Olivia Lyons, Scott Graves, Karly Haven, Lori Pinkowski

Meeting was called to order at 8:20 a.m.

Approval of minutes: Rolf Hirschman made a motion to accept the minutes of the October 18, 2022. The motion was seconded by Karen Garrow and passed unanimously.

Executive Director Report:

Policy Updates

Lyle introduced and welcomed new CEDRR Board Members Alex Hilliard and Daniel Mora. Lyle reported that Tyler has been diligently working on policies needed for federal grant compliance purposes. Each is included in the packet. Tyler explained it is all standard boiler plate language. The Center on Rural Innovation (CEDRR) by providing the templates needed. Mike Doenges made a motion to approve the policies as presented. The motion was seconded by Rolf Hirschman and passed unanimously.

Housing Trust of Rutland County Request

Mary Cohen, Executive Director, Housing Trust of Rutland County reported that the Housing Trust is requesting that CEDRR to be the holding entity for a Housing Trust College of St. Joseph housing project. Presentation materials were distributed in the Board Packet. The vision for the project is 60+ residential multi-family units, mixed income, studios, 1, 2, and 3-bedroom units, multiple buildings, each with access from Campbell Road and Clement Road. In addition, plans may include a childcare facility, event venue/community space, and homeownership opportunities.

Mary is seeking a holding entity because of a rule concerning access to funding that disallows her organization from entering into Choice Limiting Activities, which a purchase of the property before predevelopment work is complete would violate. By definition, engaging in a choice limiting activity prior to completion of predevelopment work, including for example an environmental review, would compromise the unbiased consideration of alternatives and is therefore disallowed.

Mary reported there are no significant environmental concerns that they are currently aware of. A purchase price has been determined. The Housing Trust proposes to enter into an agreement that would result in CEDRR being the holding company, while due diligence is undertaken by the Housing Trust. The agreement would stipulate that there would be no financial cost to CEDRR. The Housing Trust will provide the down payment and mortgage payments for the duration of the holding company's agreed upon obligation. Mary is planning to raise venture capital from 5-6 locally targeted businesses, asking for \$200,000 from each. Discussion of the housing units indicated a mixed income composition.



Russ Marsan made a motion to approve moving forward with REDC (DBA Chamber & Economic Development of the Rutland Region) as the holding company for the project with four specific stipulations.

1. A legal document will be drawn up by the Housing Trust of Rutland County and provided to REDC legal counsel for review. The document will specifically stipulate how REDC is protected during the life of the agreement.
2. There will be no cost to REDC, including legal reviews, which will be paid for by the Housing Trust of Rutland County.
3. REDC staff will document time spent on the project and, if it is determined that significant staff time is being taken on the project, compensation may be sought and will be provided.
4. The Housing Trust will need to be successful in raising \$1,000,000 in capital from local businesses by March 15, 2023.

The motion was seconded by Mary Ann Goulette. Lyle briefly outlined his understanding of what constitutes a conflict of interest, as several Board members have working relationships with the Hougins Trust. The question was called and passed unanimously by those voting. Kelley Robinson, Karen Garrow, Jess Anderson and Nicole Kesselring recused themselves from the vote.

Annotated Committee reports as noted in the attachments:

Real Estate Committee:

Mary Cohen, Executive Director, Housing Trust of Rutland County presented a proposal to request CEDRR become a holding entity for the western portion of the CSJ campus. (Presentation materials are in the Board Packet).

Marketing Committee:

Towns have been contributing to the Real Rutland Marketing Initiative. Photos of the Towns are needed, specifically those who are members. Businesses have also been contributing to RRMI. The Hub Co-Works has been a talking point with potential residents. In bound leads have decreased from 2021, but 25 leads have been matched with a concierge. Lyle, Karly and Olivia will be meet with larger companies to create more concierge program awareness.

Business Development Committee:

Mary Cohen, Executive Director, Housing Trust of Rutland County presented a proposal to request CEDRR become a holding entity for the western portion of the CSJ campus. (Presentation materials are in the Board Packet).

Events Committee:

Upcoming Legislative Breakfast on January 30th, 7:30 am, Southside Steakhouse.

Real Rutland Feud on February 25th, 7:00 pm – 9:00 pm, Paramount Theatre. Chrispin reported 174 tickets have already been sold.

Business Show on April 11th, 5-7 pm at Rutland Recreation Community Center.

Finance Committee:

Mary Cohen, Executive Director, Housing Trust of Rutland County presented a proposal to request CEDRR become a holding entity for the western portion of the CSJ campus. (Presentation materials are in the Board Packet).



Policy Committee:

Andrew Brewer from Downs Rachlin Martin gave an update on the priorities and from the legislative lens of Downs Rachlin and Martin by way of their work with the statewide Regional Development Corporations, of which CEDRR is one. (Presentation materials are in the Board Packet)

DEI Committee:

A Mixer was held on January 10th at the Castleton University Bank Gallery supporting the LGBTQ+ historical perspective exhibit was discussed. It was important for CEDRR to support this exhibit and make a statement that Mixers are a welcoming space for all.

The meeting was adjourned at 9:24 am.

Marketing Committee Meeting Minutes | Thursday, February 2, 2022 | Via Zoom

Present: Steve Costello, Mary Ann Goulette, Lyle Jepson, Kim Peters, Olivia Lyons, Bill Moore, Karly Haven, Michael Talbott, Jordan Spear, Polly Mikula, Traci Moore

The meeting was called to order at 11:33 a.m.

Outdoor Retailer Recap

Olivia Lyons discussed her time in Salt Lake City. Mary Ann Goulette suggested we send someone to The Big E show.

Business Marketing Visits

Lyle Jepson said he, Olivia and Chrispin White have been visiting businesses. We are about 65% to our goal, which is a good spot and he thinks we will make it to the goal. This year, the budgets being presented include regional marketing, events, and membership.

The Hub CoWorks Marketing Update

We are getting ready to put things out nationally, those working also work nationally, many come in around 2:00 and stay later. Ads will be going out in the Mountain Times and on social media. Olivia shared the video our Castleton University Intern, Will Buck created featuring Jeff DeJarnette. There were a few video edit suggestions. Michael Talbott said Castleton University will share the video on their channels to promote student work, Tacitly, and the space.

Real Rutland Feud Marketing

The teams are very active this year. Mary Ann said she has seen the ads. Olivia will be emailing the CEDRR committees and Board of Directors to ask them to share information on their channels. RRMC is creating graphics to show throughout the hospital, The Town of Brandon is sharing it wide, so is Xfinity, and Fabian's is very jazzed. We have sold 316 tickets in only the beginning of marketing. Last year we sold about 400 tickets in total, we are well beyond where we were last year.

Vermont State Parks Meeting

Olivia met with the state tourism department and the State Parks Department (SPD), which would like to begin a partnership with us. Their goal is to give new residents passes to the parks. There is the possibility of us creating an incentive package. Mary Ann asked how we keep track of people. Karly Haven said by word, people will tell us when and where they are moving. Bill Moore suggested we also check in with towns, they know based on property taxes and sales when someone new moves in. Steve said we should be letting towns know when someone moves to their area through Real Rutland. Olivia will reach out to town managers and staff to create better relationships if they are not already there. This way everyone moving here can be welcomed.

Karly's Data

Karly shared data she has found and created sheets for. We will share the sheets with the committee. Steve Costello brought up that the numbers are very low compared to last year. The number of people moving here has dropped and he is concerned. He suggested a sub meeting to create ways to bring more leads in throughout the year. To towns, that might be alarming. Lyle said he doesn't want to make excuses, but the climate and state of COVID has changed. Polly Mikula said Killington saw one of the biggest increases and people are leaving. Bill said housing is also an issue. Lyle suggested he, Steve,

Olivia, Karly, Mary Ann, and Greg Youkov get together before the next meeting to see what has or has not changed. Karly will create a comparison of 2019 data to 2022 data.

Steve said the negative stories in the region are making people say, “ugh, Rutland,” again. We need to be religious about posting positive stories, photos, videos, and articles. Lyle suggested posting our own Op-Eds and that the Mountain Times does it best. He also said it might be worth creating a subcommittee or having the full marketing committee work on generating content.

The meeting adjourned at 12:17 PM.

Next Meeting, March 2, 2023 via zoom, 11:30 a.m.-12:30 p.m.

Potential topics:

Real Rutland Marketing (increasing numbers)

Positive marketing of Rutland

Real Rutland Feud Recap

The Hub Marketing



Events Committee Meeting, February 9, 2023, 4:00 pm

Present: Jess Anderson, Amy Laramie, Lyle Jepson, Chrispin White, Olivia Lyons, Lori Pinkowski

Real Rutland Feud: Ticket sales are up over last year. Last year we sold a total of 387 tickets and as of today, 405 tickets have been sold and we still have 2 weeks to go. Olivia reported that we are marketing the event with 225 radio spots over 3 stations along with boosted social media posts on Facebook and Instagram and ads running in the paper. We will also be hanging posters around town. We have 2 sponsors this year – M&T Bank for \$2,500, sponsoring the Trivia at the beginning of the show and New England Federal Credit Union for \$1,000, sponsoring the Fast Money Round. We are printing 300 playbills this year (as opposed to 500 last year) due to there being many left over last year and there will be a QR code the audience can scan to get a copy of the playbill.

Mixers: Coming up on February 14 at Stafford Technical Center. This is their Tech Week so many students will be on hand to answer questions about their work. There will be great door prizes including gift certificates for the Salon, A car detailing, A tire change over, and to the Dollhouse Restaurant. Stafford has signed up for a mixer for February 2024 which will be their 50th year.

Business Show: April 11, 2023. Chrispin reported that there has been a lot of preliminary interest in the show. It has been on hiatus for 4 years, so people are eager to participate. We will be contacting them next week via email, the Newsletter, social media, and personal calls/emails. Chrispin stated that if we get 60 vendors, we would net \$16,000 and if we got our maximum of 76 vendors, we would net \$24,000. We will be featuring an exhibitor-only program with RYP discussing a range of topics and we will also provide information on Castleton University's intern program. Lyle mentioned we should look into having a musician play and Chrispin will call Nikki Adams who played for us at the Annual Meeting.

Whoopie Pie Festival, September 16, 2023: Save the Date emails went out to last years' vendors as well as potential other vendors and we have 1 signed up already. The City approved our permit to close Center Street and Merchants Row. We plan on expanding the activities offered including a bouncy house, a dunk tank and possibly an area where kids can ride their bikes on a pre-made "street". We are working on other options as well. Two food trucks have committed to the event, Cluckin' Café, and the Hangry Hogg. We are waiting on 2 more. Chrispin will have a conversation with the Sandwich Shoppe and assure them the food trucks will not be in competition with him. He will also be speaking to other shop owners about the street closures. Most shop/restaurant owners were very happy with the Festival last year saying they had record sales. We will also invite McNeil & Reedy to be on our committee. The Red Trousers Group was eager to return this year, however, could not make any commitments until the end of March. They indicated they would find a suitable replacement if they were unable to commit. We have changed the hours of the Festival to 12-5.

Next meeting is March 9, 2023 at 4:00 pm



Finance Committee Meeting Minutes | Tuesday, February 14th, 2023 | Via Zoom

Present: Karen Garrow, Jess Anderson, Scott Dikeman, Scott Gregg, Chris Keyser, Norm Ladabouche, Russ Marsan, Deb Quirk, Andrew Simonds, Tyler Richardson, Bret Hodgdon, Margery McCracken, Aida Volpone

The meeting was called to order at 8:16 a.m. Andrew moved to accept the minutes from January 10th, 2023. The motion was seconded by Chris and passed unanimously.

Audit Presentation

Tyler introduced Bret, Aida, and Margery from Davis & Hodgdon to present on the audit. Since this audit period is the second year of the merger, it's hard to compare the audit and the organizational performance of this year to the previous years, as the organization is very different post-merger, although we are beginning to create better performance period comparisons as the years go on. The audit was favorable with a lot of good information presented. The committee thanked them for their time and effort. Their presentation is attached as a part of these minutes.

CEDRR Internal Financials

The committee reviewed the financial reports including the CEDRR P&L, balance sheet, and regional marketing activity. We are seeing grant revenue come in and we've been spending money on equipment for The Hub. We will need to restructure our bank accounts to allow for proper separation of the big grants we are receiving.

Revolving Loan Fund

All loan clients are current on payments including loan #108-01-01. The committee recommendations regarding this loan have been agreed to and all fees and payments are current. We still need to sign the loan documents and initiate the ACH.

Old Business

None.

New Business

Tyler encouraged the committee to attend the CEDRR Mixer at Stafford this evening.

Adjournment at 8:54 a.m.



PRESENTATION OF SEPTEMBER 30, 2022
AUDITED FINANCIAL STATEMENTS

FEBRUARY 14, 2023

CHAMBER AND ECONOMIC DEVELOPMENT
OF THE RUTLAND REGION

Required Communication

- Unmodified opinion in accordance with Generally Accepted Auditing Standards (GAAS)
 - Reasonable but not absolute assurance that financials are free from material misstatement
- Significant accounting policies – included in Note 1 of the financial statements
- Management judgments and accounting estimates
 - Allowance for bad debts/collectability of receivables
 - Depreciation
- Audit adjustments
 - 13 entries (9 in prior year) (all very minimal – largest entries related to treatment of fixed assets and some Hub expenses)
- Disagreements with management – None
- No difficulties encountered when performing the audit
- Good initial meetings and weekly communications helped streamline the audit process



Highlights and Comments

■ Statement of Financial Position

■ Assets

- Decrease in cash of \$42K
 - Mainly due to loan payments slightly exceeding loan repayments received and cash from operations
- Decrease in accounts receivable of \$22K
 - Mainly due to writing off old AR from the Chamber activities
- New line item for grants receivable for USDA grant receivable for Hub equipment purchased
- Decrease in current portion of notes receivable of \$163K
 - The payment schedules for a few notes that were due in full in FY22 were extended
- Decrease in property and equipment of \$15K
 - Due to depreciation expense
- Increase in improvements in process of \$35K
 - Paving and excavation project in process
- Increase in deposits of \$44K
 - Paid deposit on Hub equipment



Highlights and Comments

■ Statement of Financial Position

■ Liabilities

- Decrease in accounts payable of \$17K
 - Primarily due to amounts payable at 9/30/21 that weren't payable at 9/30/22: amounts due to Lift Marketing of \$5,095, and O'Brien Shortle of \$8,080 plus other minor invoices
- Decrease in grants held for others of \$15K
 - Due to paying out more economic development pass through grants
- Decrease in contract liabilities of \$19K
 - Due to decrease in advance payments for events
- Decrease in long-term debt
 - Due to \$131K in loan principal payments



Highlights and Comments

■ Statement of Activities

- \$127K decrease in Contributions
 - Prior year amount included \$183K of donations from Chamber as part of the entry to close out the Chamber's books. \$56K increase when that entry is excluded.
- \$60K decrease in Grants and contracts
 - \$45,800 in PPP loan forgiveness in prior year
 - \$43K decrease in other state grants
 - \$29K increase in other grants and contracts
- \$46K increase in Event income
 - Additional events held in FY22 that were previously postponed due to COVID
- \$19K increase in loan loss recoveries/expenses
 - Amount fluctuates as loan loss reserve is adjusted



Highlights and Comments

■ Statement of Activities

- Total Operating Expenses increased \$28K
 - \$52K increase in personnel costs due to additional hiring; \$60K increase in events expense, \$25K increase in bad debt expenses, \$34K decrease in repairs and maintenance, \$14K decrease in regional marketing, \$34K decrease in program services, \$13K decrease in promotion and advertising, and other small changes netting \$14K
- Program Services Expenses:
 - No change as a percent of total support
 - 53% of total support in 2022 and 2021
- Management and General Expenses:
 - 2% increase as a percent of total support
 - 14% and 12% of total support in 2022 and 2021, respectively
- Fundraising Expenses:
 - 6% increase as a percent of total support
 - 12% and 6% of total support in 2022 and 2021, respectively
 - Increased primarily due to costs associated with holding events.



Statement of Financial Position Ratios

	2018	2019	2020	2021	2022
Days cash on hand	696	487	347	338	306
Current ratio	3.94	8.12	7.28	4.46	4.68
Quick ratio	3.88	3.81	2.75	3.31	4.14



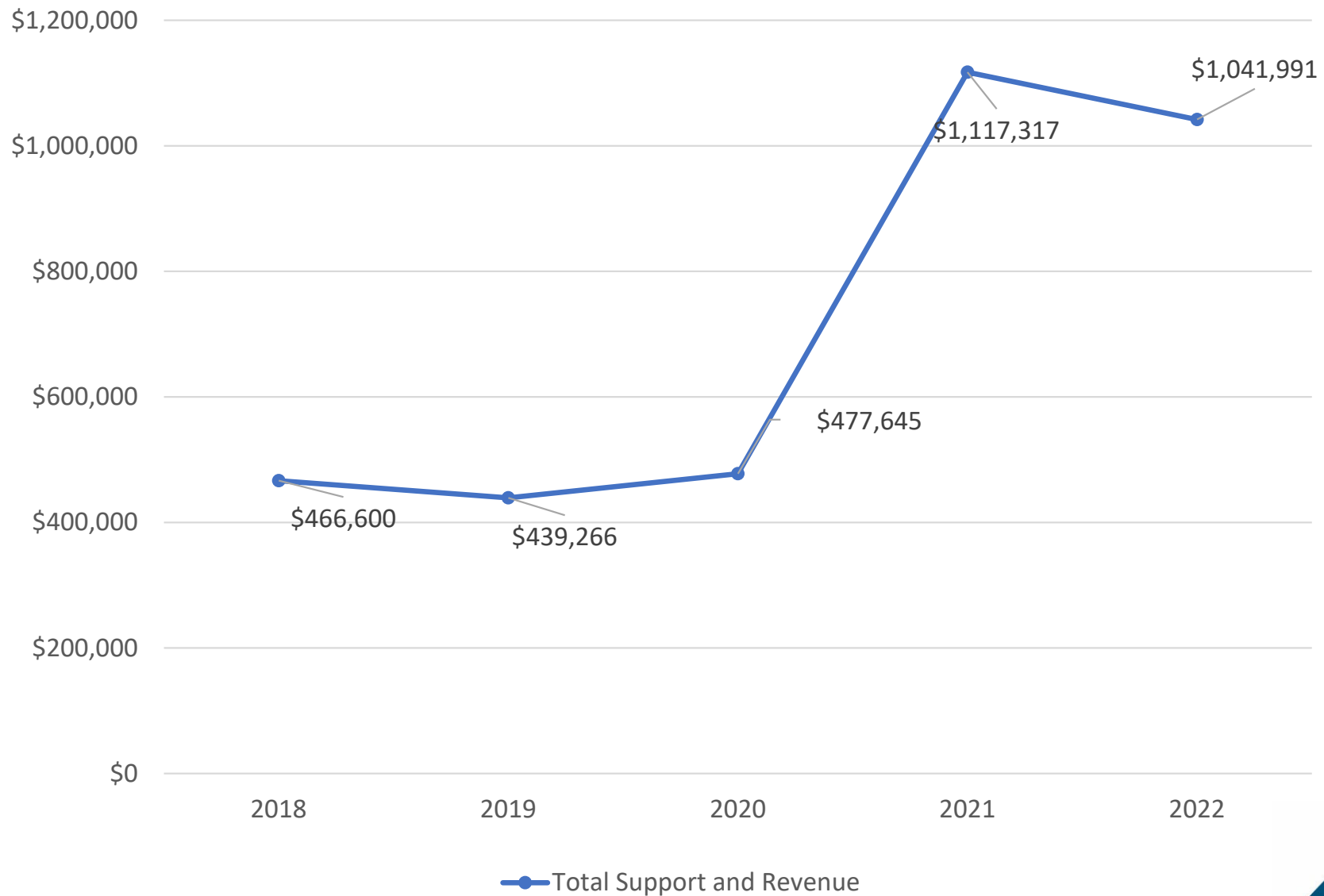
Income Statement Ratios

		2019	2020	2021	2022
Program expense %		81.5%	81.5%	74.5%	66.4%
Management expense %		16.5%	16.6%	16.6%	18.0%
Fundraising expense %		2%	1.9%	8.9%	15.6%

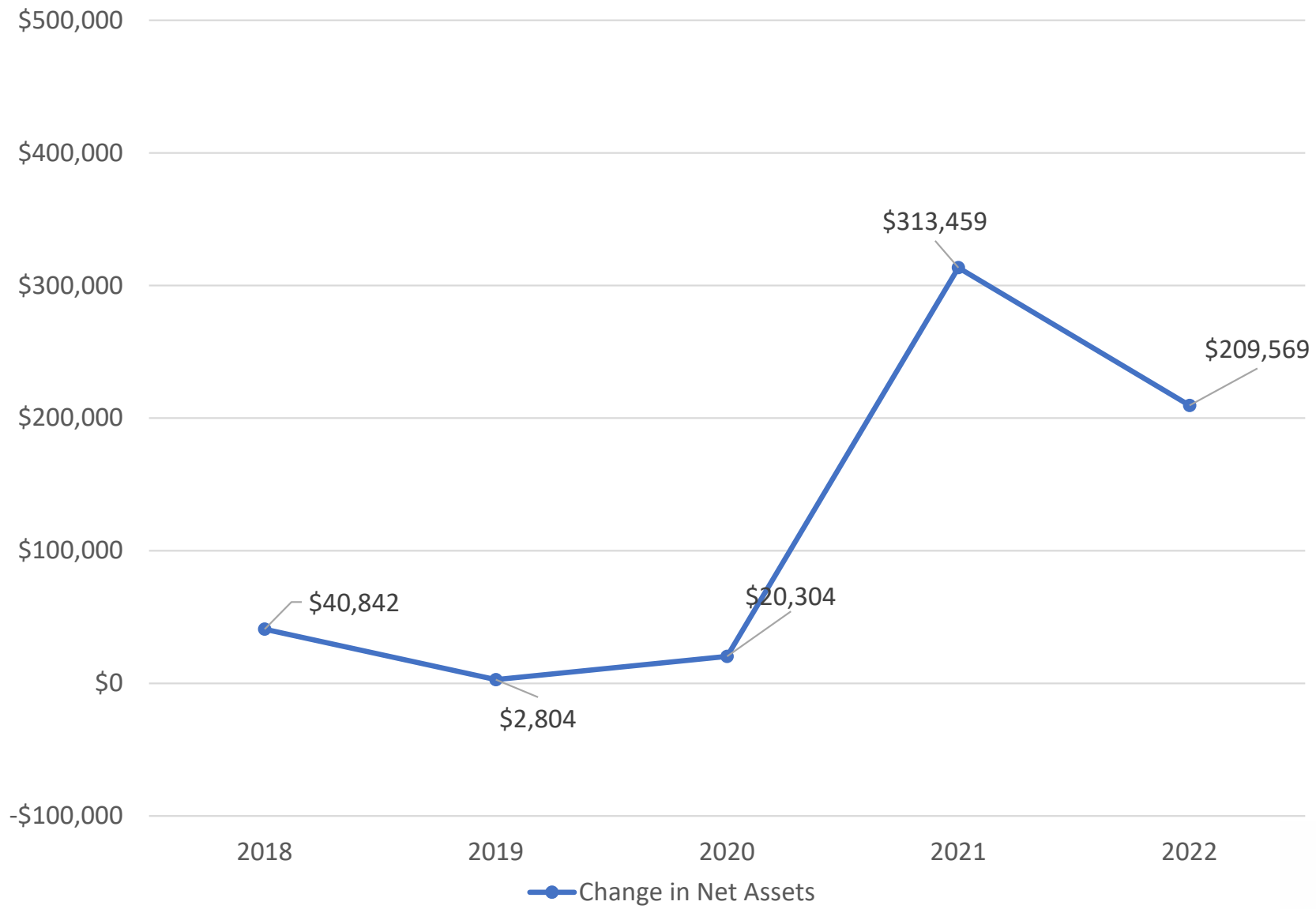
*Increase in fundraising expense in FY21 primarily a result of the merger. Increase in fundraising expense in FY22 primarily the result of expenses associated with holding events.



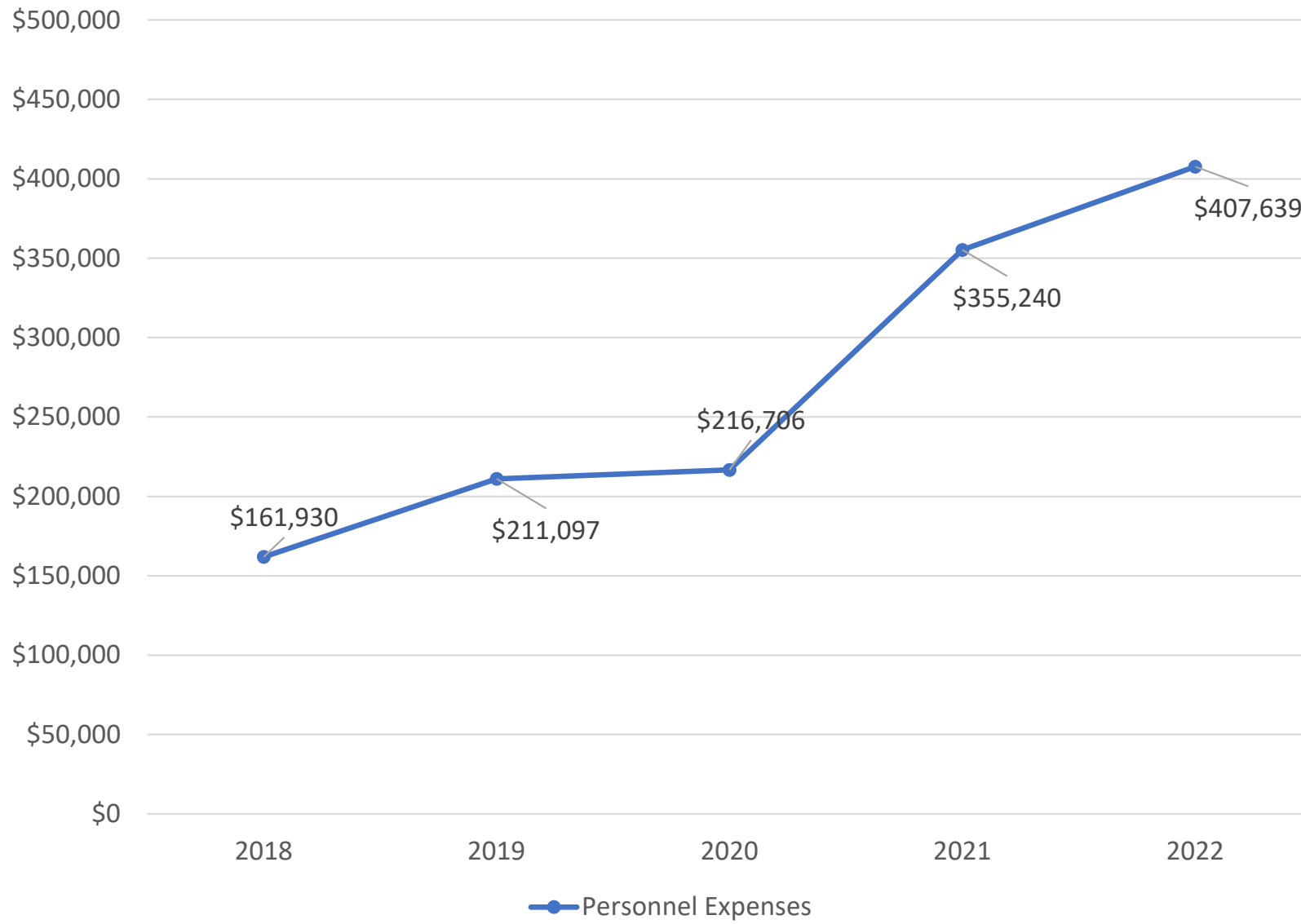
Total Support and Revenue



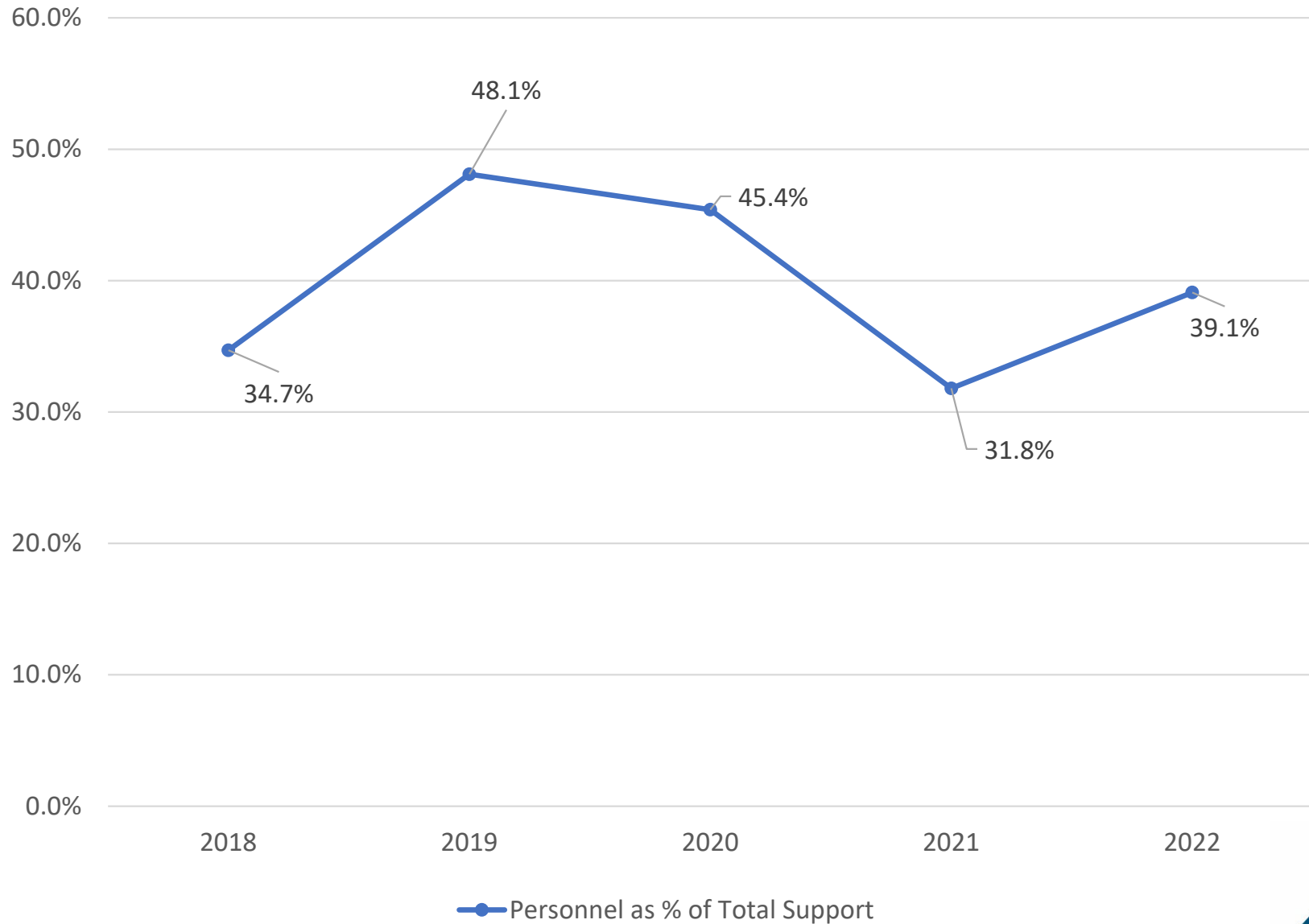
Change in Net Assets



Personnel Expenses



Personnel Expenses - % of Total Support



Discussion Items

■ Current Year

- Seward and Associates does a great job with the books.
- Maintain focus on internal control and “tone from the top”
- Consider preparing an accounting procedures manual
- Internal control recommendations:
 - Review of journal entries should be documented.
 - Consider writing the account code (number or description) on invoices when approved for payment to ensure invoices appropriately coded.



Discussion Items

■ Current Year

- Open discussion topics to include:
 - How does the audit factor into the fraud detection/prevention area?
 - Management and those charged with governance bear the primary responsibility for prevention and detection of fraud
 - Cyber security...
 - Positive pay
 - Knowbe4 training tool
 - Whistleblower hotline
 - Common fraud schemes/areas?



Discussion Items

- Lease Accounting Changes – Effective for FYE 9/30/23
 - FASB issued Accounting Standards Update (ASU 2016-02) Leases (Topic 842). The standard provides that non-profit entities recognize lease assets and lease liabilities on the balance sheet and disclose key information about leasing arrangements.
 - For the FYE 9/30/23, CEDRR will be required to record lease assets and offsetting lease liabilities for all leasing arrangements with a term of more than twelve months.
 - The adoption of this standard is not expected to have a material impact on CEDRR's financial statements, though an assessment of current leases will need to be completed to assess overall effect to the financial statements.





DEI Committee
Minutes from Friday, January 20th 11:00am-12:00pm
Via Zoom

Present: Shana Louiselle, Jeanette Langston, Olivia Lyons, Lyle Jepson, Daniel Mora, Raven Crispino, Thomas Franco, Traci Moore

The meeting was called to order at 11:02am

Shana reviewed the success of the Mixer, which highlighted the LGBTQ+ history. Jeanette indicated that people were happy with the outcome. Connections were made in a positive way. There was a wide variety of ages represented.

Shana asked, "How can we advance CEDRR's role in being an "accomplice"? Daniel suggested that the group continue to pursue Spanish speaking messaging. Daniel can support with translation. The group discussed the Rutland Herald reaction. Daniel will investigate how to become certified in language translation.

How does VBSR handle translation issues?

Real Rutland Feud: Can we put out Spanish speaking advertising using some commercials? Or, can we do this at the Business Show and set up a Spanish speaking concierge service? Offering a Spanish speaking paid concierge service was discussed. If there was a team of people, with a stipend, perhaps that would be a way to systematize the process. It was decided that advertising of events in Spanish should not yet be pursued until a process is put in place. It will be important that the event be language accessible, if the event is advertised in a different language other than English.

Accomplice: (Lyle looked this up. We should discuss the definition we are using as a committee.)

Sample definition: Whereas Allies are cheerleaders, Accomplices help to create safe places by calling out attitudes and biases through education about how each can make others feel. Accomplices are helping to dismantle the systems that oppress others, being advocates for specific change on the behalf of others.

What is the work plan for CEDRR? How is CEDRR addressing being an accomplice? What tools does CEDRR have to create relationships with different groups and to encourage active change?

Thomas asked about continuing the workplan created by the consultant. Shana indicated that we did not move forward with a second phase. The committee began to create a workplan. Do we have the framework (structure) in place to now act?

At the next meeting the group agreed that it would be a good idea to review the strategic plan. Jeanette suggested organizing future meetings with two focuses: review of the strategic plan and action steps.

Lyle will send out the Strategic Plan and Action Plan.



Action items for consideration:

1. At the February Mixer at Stafford, will youth voices be heard and represented?
2. We should consider reaching out and engaging with the NAACP, Pride Planning Committee, Rutland Plus, the disability community with cross representation at meetings.
3. Jeanette will help set up a meeting with Jim Sabataseo at the Rutland Herald.
4. Chair and co-chair roles: Shana feels that it will be important to have a co-chair. She asked if anyone would be interested in a co-chair role.
5. Clemmons Family Farm: Lyle has connected with them and will work on learning more about their organization.
6. Juniper Creative from Brandon is a good contact for murals for the Hub CoWorks.
7. Daniel will review the process for receiving a credential through the American Translators Association.

Next Meeting: Friday, February 17th 11:00am-12:00noon.

Agenda:

- 11:00-11:10 Updates:
- Daniel - Process for receiving a credential through the American Translators Association
 - Jeanette – Rutland Herald meeting
 - Shana – Co-chair
 - Lyle – Clemmons Family Farm
 - Lyle – Mixer outcomes
- 11:10-11:35 Review of the CEDRR Strategic Plan and Acton Plan – overview Shana
- 11:35-11:55 Focus on being an “accomplice”. What does action look like? Examples may include:
- Discuss making plans with the NAACP for Juneteenth, 2023
 - Engage with the NAACP, Pride Planning Committee, Rutland Plus, the disability community with cross representation at meetings
 - Review upcoming CEDRR events list with an eye to DEI
 - Content generation for the bi-monthly newsletter
- 11:55 – 12:00 Other and next meeting date Friday, March 17th 11:00am-12:00noon

DEI Committee
Minutes from Friday, February 17 11:00am-12:00pm
Via Zoom

Present: Shana Louiselle, Jeanette Langston, Olivia Lyons, Lyle Jepson, Daniel Mora, Raven Crispino, and Thomas Franco.

The meeting was called to order at 11:02am

Shana began the meeting with advertising the business show in both English and Spanish. Daniel looked into the American Translator Association certification test. He is studying for the written test; he has read it is very hard and only about 75% pass. Jeanette said if Daniel publicizes he has the certification, she can foresee many people in the community hiring him. Shana brought up the cost of the test and practice materials, almost \$500, Daniel said he plans to pay for it. Lyle said CEDRR would pay for the certification. We can also ask if other board members are bilingual and want to become certified.

Jeanette reached out to Jay Sabatase at the Rutland Herald to discuss adding Spanish announcements. Jay said they are working with their tech to determine if the translations will be possible. He will get back to Jeanette and she will loop Lyle into the conversation.

Jeanette has volunteered to be a co-chair for the CEDRR DEI Committee. She was unanimously accepted by the committee. Shana expressed her pleasure working with Jeanette moving forward.

Lyle did not reach out to the Clemmons Farm to create a connection. He will do so. Lyle had been introduced to one of the family members, and Jeanette suggested we connect in a previous meeting.

The February Stafford Technical Center mixer was a success. Students represented the school, two spoke to attendees, and a few students helped lead tours of the school. Jeanette pointed out there were a lot of college-age and young adults at this event. Sam Davis Boyd had asked Castleton University students to attend. Shana asked how we can continue advertising mixers to the people who attended the January mixer. Lyle said we capture emails at every mixer and add them to our newsletter mailing list, then advertise mixers in the email. Olivia said the mixers are posted on social media and she targets groups related to where the mixer is occurring. Shana said there was so much hype before the January mixer, advertising everyone is welcome and you do not need to be a business member to attend, we need to keep this momentum going forward.

The committee began looking at the CEDRR Strategic Plan and Action Plan. Shana explained how this came to be and that the due dates for actions may need changing. One objective was adding more diversity to the CEDRR Board of Directors, which was done. Shana said adding “accomplice,” making plans for Juneteenth with the NAACP, engaging with the NAACP, Pride Planning Committee, Rutland Plus, and the disability community, reviewing upcoming events with an eye to DEI, and content for the bi-monthly newsletter are current action items. Jeanette suggested creating a timeline and said some items may have been completed during the search for new board members. Lyle said we need to remind ourselves; we have a long list. Jeanette agreed and said some items may be two years out. Shana said the plan does need updating, not just check items off, but add something else to it and plan for consistency. Shana asked if going through an overview and discussing due dates would be helpful for implementation and prioritization. The Board Audit led to new members and desire for new skill sets.

Lyle suggested we work on one item per four categories to create cross-pollination. One suggestion is creating a toolkit based off a pre-existing kit, this would help us create more content for the bi-weekly newsletter, we would have a website presence, and in conjunction we can talk to the NAACP about a Juneteenth event. Jeanette said through the JEDI Movement funding they are going to hire someone to design a website for JEDI resources in Rutland County. There will be a forum for educators, and she would like to work with CEDRR to create a JEDI community platform for the business community. Shana said that aligns with what we are looking for and that we should have something on our website as well. Lyle will go through the plan and note which items have been completed, what has changed, and what needs to be done. Lyle suggested at the next meeting we should create a list of what should be in our toolkit. One thing that needs to be included is a list of terms. Daniel said items for the toolkit need to be based on the community and we need to determine who our audience is, adding part of the toolkit should be, "how you promote your business when there is a language barrier." Jeanette said there should be more support for non-profits and bring the business and organization communities together.

Shana said next meeting we will look at the strategic plan again, advance the website for businesses and organizations, look at actions like becoming an accomplice, how to create a more welcome environment to the Spanish speaking community at the Business Show. Daniel asked Olivia to connect with him to create ads for the show. Jeanette asked Olivia to get mixer information to her before March 7.

The meeting was adjourned at 12:00pm.

Next Meeting: Friday, March 17, 11:00am-12:00noon.