



**WATERBURY LAND BANK AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES**

**RE:** Board of Directors Meeting Minutes

**Date:** Nov 21, 2022

**Location:** Zoom

**Call to Order:** 9:01 AM, Chairman, Fred Luedke

**Attendees:** Directors - Fred Luedke (Chairperson), Mark Malaspina (Secretary), Bob Polito (Treasurer), Joel Becker, Dan Lauer

**Executive Director** – Nancy MacMillan

**Absentees:** Gawdys Grullon, Dr. James Gatling (Vice Chairperson)

**1) Approval of Meeting Minutes:**

**Minutes of the last meeting.**

Director Luedke invited a motion to have the Board accept and approve the proposed Board Meeting minutes of the Nov. 7, 2022, meeting as presented. Bob Polito moved to accept and approve the proposed Meeting minutes; Joel Becker seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from Nov. 7, 2022. *(See Attachment 1.)*

**2) Financials:**

**Discussion regarding accounting.**

Treasurer, Bob Polito was asked if there was a financial report for the meeting, and to provide a financial update. Bob noted that the next financial report would likely be on the agenda for the week of Dec 5 or Dec 12. Typically, the accountant submits his financial report around the 5<sup>th</sup> of each month.

Bob had requested that Nancy ask our new CPA at ZZS to review our **POLICY FOR INTERNAL CONTROLS AND MANAGEMENT OF FINANCES.**

**3.) Executive Director's Report:**

**Discussion of the Executive Director's written report.**

Chairman Luedke asked the Board of Directors if everyone had read the Executive Director's report prepared by Nancy MacMillan and if anyone on the Board had any questions. There were no specific questions by the Board at this time and the chairman asked Nancy if she would like to expand upon any of the items within her written report.

Nancy briefly highlighted several items from her report:



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- 1. Worx is working on the website. Brian and I are working with their team on content and forms etc. Mark Malaspina asked if Nancy and Brian had considered preparation of a Terms of Use Agreement and legal disclosures, e.g., re: collection of personal data, for users of the WLB website, as well as cybersecurity arrangements for the website. Nancy and Brian reported that these matters had not yet been addressed.
- 2. The employment opportunity for our new hire is becoming available. The job description for Program and Data Manager was drafted. Salary range to be verified. Discussion about function of this new employee.

Chair Luedke invited a motion to approve placing the advertisement for the new employee, with job description for Program and Data Manager, as described. Director Polito made the motion, and Dan Lauer seconded the motion. There was no further discussion, and the following resolution was passed unanimously:

**“RESOLVED:**

That the Board approves the advertisement and hire of a Program and Data Manager as discussed.”

No other topics were presented to the Board.

**Adjournment:**

Chair Luedke introduced a motion to adjourn. Director Malaspina seconded the motion. The motion was approved unanimously. There being no further business, the meeting adjourned at 9:33 AM.

The next meeting of the Waterbury Land Bank will be Dec 5, 2022, at 9 AM via Zoom. Link previously sent on agenda.

This being a true and accurate record of the meeting of the Waterbury Land Bank, as attested by:

	<u>11/21/22</u>
Mark J. Malaspina	Date
Secretary, Waterbury Land Bank Authority	

-Attachments: Nov. 7, 2022, Meeting Minutes