



Connecticut River Joint Commissions

Steering Committee minutes

May 10, 2011

SWCRPC Offices

Ascutney, VT

1:30 pm

Present: Tom Kennedy, Robert Christie, Peter Gregory, Norm Wright, Cleve Kapala, Glenn English

Commissioners present: Gary Moore

Guests: None

Glenn English opened the meeting at 1:45 PM.

**The April 11, 2011 minutes** of Steering Committee. Motion to approve by Tom Kennedy, seconded by Peter Gregory and all approved.

**AP/AR reports were reviewed.**

**Grants were reviewed.**

**FY 12 budget and work plan:** Committee discussed work plan and budget for 2012 fiscal year beginning July 1, 2011. After much discussion the Committee decided that the new budget was a time to begin a new phase of CRJC and that programming needed to be re-established. The relatively high cost of current administration was discussed. It was decided that the area rpc's would be

solicited by Peter to see if any of them would be interested in providing administrative and/or program support for the CRJC on a contractual basis. This would require ending our employment agreement with Theresa Darling. On a motion by Bob Christie, seconded by Norm it was unanimously agreed that the employment contract with Theresa Darling not be renewed beyond June 30 but we would be open to a month to month agreement to help with a smooth transition.

It was decided to present a budget of \$64,000 in states' revenues, perhaps increased by \$10,000 in carry-over from current year. On the expense side would be Insurance - \$3,000, Audit - \$5,000 and the balance dedicated as the maximum amount for an RPC contract. Glenn was asked to get a financial statement balance from Larry Reed as of May 30 and a projected to June 30 and to prepare a budget for June 21<sup>st</sup> meeting using the budget worksheet format provided by Theresa.

Meeting adjourned at 3:00 PM.

Glenn English, recorder.