



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

RE: Draft Board of Directors Meeting Minutes

Date: January 23, 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 January 9, 2023, meeting as presented. Joel Becker made the motion; Jim Gatling seconded the motion. There was no further discussion. The motion passed unanimously. Board Meeting Minutes from January 9, 2023. (*See Attachment 1.*)

**2) Financials:
Discussion regarding accounting.**

There was no financial report for this meeting.

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 asked Nancy to discuss the primary points of her report.

Nancy discussed the interview process that had taken place in order to hire a new staff person. An offer of employment was made to a selected candidate but he declined and decided to stay at his current place of employment. The job description was revised to reflect the position we are trying to fill. After careful consideration, it was decided to amend the title and some of the qualifications for our next new hire since it was determined that the WLB needs a person who has several distinct experiences/qualifications. The new title is Planning & Real Estate Analyst.

Chair Luedke requested a motion to approve the revised employment opportunity/job description. Director Becker made the motion; Dan Lauer seconded the motion. The following Resolution was adopted by the Board. Dr. Jim Gatling abstained.

“RESOLVED:

RESOLVED, that the Board approve the revised title and job description for the Planning & Real Estate Analyst, as discussed.”



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We are a growing organization and as such an Employee Handbook is drafted. It will be reviewed by the Board at a later meeting.

Nancy discussed the Worx website design for the Land Bank will run for about a month for viewers to see it and after we get feedback, it may be revised.

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

Networking with funders/foundations is ongoing. Meetings will continue through February. Next group of networking opportunities will be with Neighborhood Associations. The funders forum which was discussed several months ago is being planned. Expected date is late Feb/early March.

Fred and Nancy discussed the meeting with Senator Hartley and Jim Smith, which was held on Jan 16, 2023.

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.

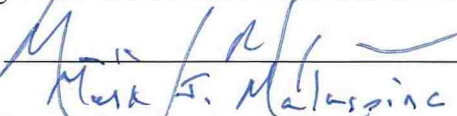
Join Zoom Meeting

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

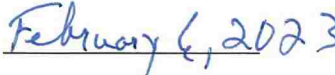
Adjournment: Chair Luedke introduced a motion to adjourn. The motion was seconded and approved unanimously. There being no further business, the meeting adjourned at 9:40 AM.

The next meeting of the Waterbury Land Bank will be February 6, 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:



Mark S. Malaspina
Secretary, Waterbury Land Bank Authority



Date