

Approved Meeting Minutes for the Town of Heath

Community Hall Window Fundraising Committee

Monday November 27, 2023, at 7pm via ZOOM

<https://us02web.zoom.us/j/81345482936?pwd=eE4yV1cxOGJ4RlB2REVTbzQvcUtEdz09>

Meeting ID: 813 4548 2936

Passcode: WINDOWS

7:00 p.m. Call Meeting to Order by Elissa Viarengo

- Members in attendance: Bob Gruen, Karen Brooks, Gloria Fisher, Jan Carr
- Not yet appointed member: Jean Gran
- Select Board Representative: Elissa Viarengo

Discuss and possibly vote on a chairperson.

- It was proposed to have one person serve as coordinator to handle all the administrative duties for the committee. Others felt it would be better to have regular officers and divide up the responsibilities. A vote for officers was tabled until Jean had been sworn in and there was a clearer understanding of the Ex-Officio member's role and legality under Massachusetts General Law Chapter 268A Section 21A.

Review the Site Visit of 11/10/23.

- Elissa, Bob and Karen who were at the site visit at Community Hall reviewed the preliminary discussion held.
 - Ideas of additional members for the committee
 - Posed questions about the windows being replaced or repaired, were the windows original, who was the contractor consulted for the grant, is \$34,000 enough for the project. A comment was made that the 2021 estimate that was done did not include storm windows so they would be extra.
 - Discussed talking with other locals who had taken part in this type of fundraising before like Mass Historical Commission, FRCOG, Franklin Housing Authority, Heath Historical Society.
 - Posed a question about possibly offering a window sponsorship for \$1,700 each.
 - Discussed possible fundraiser ideas such as a catered dinner by Wells Provisions and smaller scale events like ice cream socials where people could visit Community Hall.
- Elissa was able to provide some answers to the questions posed during the site visit.
 - Windows are original and will be restored.
 - The funds can be certified before the deadline of December 2024
 - Hayward's estimate from 2021 was used as the preliminary estimate, accounting for inflation, leading to the opinion that \$35,000 would cover the costs of the project.

Discuss the “Window Story” to present to potential donators.

- As homework, the committee agreed to bring ideas to the next meeting about what information should be included in the PR material for the fundraiser.

Discuss how to proceed with fundraising and ideas of fundraising.

- A question was raised about the use of a Go Fund Me fundraising campaign. Elissa will inquire about that.
- The committee would like a copy of the terms of the grant and grant application. Elissa will inquire about that.
- A question was asked about the money flow process, the account that was set up, what has happened to the money received so far, can the committee have a printout of the account funds. Elissa will inquire about those items.
- A question was asked if the town is allowed to fundraise or do we need to go through a 501C3 organization. If money is donated to the town, is it tax deductible? Elissa will inquire about that.
- A question was asked if more money is raised than is needed for the project, how are those funds handled. Elissa will inquire about that.
- A question was asked if the committee had a budget for PR material. Furthermore, it was asked if a certain percentage of the money raised could be used for administrative needs. Elissa will inquire about that.

Determine the next meeting and agenda items.

- Agenda items for the next meeting will be discuss the legality of the Ex-officio member being appointed by the Select Board, the possible vote of officers and dividing up duties, what information should be included in PR material.
- Next meeting will be Wednesday, December 6th at 5 pm via Zoom. Elissa will set up the zoom meeting and post the meeting notice with an agenda.

Adjourn

- Gloria made a motion to adjourn at 8:09 p.m., Jan seconded the motion. All were in favor.