

**Town of Heath  
Meeting Minutes  
Community Hall Windows Fundraising Committee  
February 21, 2024 via Zoom**

The meeting was called to order by Bob Gruen at 6:01p.m

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

Gloria will chair the next meeting so that Bob can take the minutes.

**Review Agenda:** Bob's report of his meeting on February 1, 2024 with the SB added.

**Public Comment:** None

**Minutes:** *On a motion by Karen and seconded by Jan, the minutes of the February 7, 2024 meeting were unanimously approved as amended.*

**Bob's Report from February 1, 2024 SB Meeting:** Bob attended the meeting and reported to the SB the reasons for the Committee wanting an extension on the November 1, 2024 date. In the nonprofit world, December is the biggest month for donations, as it includes Giving Tuesday and end-of-year giving. The SB voted to retain the November 1, 2024 date citing "sooner rather than later" strategy and that we could always extend the deadline if needed. Presently, there is \$5,202.34 in the fundraising account. The SB will print the fundraising letter and consider a budget for postage.

**Select Board Representative Report**

- The SB will make a donation for stamps once they have the number of fundraising letters being mailed. They will not cover the Committee's thank you cards - postage or printing.
- Hilma will contact the Sheriff's Office in March to get on the list for the painting of Community Hall.
- The mold remediation is done on the Center buildings, now dry walling and painting has to occur.
- As of February 14, 2024, we have raised \$6,602.24, and of this amount, two donations are anonymous.
- The Town has sent acknowledgement/appreciation letters to those who have donated thus far.
- We have received an anonymous \$1,000 match/challenge.

**Fundraising letter:** Jean Gran sent out her Community Hall pictures letterhead with Jan's text to use for the fundraising letter. We discussed if we should mention the \$1,000 challenge in this letter or wait for the Recorder articles. July 1, 2024 is a preferred end date but when does the clock start running? There is confusion with the word "match" as our grant is a "matching" grant. Perhaps, we can say, "the next \$1,000 will be matched" without naming a date. We decided to wait for the Recorder article to mention the challenge as it can then reference our web site and online payment methods. The Recorder reaches many who share an affinity for Heath, and who live in and out of town.

*Gloria moved and Karen seconded to use Jean's letterhead and Jan's text with the following two amendments:*

- 1) "to be achieved by November 1, 2024 rather than "in a timely fashion, and 2) "then" rather than "now" in reference to opening the windows in the summer. *Unanimously approved.*

Jan will send emended text to Jean.

Town Clerk, Mary Sumner, believes the best list to use for the mailing is from the assessors. Bob will ask the Historical Society President for addresses of members who do not reside in Heath. We can merge lists at the work-  
bee. Elissa will bring the Voting List and Assessor's List and will be able to cross-check with the Herald list of subscribers. The work-  
bee will be on March 1, 2024 at 3:00 p.m. and we should come away with a mailing list. Elissa will see if we can use the library at Sawyer Hall, if not, then Jacobs Road.

**Progress signage:** The SB loved the Window graphic design which indicates money received by filling in window panes. They would like the blue background a bit darker. Bright yellow highlighters will be used to fill in panes. *Karen made a motion to approve posters, Gloria seconded; unanimous approval.*

**Recorder:** Contact Bella and put off Recorder article for a week or so. Perhaps we can send talking points beforehand. We must always remember to acknowledge MCC and MA Development.

**Next Meeting**

The next meeting, a work-bee, will be held March 1, 2024 at 3:00 p.m., location TBD.  
The meeting after that will be on March 6<sup>th</sup>, 2024 at 4:00 p.m., location TBD.

Gloria and Jan will use the 24 cards Jan made for thank-you notes. Jan will get fifty sepia cards printed at Staples. Bob has sepia envelopes. Gloria has stamps.

**Fundraising possibilities:** Moved to a future meeting.

*7:33 p.m. Karen moved to adjourn; Gloria seconded. Unanimously approved.*

Submitted by Jan Carr