



Board of Directors

Meeting Minutes: Jan. 18, 2011

1 **RETN Board Members:** Cindy Remy, Jessica Wilson, Jay Hoffman, Ed Bianchi, Bob Owens, Paul Irish, Alan
2 Levi, Bonnie Birdsall (5:00)

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4 **RETN Present:** Scott Campitelli, Doug Dunbebin, Drew Frazier, Jim Olinger

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6 **Others Present:** Sharon Behar

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8 Jay Hoffman, Chair, called the meeting to order at 4:10 p.m.

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10 **Executive Director's Report**

11 Scott provided the board with his report. He highlighted:

- 12 • Improvements to the workspace at 208 Flynn Ave.
- 13 • The financial closeout of 2010
- 14 • Collaboration with VCAM and Channel 17
- 15 • Phase I of strategic planning (the plan for directions) is nearly complete

16

17 *Bob Owens moved, Ed Bianchi seconded the motion, to accept the Executive Director's Report. The*
18 *motion passed unanimously.*

19

20 **Consent Agenda**

21 The Consent Agenda consisted of the December 8, 2010 meeting minutes. A minor correction was
22 made to the minutes (corrected spelling of Gary Lambert's name on lines 1 and 6).

23

24 *Paul Irish moved, Jessica Wilson seconded the motion, to approve the December 8, 2010 meeting*
25 *minutes, as corrected. The motion passed unanimously.*

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27 **Financial Update**

28 The board reviewed a preliminary financial update. Alan reviewed with the board the balance sheet, the
29 profit & loss statement for 2010, and what was allocated vs. spent. In addition, the board reviewed
30 significant outstanding items, which includes revenues and expenses that need to be folded into the
31 final 2010 year-end balance. Currently, cable operator revenue needs some reconciliation. There is a
32 decline in cable operator revenue as there has been a decrease in the number of cable subscribers. Alan
33 and Scott will review financials to date to understand what the FY11 implications are. Final year-end
34 numbers will be available February, 2011.

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36 *Bob Owens moved, and Paul Irish seconded, the motion to table the financial update until it's finalized.*
37 *The motion passed unanimously.*

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39 **Strategic Plan**

40 The board reviewed the most recent version of the Strategic Plan, along with its Companion Document.
41 Included in the plan are: vision, mission, goals, and directions. It does not contain activities and details

42 that will be included in the Work Plan. This plan will change the work culture within RETN and for the
43 board. This moves RETN away from a reactive service provider toward a forward-thinking
44 entrepreneurial organization within the community. This plan will help RETN diversify funding sources.

45
46 There was discussion about how to transition new board members and existing board members into
47 their new roles within the organization. Sharon suggested bringing potential new board members on to
48 serve on sub-committees before having them become more permanent board members. She noted this
49 transition will likely take three years for both board members and staff members. The board would
50 become ambassadors of the organization, instead of representatives of their school districts/local
51 businesses.

52
53 A public version of the strategic plan will be created. This version will be much more concise, enabling
54 external constituents to better understand focus of the organization. In addition, a work plan will be
55 drafted to support and implement the Strategic Plan. Effective work plans for each section of the plan
56 will take up to a year to create and start to implement. Additionally, Sharon suggested creating a
57 staffing model to highlight whether or not the current staffing structure needs to change. The board
58 also discussed the need to establish baseline data related to the plan, along with a metric to evaluate
59 work done on the plan.

60
61 *Ed Bianchi moved, and Bob Owens seconded, the motion to accept the Strategic Plan as presented. The*
62 *motion passed unanimously.*

63
64 The board thanked Sharon Behar for all of her work with the staff and Strategic Planning Committee in
65 creating the Strategic Plan.

66
67 The Strategic Planning Committee and the staff will begin work on the Work Plan. There was brief
68 discussion about the possibility of reconfiguring the Strategic Planning Committee looking toward
69 implementation. It was suggested that Alan join the committee as an entrepreneur, along with Ed.

70
71 **Planning Special Meeting**
72 It is necessary to have a February meeting to work on the 2011 budget and the Strategic Plan. Scott will
73 query the board for a future meeting date.

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75 The board adjourned at 5:50 p.m.

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77 **Future Agenda Items**

- 78 • FY10 Year-End Financial Report
- 79 • Strategic Plan – Work Plan
- 80 • Minutes from January 18, 2011 Meeting
- 81 • Executive Director’s Report
- 82 • 2011 Budget (approval)