

**MWA Board meeting January 8, 2025**  
**Work Commons Conference Room and Remote connections**  
**5:00 PM**

**Attendees:** Tom Latta, President; Marnie MacKenzie, Vice President; Jennifer Hopkins, Treasurer; Mary Pat Goulding, Secretary; Stan Chop, and Karen Hruby Board Members; Guests: Patrick Hurley, Project Manager, Gabryel Gianoni, Project Coordinator

Mr. Latta called the meeting to order at 5:05 and immediately convened an executive session

The Executive session was a performance review of Mr. Hurley and Ms. Gianoni. Each employee was interviewed separately. In addition to the Board evaluations, comments were received from Ben Copans and Pete Emerson. Both employees received exemplary evaluations. A motion was made and passed by the Board to approve a 10% salary increase for each employee and to award retroactive bonuses of \$1500 for Mr. Hurley and \$1000 for Ms. Gianoni for the Calendar year 2024.

The Board meeting returned to regular session at 5:45

**Secretary's Report** – Ms. MacKenzie moved to approve the minutes from the Board meeting of October 9, 2024, and the Executive Committee meeting of December 16, 2024. Motion seconded by Ms. Hopkins. Motion approved.

**Treasurer's Report** – Ms. Hopkins reported that MWA is doing very well financially. The Balance Sheet will be re-aligned to represent the end-of-year accounting. Ms. Hopkins gave a brief overview of the status of the grants and the schedule of Certificates of Deposits interest and maturation.

**Project Manager's Report** – Report attached to agenda

**Administrative Specialist Report** – Report attached to agenda

The Board accepted and approved both of these reports as written

### **Recaps, Updates, and Upcoming**

- Executive Committee updates for Employee Handbook
  - No Stipend for moving expense per se – Additional Benefits on a case-by-case basis
  - Mileage Reimbursement starts from the OFFICE unless a remote employee –(home)

Explanations of the two proposed updates to the Employee handbook were discussed. This changes will clarify and codify how employees will bill milage and also twill give the Board options to provide additional benefits when necessary

There was also discussion to determine the MWA membership year. It was agreed that membership should be a calendar year (January – January). The plan is to grandfather all memberships until January 2026. Beginning January 2026 all memberships will be calendar year regardless of when a member joins.

Conflict of Interest and Code of Conduct – all Board members need to sign and update on an annual basis.

More MWA pamphlets are needed to distribute locally. It was agreed to order more from Memphremagog Press.

**New Business** – Ms. Dillon and Ms. Hopkins reported on a meeting they attended about Geological mapping of the Memphremagog Watershed. It was suggested that this might be a good symposium topic for MWA.

**The Meeting adjourned at approximately 6:55**

Respectfully submitted by  
Mary Pat Goulding  
Secretary MWA