

## MINUTES

Tuesday, May 24, 2016  
**Natchaug-Willimantic Neighborhood Revitalization Zone (NRZ)**  
**Steering Committee**  
All meetings held at 5 p.m.  
*Windham Mills Complex*

**Present:** Brenda Sullivan, Roger Morin, Peter DeBiasi. (Note: 3 members constitute a quorum.)

- 1. Call to Order** – 5:06 p.m.
- 2. Present to speak** - No members of the public present to speak.
- 3. Old Business** – Application process for nonprofit status - Approval of draft conflict of interest policy.

Counsel Barbara McGrath emailed to B. Sullivan, on April 26, a draft Conflict of Interest Policy that meets state and federal requirements for nonprofits. B. Sullivan slightly modified the text, changing “corporation” to “NRZ,” as well as breaking up longer paragraphs and putting significant provisions in bold type.

After reviewing the text, R. Morin made the following motion:

To submit the draft Natchaug-Willimantic Neighborhood Revitalization Zone Committee, Inc. Conflict of Interest Policy to our counsel, Barbara McGrath, as part of our application for nonprofit status.

P. DeBiasi seconded the motion. The motion passed unanimously.

### **4. New Business** –

Correction to April 26, 2016 minutes: P. DeBiasi noted his name was spelled incorrectly in the minutes.

B. Sullivan asked that the draft Certificate of Incorporation be added to the next agenda for discussion and possible approval, in order to forward this document to counsel for nonprofit application process.

**5. Treasurer's Report** – R. Morin reported that the balance remains unchanged: \$2,901.29.

**6. Adjourn** – The meeting adjourned at 5:50 p.m.

Respectfully submitted by Brenda Sullivan  
Chair, NRZ Steering Committee