

MINUTES
Natchaug-Willimantic Neighborhood Revitalization Zone
Steering Committee

** SPECIAL MEETING **
January 26, 2106

Present – Chair, Brenda Sullivan; Treasurer, Roger Morin

- 1. Call to order** – 5:03 p.m.
- 2. Present to speak** – No members of the public present.
- 3. Old Business** – *Note, no votes were taken due to a lack of quorum.*

There was discussion about continuing the application process for nonprofit status.

B. Sullivan said she will contact the NRZ's legal counsel Barbara McGrath to go over documents submitted to date and to review the next steps. She also will ask B. McGrath for a draft conflict of interest policy. Such policy is required as part of the application process when it comes time to appoint a Board of Directors. She also will ask if the policy is voted on as a steering committee or after the new Board of Directors is named. She also will clarify when the committee needs to appoint the new directors.

B. Sullivan presented a draft narrative that is required to accompany the proposed three-year budget developed by the NRZ in July (2014). The narrative is required as part of the IRS Form 1023, an application to be recognized as a “charitable” organization under 501 (c) (3) regulations. Copies of the narrative will be emailed to committee members for feedback.

4. New Business

a. 2016 meeting dates

The following meeting dates for 2016 need to be submitted to the Town Clerk (note that January and February meetings are considered Special Meetings because the meeting list was not submitted for posting before the Town Clerk's deadline.)

- Special Meeting – Jan. 26, 2016
- Special Meeting – Feb. 23
- Regular Meeting – March 22
- Regular Meeting – April 26
- Regular Meeting – May 24

Regular Meeting – June 28
Regular Meeting – July 26
Regular Meeting – Aug. 23
Regular Meeting – Sept. 27
Regular Meeting – Oct. 25
November – no regular meeting
December – no regular meetings

b. Update on committee membership

B. Sullivan reported she emailed all individuals whose committee membership has expired (based on the list on file with the Town Clerk's office) asking if they are interested in being renamed to the committee. Roger Morin was contacted in person because he doesn't have a computer or email. The email also invited suggestions for potential new members.

To date, there were six replies: Bonnie Calkins has moved out of state; Joanne Clark declined; Ron Haddad declined due to other commitments; Peter DeBiasi asked to be renamed to the committee; B. Sullivan and R. Morin also wish to continue on the committee.

Those not responding by the Feb. 23 NRZ meeting will be considered no longer on the committee. A vote will be held at the February meeting to rename those who do ask to continue on the committee. An updated list will be submitted to the Town Clerk's office.

R. Morin suggested, as part of an effort to recruit new members, that the NRZ join the local chamber of commerce. B. Sullivan said she also will send a press release to The Chronicle once the number of vacancies is clear.

5. Treasurer's Report – R. Morin reported the current balance is \$2,901.29 . B. Sullivan asked R. Morin the gather financial information re: checks written in the last three years, to fulfill a requirement of the state nonprofit application/Department of Consumer Protection form, by the February meeting.

6. Adjourn – The meeting adjourned at 6:13 p.m.

Respectfully submitted by NRZ Steering Committee Chair Brenda Sullivan