



150 Dorset Street  
Suite 245, PMB 358  
South Burlington, VT 05403

### Board of Director's Meeting

September 23<sup>rd</sup>, 2025

3:00-5:00pm

[Click here to join the meeting](#)

### Agenda

- |                                  |               |                  |
|----------------------------------|---------------|------------------|
| 1. Call to Order                 | Emma Harrigan | 5 minutes        |
| a. Vote on July Meeting Minutes* |               | *Action Required |
| 2. Chair's Report                | Emma Harrigan | 10 minutes       |
| 3. Board Business                | Emma Harrigan | 10 minutes       |
| a. Vote on Term Extensions*      |               | *Action Required |
| b. Vote on Officers*             |               |                  |
| 4. President's Report            | Cara Callanan | 60 minutes       |
| a. Move to Executive Session     |               |                  |
| b. Procurement Update            |               |                  |
| 5. Vote on Platform Procurement* | Cara Callanan | 5 minutes        |
|                                  |               | *Action Required |
| 6. Adjournment                   | Emma Harrigan |                  |

*Mission: To securely aggregate, standardize, and share the data needed to improve the effectiveness of health care for Vermonters.*



Sept 23, 2025

3:00-5:00PM

Board of Directors Meeting

Teams Conference Call

Board Members Present:

☒ Jessa Barnard      ☒ Susan Besio      ☒ Shawn Burroughs      ☒ Kelly Champney  
☒ Leah Fullem      ☒ Emma Harrigan      ☒ Dr. Rick Hildebrant      ☒ Sarah Lindberg  
☒ James Mauro      ☒ Debra Royce      ☒ Dr. Norman Ward

**VITL Staff and Other Present:** Cara Callanan, Justin Tease, Sue Caswell, Kristina Choquette, Maurine Gilbert, and Erica Pietricola. Beth Anderson

Topic	Presenter	Discussion	Action
Meeting Convened		Emma Harrigan convened the meeting at 3:02pm.	
1. Meeting Minutes*	Emma Harrigan	<b>Motion:</b> Approve the July 2025 meeting minutes as presented.	<b>Motion:</b> Leah Fullem <b>Second:</b> Shawn Burroughs <b>Abstain:</b> n/a <b>Approved</b>
2. Chair's Report	Emma Harrigan	Emma will bring the topic of CEO Search via email while there is a Board member as a candidate.  Looking to recruit more Board members this year – might be good to have a conversation about term limits and bringing back named board seats associated with specific constituency	
3. Board Business a. Vote on Term Extensions* b. Vote on Officers*	Emma Harrigan	1. <b><u>Motion to elect the following to an additional two-year term as a member of the Board of Directors:</u></b> <ul style="list-style-type: none"><li>Shawn Burroughs</li><li>Dr. Rick Hildebrant (conditional upon review of the bylaws)</li></ul>	<b>Motion:</b> Emma Harrigan <b>Susan Besio</b> <i>proposed an amendment to motion, per compliance with VITL bylaws</i> <b>Second:</b> Kelly Champney <b>Abstain:</b> n/a <b>Approved</b>

		<p>2. <b><u>Motion to elect the following to a one-year term as a member of the Board of Directors:</u></b></p> <ul style="list-style-type: none"> <li>• Jessa Barnard</li> </ul> <p><b><u>Motion to elect the following slate of officers for a one-year term:</u></b></p> <ul style="list-style-type: none"> <li>• Emma Harrigan, Chair</li> <li>• Shawn Burroughs, Vice Chair</li> <li>• Debra Royce, Treasurer</li> <li>• Jessa Barnard, Secretary</li> </ul>	<p><b>Motion:</b> Leah Fullem  <b>Second:</b> Debra Royce  <b>Abstain:</b> n/a  <b>Approved</b></p> <p><b>Motion:</b> Sarah Lindberg  <b>Second:</b> Kelly Champney  <b>Abstain:</b> n/a  <b>Approved</b></p>
3. President's Report a. Procurement Update	Cara Callanan	<p>Motion to move to Executive Session</p> <p>Dr. Rick Hildebrant joined the call at 3:17pm</p> <p>Sarah Lindberg left the call at 4:07pm before the vote</p> <p>Motion to leave Executive Session</p>	<p><b>Motion:</b> Debra Royce  <b>Second:</b> Sarah Lindberg  <b>Abstain:</b> n/a  <b>Approved</b></p> <p>-----</p> <p><b>Motion:</b> Susan Besio  <b>Second:</b> Leah Fullem  <b>Abstain:</b> n/a  <b>Approved</b></p>
4. Vote on Platform Procurement*	Cara Callanan	<p><b><u>Vote to approve the procurement of a new HIE platform</u></b></p> <p><b><u>Motion for VITL staff to provide regular communications and updates to the Executive Committee of the Board regarding the ongoing negotiations with CRISP Shared Services (CSS), with particular attention to data privacy and security considerations.</u></b></p>	<p><b>Motion:</b> Leah Fullem  <b>Second:</b> Dr. Rick Hildebrant  <b>Abstain:</b> N/A  <b>Approved</b></p> <p>-----</p> <p><b>Motion:</b> Dr. Rick Hildebrant  <b>Second:</b> Shawn Burroughs  <b>Abstain:</b> n/a  <b>Approved</b></p>
5. Adjournment		Motion to adjourn 4:29pm	<b>Motion:</b> Dr. Rick Hildebrant

Erica Pietricola, Office Coordinator  
VITL