

**VCC Executive Council Meeting**  
**Wednesday, January 5, 2011**  
**White River Jct., VT 05001**

**Present:** Mark Fischer, Eric Johnson, Christopher Coutant, Rachel Schaal, Lisa Batallina, and Linda Miller, Sebastian von Trapp

**Insurance:** The insurance was paid since our meeting on 12/15. **ACTION:** We still need to investigate Board coverage.

**Treasurers Report:**

Sebastian stated that Chris is willing to update his system. Unfortunately, the data files did not jibe with the previous version of Quicken. Starting with the 2011 statements, Sebastian will be able to delve into the details. This will help with filing of the RBEG grant statements.

**ACTION:** Sebastian will follow up with Chris that he has the new files that are reconciled before the Annual meeting.

Rachel did speak with Diane Bothfield. She stated the relationship with the Farm Bureau started as a result of project in the past, but that we did not need to continue. Diane Bothfield had suggested checking with other non-profit organizations. Currently we are paying approximately \$130/month for Chris's time.

Lisa moved to have Sebastian investigate other accountants to both keep the monthly accounts as well as prepare taxes and advise us on how to manage our funds and invest. Eric seconded the motion. Rachel will gather names and forward on to Sebastian.

We reviewed the Income Statement, Balance Sheet, Projected 2010 Cheese Council VDPC Expenses statement, the 2010 Budget as well as the detail.

For the Annual Meeting we will have the details available. There are some category changes Sebastian has made from the 2010 budget. The variance for the expenses is \$13,081. Rachel believes that this was due to our mistaken belief that we had to use more of the RBEG funds in the first year with decreasing funds by the third year. Rachel suggested that she could record her hours in the correct category. Sebastian will send Rachel a template to see if this will work.

We will need to have a financial statement available at the Annual meeting including the role of the VCC in the Cheese Festival. We will have the documents available for the members to view, however, we won't be presenting this as part of the coordinator's report since we do not currently have the checkbook in our possession. **ACTION:** Rachel will set up a time to have the signature changed to Sebastian, Rachel, and Hillary. The account is at the People's United Bank (previously known as Chittenden Bank). The accountant will need to be able to sign checks.

For the 2011 budget, we will use the 2010 expenses as the base. Sebastian will build in the two AIC grants (\$9,570 and \$1,500). Dues will change slightly as we will now be collecting Associate member dues. We decreased book royalties slightly. We changed RBEG income to

\$20K and can really review in early year four as we can extend to year five. We will increase Workshop Revenue. We changed "Advertising" to "Marketing" and will increase to \$3,000. We will change Accounting to "Tax Prep". We will increase Bookkeeping to \$2,000 to take into account the Cheese Festival bookkeeping will need to be done. Map/Brochure increased to \$3,000. We digressed and discussed how often we should print the newsletter. There was discussion about the working relationship with Jane Dale. We need to ask the question of the membership at the Annual Meeting if they wish to continue to budget \$12,000 to continue to print the newsletter. This is 19% of the annual budget. Mark suggested that we also reduce it to one printing per year. We will leave the \$11,494 until after the discussion at the Annual Meeting.

Change Travel to ACS Event Attendance. Insurance will increase to \$400 (hoping to include Board Insurance). Increase Coordinator to \$20,000. Rounding up \$2,500. We will leave Office supplies to \$1,000. Postage will increase to \$150. Sponsorship will increase to \$16,000.

At this point I had to leave the meeting, however, the following was received from Mark Fischer via email:

We talked about the annual meeting and guest speaker Lucile Giroux pres. of the Quebec cheese society who will talk about a Listeria problem in Quebec and what has changed since.

**Next meeting:** Annual Meeting to be held on Saturday, January 29, 2011 from 10 am to 3 pm.  
Next Executive Council Meeting Wednesday, February 16 from 1 to 3 pm.

Respectfully submitted,

Linda Simon Miller, Secretary