

**Town of Heath  
Meeting Minutes  
Community Hall Windows Fundraising Committee  
December 6, 2023 via Zoom**

5:00 p.m. The meeting was called to order by Elissa Viarengo.

Members present: Jan Carr, Jean Gran, Bob Gruen, Karen Brooks, Gloria Fisher. Also present Elissa Viarengo, Select Board representative, and Jesse Weigand.

**Review Agenda:** Credit Cards added.

**Minutes:** On a motion by Bob Gruen and seconded by Jan Carr, the minutes of the November 27, 2023, meeting were approved as amended.

**Credit Cards:** Elissa reported that the town coordinator has said that credit cards can't be used for Community Hall fundraising, thus the committee cannot have a Go Fund me page. Committee members expressed their disappointment with this decision.

**Review Questions from Previous Meeting:**

Grant application and grant guidelines: The committee had asked for a copy of these but had not yet received them. Elissa thought they might be on the MCC's website. Elissa was asked when the committee would receive the documents. She said she would ask the town coordinator.

Donations: All must be either cash or check. Checks should be made out to the Town of Heath with Community Hall Windows noted in the memo line. All donations need to be given to the town coordinator for deposit. Elissa was asked if there was an account set up and if the committee could get the account number so donations could be tracked. Bob asked if members would get a receipt upon turnover of checks or cash. The town coordinator and Elissa will send out thank you notes to all donors and that the committee will be given a list of donor names but no amounts. Gloria mentioned that she thought the committee should send out the thank you notes and was concerned that the notes be sent out in a timely fashion.

**Committee Charge:** The members read the charge and had the following thoughts: The committee is tasked with raising \$17,000, but has been given no responsibility to follow through. There is no budget to use for mailings or any events. The possibility was brought up of using the Select Board's expense line, but the committee would need to submit documentation and ask permission from the Board, which meets every other week. Gloria thought that it might be problematic to wait two weeks to get an answer.

**Duties of the Committee:** It was noted that the town is a nonprofit organization and that all donations will be tax deductible. The duties of the committee are to raise money to match the grant. Guest Jesse Weigand asked why the town is not paying for the windows from tax money. Elissa said she would ask the Board at their next meeting. Jan asked what would happen if the full \$17,000 is not raised? Will the town put in the rest of the money needed? The town coordinator stated that if the full amount is not raised, the money donated will be returned to the donors. The committee asked that if that was the case would the town supply the rest of the money needed. Gloria asked if there was still money available in the Green Communities grant to help pay for the windows. If more than \$17,000 is raised that money will be used for Community Hall.

Bob noted that the charge said the committee was temporary and would be disbanded after the money was raised. He asked why that would be if we can still help with Community Hall, especially if more than the \$17,000 is raised. Elissa will discuss this with the town coordinator.

Jean wanted to know how does the Board expect us to fundraise if we have no budget and no responsibility and have to pass every thing through the Board. Elissa responded that we could e-mail residents, call our neighbors, spread the word with a grassroots effort. Town clerk, Mary Sumner, has offered to include a fundraising letter in the town's annual street listing mailing which goes out the end of January.

Jan asked when the Community Hall would be available for fundraising events. It is unknown at this time.

**Officers:** Discussed what offices to have. It was decided to have a chair and vice chair with a rotating secretary. Jan nominated Bob Gruen for chair; Jean seconded. Bob agreed to serve. The vote was unanimous in favor. Karen nominated Gloria for vice chair; Jean seconded. Gloria agreed to serve. The vote was unanimous in favor.

As chair, Bob will do the agenda and post meetings at the town hall. Elissa volunteered to post the meetings at Jacobs Road and on the town's website. Elissa will arrange the Zoom meeting and turned this meeting over to Bob. Elissa was thanked for all she has done to help this committee get started.

Bob decided to table fundraising ideas until the next meeting. Items for the next agenda include fundraising ideas, expenses/budget, public comment, and strategic use of a Greenfield Recorder article. The committee decided to hold the next meeting on Wednesday, December 13, at noon via Zoom. Jan volunteered to do the minutes at that meeting.

6:17 p.m. Karen moved to adjourn; Gloria seconded. The vote was unanimous.

Documents: Agenda, Minutes from November 27 meeting, Select Board's Overview and Charge to the Committees

Minutes submitted by Gloria Fisher.