

Not-For-Profits Sub Committee  
Meeting Minutes 10 July 2012

Attendees: Ken Brachfeld  
Christopher DeWitt  
Mary McCullough  
Cristin McCarthy Vahey

Attendees: Julie Gottlieb

Others: Representatives of Pequot library and Pilot House

**Agenda**

**I. Call to Order**

Mr. DeWitt called the meeting to order at 7 PM.

**II. Approval of meeting minutes for the 7 June Sub-committee meeting**

7 June sub-committee meeting minutes unanimously approved

**III. Approval of meeting minutes for the 21 June Sub-committee meeting**

Ms. McCullough noted typo on second page of minutes. Agreed to revise and then 21 June sub-committee meeting minutes unanimously approved

**IV. Review any communications with outside entities (McCarthy Vahey & DeWitt)**

Quick discussion to include any Town boards (BOS, BOF) as outside entities agreed upon unanimously.

Selectman McCarthy Vahey briefed the sub-committee on two points brought up regarding the NFP charter at the BOS meeting:

1. There is data to show that our sub-committee was formed under the BOF and not the BOS as noted in our charter
2. The deputy town attorney advised the term for our body of "sub-committee" is erroneous since we have entities from multiple boards. Recommendation is that our body should be called a "committee".

After a short discussion, Mr. DeWitt took the action to discuss the issue with the 1<sup>st</sup> Selectman and the BOF Chairman and try to resolve without further discussion.

## **V. Open discussion of Charter Goal #1 (next steps with assignments)**

Lengthy discussion continued on the goal of eligibility. Much of the conversation has begun to revolve around the fact that the Town needs a front end “intake process” for the NFP entities. The representatives of the Pequot Library made the sub-committee aware that there is a system called *Guidestar* that allows the user an overview and status of all NFP entities for no charge. Mr. DeWitt took the action to look into *Guidestar*. Additional discussion was had regarding the intake process, what should be asked, when and how often should it be asked and what the goals of the Town regarding NFP entities were. Mr. DeWitt took the action to inquire of the town budget director, what data is requested and supplied in the process currently.

Three options were discussed as possible, but not final, recipients or managers of the intake process:

1. A dedicated NFP sub-committee
2. Individual Town or BOE department heads that would be in charge of managing and administering yearly budgets to NFPs
3. The 1<sup>st</sup> Selectman

Any of these options would use the final agreed upon intake process.

Mr. Brachfeld made a motion that “the NFP sub-committee recommend a separate category for the mandated entities that currently reside under the MISCELLANEOUS category in the budget book”. Mandated entities are those covered under a state or federal statute and have a required contribution by the Town of Fairfield. A 4,0,0 vote approved this as an official recommendation our sub-committee will make.

## **VI. Decision process for this sub-committee**

Mr. DeWitt raised the topic of process to the sub-committee. It was recommended by Mr. DeWitt that all topics discussed and agreed upon be finalized with an open vote of all members. All agreed that this was best and will be the SOP of this sub-committee going forward.

## **VII. Other topics to be brought before the sub-committee**

July 26 appears to be a good date for the next meeting.

## **VIII. Adjourn**

Motion to adjourn by Mr. Brachfeld and seconded by Ms. McCullough, all in favor.