



**ADDISON COUNTY ECONOMIC DEVELOPMENT CORPORATION
BOARD OF TRUSTEES**

MEETING MINUTES | September 18, 2025

Facilitators: Jason Laroque & Alex Armani-Munn | **Recorder:** Nichole Bachand

Present In-Person: Mark Foster, Richard McKerr, Renny Perry, Alex-Armani-Munn, Nichole Bachand

Present via Teams: Chris Lapierre, Jason Larocque, Gina Larrow, Susan Ritter, David Castle, Adam Longee, Darcy Tarte, Ryan Bartlett (arrived at 7:57 AM), Greg Faust, Nicole MacTavish, Bob Ortmyer, Rebecca Carter

Absent:

Call to Order: Dave Castle | 7:38 AM

Introductions: Alex introduced the in-person attendees

Changes to Agenda: No

Board Meeting Minutes of August 21, 2025:

Renny | Motion to Approve August Minutes | Seconded by Mark | 7:39 AM | VOTE: 13-0-0

Executive Director Report: Alex Armani-Munn

Staff Activity Report: *(See packet in SharePoint.)*

- Staff Activity Highlights:
 - There will be two resolutions coming next month in anticipation of the annual meeting in November.
 - One resolution to maintain the number of board member seats at fourteen.
 - A second resolution renewing three current board members for their second three-year terms. This resolution will also nominate one new board member to fill the seat being vacated by Gina.
 - The nominating committee will consider two potential nominees and choose one to bring forward to the full board in October.
- Annual Member Mixer held at Lincoln Peak 09/16 with good attendance.
- Member retention remains a top priority. Nichole has been conducting manual follow-ups since July 22nd.
 - We have received nine out of twenty-two open renewals since manual outreach began in July. Six additional members have expressed intentions to renew in the near future.
 - Staff have discovered that automated renewal emails from Glue-Up are frequently ending up in spam folders or being blocked by filters. Response and renewal rates have improved significantly since staff began manual outreach.



- Alex and Nichole are working on a strategy to connect with members well before their renewal dates. This approach aims not only to address the payment delay problem but also to provide additional support to foster stronger connections with our members.
 - This week, ACEDC gained two new members, with a promising third signing up on Friday.
- Posted the Assistant Director Position. Interviews with selected candidates will begin in October.
- Staff remains busy with grant work and business support. Camille continues to perform this work remotely.
- BGS-Building Community grant was announced two weeks ago. Staff is now working with several potential business applicants.
- Staff recently began soliciting project submittals for the annual Regional Priority Project list. The deadline for submissions is October 31st. Scoring will occur in November and the final list will be submitted to the State in December.

Agenda Items: [Alex Armani-Munn]

- *August Financials* – Highlights:
- Priority to target revenue from business memberships.
 - Posting the Assistant Director position on multiple platforms is an unbudgeted cost that is not cheap. Some padding in the marketing budget may ease the impact on the overall budget.
 - We are currently trending toward a year-end deficit, though the deficit is small and could be closed with administrative fees from a couple pending grant applications.
- *M & C Report:* (See report on SharePoint) Metrics and analytics are good. Nichole has increased usage of social media and especially Front Porch Forum, which is really gaining traction and is driving up views and interactions.

Citizen Comments: None.

Informational Items: [Alex Armani-Munn]

- *Staffing update:* The listing for the new Assistant Director position went live on Monday, 09/15, on several platforms including LinkedIn, Indeed, and the ACEDC website. Alex has also proactively shared the job description with several partner organizations throughout the state with a request for referrals.
- Alex explained that staff turnover has been a persistent challenge for ACEDC due, in part, to the low pay and limited benefits offered to support staff. As such, Alex opted to post an Assistant Director position at a higher pay rate than Camille received as a Project & Grants Manager.



- The posted salary range is set at \$56,000-\$78,000. Alex indicated that hiring at the higher end of this range could require the elimination of Nichole's position or a reduction in the duties and hours worked for her position.
- Nichole understands that her position may be consolidated into this role, reduced, retained, or adjusted, and she has agreed to stay during the hiring process.
- *Annual Meeting Update:* Tentatively scheduled for November 6th at THT.
- Reached out to Let's Build Homes to secure a speaker; they do not have anyone available for Nov. 6th. The board has agreed to move the date to accommodate a speaker from LBH.
- Alex will confirm new date with speaker and announce the event in the next 1-2 weeks.
- *Bristol Town Administrator Introduction:* Greg Faust started six weeks ago as Bristol's new town administrator. He introduced himself and discussed his background, including his roots in Phoenix, his military service, and his extensive work with non-profits, particularly in developing housing for the homeless and securing support to build affordable housing. Greg fills the designated seat for Bristol that has been vacant since Valerie Capels departure in 2024.
- *Workforce Expansion Coordinator Introduction:* Becca Carter
- Becca introduced herself to the board and talked about her background and qualifications, as well as her excitement for the work she will do alongside ACEDC over the next two years.
- Explained the priority populations they chose to focus on – Youth 14-24, people with disabilities, and adults without high school degrees.

Non-Agenda Item: [Jason] Peer Review

- [Alex Armani-Munn] We are one of twelve RDCs, and every year we must complete a Peer Review.
- Alex met with Lyle Jepson from Rutland RDC and Bob Flint from Springfield RDC for 4 hours to discuss challenges around staffing, operating on a tight budget, and dove deep into the work they all perform to support economic development throughout the state. Alex said he gathered some great insight.

Executive Session: None

Adjourn: Renny | Motion to Adjourn | Seconded by Richard | 8:11AM | VOTE: 14-0-0