

**Town of Heath
Meeting Minutes
Community Hall Windows Fundraising Committee
February 7, 2024 via Zoom**

9:00 a.m. The meeting was called to order by Bob Gruen.

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

Review Agenda: Thank you cards added.

Public Comment: None

Minutes: On a motion by Gloria and seconded by Karen, the minutes of the January 2, 2024, meeting were approved as amended.

Select Board Representative Report

- Webpage - Elissa and Gloria with Pat McGahan's help updated and added information to the Windows Fundraising webpage on the town's website.
- Inmate painting of Community Hall - The town intends to ask the Sheriff's Dept. for the inmates' help and to get on their schedule.
- Glass Kiosk/Sign Board - The committee has been given permission to use this for fundraising materials.
- Sandwich Board - The committee has been given permission to place the sandwich board in front of the Community Hall front doors only while the building is closed.
- Unipay - Moving forward, we need to apply to Unipay on the town's behalf to have online credit card payment options available. Once that happens, people can start using it. There are different fees for different methods of payment, but those are clearly spelled out. The ability to donate by e-check will be available immediately; money donated via some credit cards could take up to 45 days before that donation is available.
- Mold remediation for Community and Sawyer halls - no update
- Names of donors - Two more donations have been received. The town coordinator will get their info to Elissa to share with the committee.

Thank you cards: Jan showed the group two versions of the thank you notes: a sepia tone photo and one a color painting. The committee decided on using the sepia tone. Discussed needing 100 cards and envelopes printed and how to pay for them and the postage. Jan has some cards made up now with which we can start. Gloria suggested doing a short thank you, such as: Dear person, thank you for your generous (most generous) donation toward the restoration of the Community Hall windows. We appreciate your support. The Heath Community Hall Windows Restoration Fundraising Committee. Signed by the committee members. Gloria and Jan will write them out and give them to Bob to gather signatures.

Fundraising letter: Jean Gran presented a mock up of stationery to use for the fundraising letter. She said it will cost approximately \$120 for 300 letters copied and folded. The committee discussed how to pay for this and expressed hope that the town will pay for the letters, envelopes, and postage.

Bob noted that the Select Board meeting, which he had been planning to attend to discuss the drop dead date for raising funds, was canceled. He will attend the next one.

Bob's first draft of a letter was discussed. It was decided that committee members can send their edits and versions to each other for discussion at the next meeting. It was decided that the letter will be one page only. The

committee discussed the need for a comprehensive list of everyone who owns property in town. We also need to get a firm number for mailing. Perhaps the Heath Historical Society could send it to their members who are not on our list.

Progress poster: Jean presented a windows themed progress poster draft for display on a sandwich board in front of Community Hall.. It will be made of corrugated vinyl and will be 2' x 4'. It will be weatherproof and can be easily updated using a yellow permanent marker. Discussed the design and colors. Jean will update and send it out for discussion at our next meeting.

Other fundraising ideas: Concert - Karen has been in touch with Barbara Gordon. Karen also suggested that perhaps we could have an outdoor concert. Bob asked the committee to each bring a fundraising idea to the next meeting. We need to be aware of potential costs of any fundraising ideas. Asking local businesses for monetary donations was brought up. Also, perhaps the Community Foundation has a grant category into which we might fit.

Next Meeting

The next meeting will be held Friday, February 16, 2024, 9-10:30 a.m.

10:34 a.m. Jan moved to adjourn; Gloria seconded. The vote was unanimous.

Submitted by Gloria Fisher