



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

**RE: Board of Directors Meeting Minutes**

**Date: January 9, 2023**

**Location: Zoom**

**Call to Order: 9:00 AM, Chairman, Fred Luedke**

**Attendees:** Directors - Fred Luedke (Chairperson), Gawdys Grullon, Dr. James Gatling (Vice Chairperson), Dan Lauer Joel Becker, Mark Malaspina (Secretary).

**Absentees:** Bob Polito (Treasurer)

**Executive Director – Nancy MacMillan**

**1) Approval of Meeting Minutes:**

**Minutes of the last meeting.**

Director Luedke invited a motion to have the Board accept and approve the Board Meeting minutes of the December 19, 2022, meeting as presented. Joel Becker made the motion, Dan Lauer seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from December 19, 2022. (*See Attachment 1.*)

**2) Financials:**

**Discussion regarding accounting.**

There was no financial report for this meeting. The financial report for December is being prepared for next meeting.

Nancy asked Keith Sullivan from ZZS for a meeting with Bob scheduled for Jan 16<sup>th</sup>, at our office.

**3) Executive Director's 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 from the Board, so Fred had asked Nancy to discuss the primary points of her report.

Nancy discussed the interviews that had taken place in order to hire a new staff person as Data & Program Manager. There were 30 applicants narrowed down to 2 candidates for interviews. One candidate, Will Fricke, will be offered a terms letter for employment. Letter offer and resume were included in the E.D. report. Nancy asked if the Board could approve the offer letter, which is to be presented to Will on January 9, 2023. Start date for this employee is anticipated for Feb 1, 2023.

Chair Luedke requested a motion to approve the Offer Letter for Employment to Will Fricke. Director Becker made the motion; Dan Lauer seconded the motion. There was no further discussion, and the following resolution was passed unanimously:



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**“RESOLVED:**

RESOLVED, that the Board approve the Offer Letter for Employment, to Will Fricke, as Data & Program Manager, as discussed.”

We are a growing organization and as such an Employee Handbook has to be drafted and Policies & Procedures have to be refined. PayChex has organized a 401k plan for all of our WLB staff. Paychex also offers an HR service which helps with an Employee Handbook.

Nancy discussed the Worx web site design. The web site was launched/went live on Friday Jan 6<sup>th</sup>. It will run for about a month for viewers to see it and we get feedback. Both the Data & Program Manager and Nancy will attend a training session to see how to manage the site and make regular edits.

We are awaiting a quote or testimonial from the Mayor which will be added to the web site and the marketing brochure.

The WLB web site offers a lot of information to the general public with interactive opportunities to buy property or donate property to the Land Bank, as well as for work as an Intern or Volunteer in our upcoming programs.

Networking with funders/foundations is ongoing. Meetings will continue through February. Next group of networking opportunities will be with Neighborhood Associations.

Nancy is also compiling a list of private corporations who are stakeholders in the City who may be potential supporters.

After general discussion about various items on the E.D. report, there were no further items to discuss..

Our 2023 Board of Directors Meeting schedule is outlined as follows: Jan 9,23; Feb 6, 20; March 6, 20; April 3, 17; May 1, 15; June 5, 19; July 10, 24; Aug 7, 21; Sept 11, 25; Oct 16, 30; Nov 13, 27; Dec 11.

Join Zoom Meeting

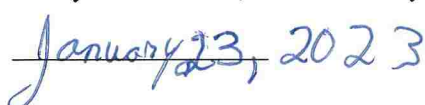
<https://us06web.zoom.us/j/7515673317?pwd=RmN3T0ZycTMvUkprdE1MTkUzb2U4UT09>

**Adjournment:** Chair Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 9:38 AM.

The next meeting of the Waterbury Land Bank will be January 23, 2023, at 9 AM via Zoom. Link

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

  
Secretary, Waterbury Land Bank Authority

  
Date