**Agenda**

**Workforce Housing Coalition – Western Maine Mountains**

**Tuesday, November 22, 2022**

**9:00 AM**

**Carrabassett Town Office and Zoom**

Join Zoom Meeting:

<https://us02web.zoom.us/j/5312682243?pwd=TGxrUExKcXdqQTdlZUZhYUVteG5GZz09>

If you need to “phone in”:

Dial by Phone – 1-929-205-6099 US (New York)

Meeting ID: 531 268 2243

Passcode: 04947

1. Board of Directors – John Beaupre – In addition to the five “municipal members” (John Beaupre, Jed Whiting, Cynthia Orcutt, Ben Defrosia and Adam Baillargeon) the following individuals have been appointed to the Board of Directors. Terms have been assigned to stagger the dates when terms end. The following people have been officially appointed as members of the Board of Directors:

Name Term ends November 30th

Barbara Larson 2023

Tim Gerencer 2023

Paul Peck 2023

Charles Woodworth 2024

Susan Davis 2024

Tom Hildreth 2024

Lloyd Cuttler 2024

1. Election of Treasurer, Secretary and Vice President – The by-laws require the new organization to have in addition to the President, a Secretary, Treasurer and VP. These are one-year terms. If interested, please let John know.
2. Appoint Executive Committee members – The By-laws (copy included) authorize an Executive Committee which can act on behalf of the full Board, most likely in situations between regular meetings when time is of the essence. The EC is made up of the four officers and three additional members appointed by the Board of Directors.
3. Update on ARPA Funding – John Beaupre
4. Update on Kingfield Planning Process – Sue Davis
5. Update on Operational Issues – Mark Green
	1. Incorporation and 501 C3 status
	2. Fiscal Sponsorship – I would like to continue using Carrabassett Valley as the fiscal sponsor given the low cost ($0) and the short term nature of the sponsorship with should not exceed 6 months. Once WHCWMM receives its 501 C3 status we would likely go on our own and no longer require a fiscal sponsor.
	3. Officers and Directors Liability Insurance – I am working on this.
	4. Web Site e-mail etc – Tim Flight has agreed to help us set up a web site and email and help with the logo and letterhead. He has already reserved the domains WHCWMM.org and WHCWMM.com. you will also note that this agenda is coming from my new email mgreen@whcwmw.org. Getting a web site up is the next priority.
6. Develop a Workplan – Charlie Woodworth will propose that the Board write and adopt a workplan for the coming year.
7. Set Time and Date for Next meeting – We have been meeting on the 4th Tuesday of the month at 9 AM. Please let John or me know if this is time is inconvenient for you. The next meeting of the Board would be Tuesday 12/22 at 9 AM if we continue with this same schedule.
8. Other
9. Executive Sessions – The Board will enter into executive session.
	1. Property Acquisition – Paul Peck
	2. Executive Director – John Beaupre
10. Adjourn