

Town of Heath
Community Hall Windows Fundraising Committee Minutes
December 20, 2023, 9 am – 10 am via Zoom

The meeting was called to order by Bob Gruen at 9:03am

Members Present: Bob Gruen, Gloria Fisher, Karen Brooks, Jan Carr

Absent Member: Jean Gran

Member at large: Suzanne Hannay, Bob Dan

Select Board Representative: Elissa Viarengo

Reviewed minutes from 12/13/23 meeting

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

Review of Agenda

Adapted agenda to start with Selectboard notes.

Selectboard Representative Notes:

The Town Clerk says there are several options for procuring mailing labels. There is a new computer coming so there may be delays. Possibly Feb or early Mar. Suggested waiting until after the initial mailing to send out another. Probably 325 households but the list can be produced using different parameters. Gloria suggested it is helpful to have first names.

The committee now has a separate webpage on the town website to be managed by Pat McGahan. Gloria asked for a banner to be added to the home page with a link to the CHWFC webpage.

The committee is again requesting a copy of the grant application, stressing the necessity of knowing pertinent details. Elissa will ask again. The committee will use official public record document request if necessary.

A form letter will be created by Town Coordinator and Elissa to be sent out as thank you letter to donors. Committee may also send out personal thank you letters.

Public Comment

None this week

Fundraising letter:

Committee discussed initial mailing. Gloria read changes and we voted to have Gloria send these changes to Jean to add graphics and forward them to Bob G who will then send to Committee members before next meeting to review. At this time no other board is planning on including letters with the street list mailing, but if that changes, we can adjust the size of our document. Elissa will let the Town Clerk know that Committee members are willing to help with the mailing as far as folding, stuffing envelopes, etc.

Donation received:

The committee discussed the donation that was received with conditions. Selectboard may need to return check to donor. The committee discussed validity of certain conditions, and the effect on donors' willingness to give. The committee is also concerned that donations need to be earmarked clearly and deposited in a designated account.

Next meeting will 12/29/23 at 9:00am via Zoom.
Bob will send an 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 10:30am; Gloria seconded. Unanimously approved.

Submitted by,
Karen Brooks