



Board of Director's Meeting
May 10, 2023
2:00-4:00 pm
Teams Meeting

Agenda

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|---|------------|-------------------------------------|
| 1. Call to Order | 5 Minutes | Richard Elmore |
| • Vote on March Meeting Minutes | | Action Required |
| • Vote on March Executive Committee Minutes | | Action Required |
| 2. Chair's Report | 15 Minutes | Richard Elmore |
| 3. President's Report | 15 Minutes | Beth Anderson |
| 4. Finance Committee | 45 Minutes | Deb Royce, Bob Turnau/Cara Callanan |
| • Year to date performance – March | | |
| • FY24 contract | | |
| • FY24 budget | | Action required |
| • HDM reserve | | Action required |
| 5. FY24 Project Context: APIs | 15 Minutes | Sue Fritz |

Adjourn



May 10, 2023
2:00-4:00PM
Board of Directors Meeting
Teams Conference Call

Board Members Present:

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Jessa Barnard | <input checked="" type="checkbox"/> Susan Besio | <input checked="" type="checkbox"/> Shawn Burroughs | <input checked="" type="checkbox"/> Richard Elmore |
| <input checked="" type="checkbox"/> Mary Beth Eldredge | <input checked="" type="checkbox"/> Leah Fullem | <input checked="" type="checkbox"/> Emma Harrigan | <input type="checkbox"/> Kelly Lange |
| <input checked="" type="checkbox"/> Debra Royce | <input checked="" type="checkbox"/> Jimmy Mauro | <input checked="" type="checkbox"/> Dr. Norman Ward | <input checked="" type="checkbox"/> Beth Anderson |

VITL Staff Present: Bob Turnau, Kristina Choquette, Cara Callanan, Sue Fritz, Jillian Carpenter

Topic	Presenter	Discussion	Action
Meeting Convened		Richard Elmore convened meeting at 2:02pm.	
1. Meeting Minutes	Richard Elmore	<p>Motion: To approve the March meeting minutes as presented.</p> <p>Motion: To approve March executive session minutes as presented.</p> <p><i>Emma Harrigan joined at 2:04pm.</i></p>	<p>Motion: Jessa Barnard Second: Deb Royce Abstained: Leah Fullem Approved.</p> <p>Motion: Jessa Barnard Second: Shawn Burroughs Abstained: Leah Fullem Approved.</p>
2. Chair's Report	Richard Elmore	Rich did not have anything to report at this time.	
3. Finance Committee	Deb Royce, Bob Turnau, Cara Callanan	<p>Deb Royce offered an overview of the budget.</p> <p>Beth Anderson introduced VITL's new CFO, Cara Callanan to the board.</p>	

<ul style="list-style-type: none"> • FY24 Contract • FY24 Budget • Message Archive Reserve 		<p>Cara Callanan presented March Year-to-Date Financials.</p> <p>Beth presented the FY23 Year End Forecast, FY24 Budget, and VITL’s plan to build a new message archiving and operational reporting infrastructure.</p> <p>Motion: To approve the Fiscal Year 2024 budget as presented.</p> <p>Motion: To create a reserve of \$650,000 to be used to build a new message archiving and operational reporting infrastructure.</p> <p><i>Susan Besio joined at 2:25pm, prior to the vote.</i></p>	<p>Motion: Leah Fullem Second: Mary Beth Eldredge Approved.</p> <p>Motion: Susan Besio Second: Jessa Barnard Approved.</p>
4. President’s Report	Beth Anderson	Beth provided an update on the benchmarking of our M&O and updates from this past legislative session.	No action required.
5. FY24 Project Introduction: APIs	Sue Fritz	Sue provided background about APIs.	No action required.
Other Business & Adjournment		<p>Rich announced that Mary Beth Eldredge would be retiring from the board of directors.</p> <p>The meeting adjourned at 3:19pm.</p>	<p>Motion: Mary Beth Eldredge Second: Leah Fullem Approved.</p>

Jillian Carpenter, Executive Assistant
VITL