

Town of Heath
Community Hall Windows Fundraising Committee Minutes
December 13, 2023 via Zoom

The meeting was called to order by Bob Gruen at 12:02.

Present: Bob Gruen, Gloria Fisher, Karen Brooks, Jean Gran, Jan Carr, Elissa Viarengo (SB representative), Bob Dane and Suzanne Hannay.

Bob read an enthusiastic email pledging \$750.00 toward the windows. What does “pledge” mean. Elissa reported a total received thus far of \$550.00. (\$180.00 cash and three checks). The designated account was not on the last Town Accountant’s Other Funds Report.

Reviewed Agenda

Public Comment

None this week

Reviewed minutes

Karen made a motion to accept as amended; Jan seconded. Unanimously approved.

Fundraising Letter

Per Mary Sumner, the street directory mailing of about three-hundred goes out by the first week in January.

Mary hasn’t heard if any other committees/boards want to include an insert.

Will this joint mailing add credence of Town support or confuse the issue?

Is a dedicated mailing more appropriate for fundraising a large amount of money?

There is no budget but CHW committee members could donate funds for mailing.

28# paper, two-sided print and fold from Staples is \$120.00.

What will our return address be? Town of Heath, Community Hall Fundraising Committee, PO Box...

Elissa to check on this. We maybe could use the Town logo.

There was consensus to send out a “be on the lookout” small notice in the street directory mailing.

Gloria made a motion for a notice to be sent in the street directory mailing followed by a formal request for donations that can be privately funded by friends of the Heath Community Hall; Karen seconded.

Unanimously approved.

Fundraising Possibilities

Barry Fitzpatrick has offered to play (with the Bruce Mattson Band) at the Community Hall.

Bob Dane to be contact person with Barry about this.

Barbara and David Gordon’s son is a concert pianist and he has offered to play a chamber music concert.

He would need a grand piano. The Federated Church may be a good possibility.

Suzanne suggested approaching Heath artists re raffle or auction. She will check with Harry Hallman.

Bob Dane left meeting. He will donate glass for auction.

Representative's Comments and Question Put Forth

Suggested including "Old Business" on future agendas.

The request for online payments has been sent to the Town Treasurer.

Town Coordinator has been sick for four days and unable to send grant and guidelines to committee.

Re transparency issues, the Town Accountants Reports lag by two to three months.

When Town Coordinator receives a treasurer's report or a turnover sheet, she will share it with Elissa, who will then share it with the committee. Elissa will verify the donor's name will be listed.

Any leftover Green Communities money can only be used for storm windows.

Cannot use State or Federal money for actual windows – must be Town or private donations.

Committee is for windows project. If there is overage, committee can present case for continued involvement.

Town will cover printing for mailing insert.

Committee requested grant application and guidelines again.

We MUST use the MA Cultural Council and MassDevelopment logos on all information/mailings.

Committee inquired if is there is any reason we cannot write thank you notes.

Committee inquired if we can have a page on Town website.

Gloria works with Montague Webworks and offered to create and update page.

Committee inquired about the SB Operating Expense Fund and if the cost for stamps can come from that.

Committee inquired if it will be necessary to run all mailing content by SB.

Elissa has public info mailing list or Town Clerk can print mailing labels (for \$12.00).

Next meeting is 12/20/23 at 9:00am via Zoom – only agenda item is content of "be on the lookout" notice.

Bob will send agenda to Elissa who will format zoom to it.

A request was made for the agenda to be in PDF format.

Karen moved to adjourn at 1:43; Gloria seconded. Unanimously approved.

Submitted by,
Jan Carr