

Town of Heath
Approved Minutes for Community Hall Window Fundraising Committee
Friday December 29, 2023, 9:00 – 10:00 AM via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81716737690?pwd=eS91MkYrY1hFVkJhRHAWSGIIMVZVQT09>
Meeting ID: 817 1673 7690
Passcode: WINDOWS

In Attendance: Bob Gruen, Gloria Fisher, Jan Carr, Jean Gran, Karen Brooks
Members at large: Suzanne Hannay
Select Board Representative: Elissa Viarengo

9:02 AM Call Meeting to Order by Chair, Bob Gruen

Review Agenda

Public Comment

- None

Approved minutes from meeting held on 12/20/23.

- Gloria made a motion to approve minutes from 12/20/23 as amended, Jan seconded the motion, all were in favor.

Select Board Representative Report

- The grant application was received and distributed to the CHWF committee.
- Elissa confirmed that in the memo line of donations checks something should be written indicating what the check is for. Example “CH Windows” or “CH fundraiser”.
- There will be a banner on the home page of the Town’s website, which will link to the CHWF webpage.
- Additional fundraising ideas were shared from the Town Co-Ordinator such as utilizing Valentine’s Day and having a presence at the Heath Fair and Annual Town meeting. All to be discussed at a future meeting.
- Elissa confirmed that donation checks received will periodically be presented to the Town Treasurer. A turnover report will be written to be given to the Town Co-Ordinator that Elissa will then be able to share with the CHWFC.
- All mailings, flyers, PR material will need to be approved by the Town (Select Board, Town Co-Ordinator or Town clerk as needed).
- There are online donation options that the Town Treasurer shared with the Town Co-Ordinator. Elissa will distribute that information to the CHWF committee.

Finalize letter to be sent with the Town’s Street list mailing and address how to help Mary Sumner.

- A motion was made by Jean to accept the letter as written to be sent with the Town’s Street list mailing, Gloria seconded the motion, all were in favor.

- The Town will print the letter and Elissa will remind the Town Clerk that the CHWFC is happy to help put the mailing together to be sent out.

Correspondence report if any

- None
- Any correspondence that comes into the Town Co-Ordinator or Select Board would be sent on to Elissa, which she would share with the CHWFC in a timely manner.

Old business

- Jean was appreciative of the grant application and terms of the grant. She would also like to see any correspondence from Mass Cultural Council to be very clear about the timeline of the process. Elissa will provide that information.
- Regarding the Heath Herald article, the deadline is January 5th. A notice in the February / March editions would be great. Elissa will put something together based on the letter that has just been approved and run it by Bob before it goes to print. An article could be ready for the April / May edition.

Other business that could not be anticipated 48 hours in advance.

Next Meeting Date and Time

- Friday January 12th at 9 am via Zoom. Elissa will create a link for the meeting.

Adjourn

- Karen made a motion to adjourn at 10:04 am, Jan seconded the motion, all were in favor.

Minutes taken and submitted by Elissa Viarengo