



**Willowsford Conservancy
Board of Trustees Meeting – April 25, 2023**

Board members in attendance:

- In person at the Boat House: Chase Rowan, Claudette Papathanasopoulos, Greg Licamele, Karyn Moreland
- Via Zoom: Jake Virag, Avi Sareen

Staff members in attendance (all in person): Andrew Dunham, Taryn McFarland, Kathryn Stephens

I. Call to order

Meeting called to order at 5:32 PM.

II. Approval of minutes

Minutes from February approved without dissent.

III. Resident forum

None

IV. Board reappointment

The following board members have been reappointed until May 2026:

- Claudette Papathanasopoulos
- Chase Rowan
- Greg Licamele

Motion to approve: Karyn Moreland
Approved unanimously

V. Officer appointment

- President: Claudette Papathanasopoulos
- Vice President: Chase Rowan
- Treasurer: Karyn Moreland



- Secretary: Greg Licamele

Motion to approve: Greg Licamele
Approved unanimously

VI. Employee handbook updates

The board reviewed several proposed employee handbook updates. Members asked several questions, clarifications and proposed suggested edits. Final version will be circulated electronically this summer and approved via email.

VII. Board meeting schedule

The board reviewed the remaining schedule of regular meetings this calendar year. It was suggested to reschedule or change the Nov. 28 meeting to an earlier date so it aligns with the budget process.

VIII. Executive director search

Claudette summarized the executive director search process that began in October with the professional support of Good Insights, a recruiting firm based in D.C. Over the course of several months the search committee reviewed and interviewed several high-quality candidates from a strong pool of applicants.

The committee recommended to the whole board the appointment of Sophie Lambert as the next executive director of Willowsford Conservancy. Sophie will begin her employment May 15. Sophie brings twenty years of experience as an urban planner and program director for nonprofit organizations. Most recently, she served in a senior leadership role for the Urban Land Institute (ULI), a nonprofit organization focused on creating livable communities. Before joining ULI, Sophie directed the LEED for Neighborhood Development program at the U.S. Green Building Council, working with experts and staff to create a rating system for evaluating sustainable neighborhood projects.

IX. Board briefing book

Board members were provided with a briefing book by staff, which includes specific details covered during the meeting. View the briefing book: <https://willowsfordconservancy.org/wp-content/uploads/2023/04/WC-Board-Meeting-Presentation-04.25.2023-1.pdf>

X. Adjournment

The meeting adjourned at 6:55 PM. The Board proceeded into Executive Session until 8:05 PM.



Willowsford[®]
CONSERVANCY