

Board Retreat
September 24, 2023

In Attendance:

Strategic Planning (SP) Committee Members: Jennifer Shea, Mary Gregorio, Kirke Harper
Board Members: Jim Richardson, Mike Kuperberg, Terry Babb, Maura Bollinger, Terry Boos, Martha Hamlyn (Phil Sayre and Will Murdock not able to attend)

Meeting opened with lunch and review of history of the Association, how the Hall was acquired and renovated to date. This is the first Board Retreat. We are in a transition period. Renovation is complete and now focus is sustainability by encouraging new leaders, finding ways to include more people as well as raising funds to meet expenses and maintenance.

SP Committee Members presented a draft Strategic Plan (dated 9/18/23) for discussion. The Strategic Plan is to provide framework – identify issues, mission, vision.

Further Discussion with SP Committee Members:

- The Association doesn't speak for the whole community. There are people who don't want to be involved but any decisions will affect them.
- There are communication problems/email issues. Main communication is Clarion. Would like to involve the broader community. Who are we reaching now - discussed mailing to entire 21624 zip code. Mike volunteered printing – we could mail the Strategic Plan draft and a Clarion with cover letter “if you are not receiving Clarion please contact _____”.
- Development Committee needs to be formalized with a succession plan. Have one year commitment from Libby Moose as Chairman, funding a series to raise money, for example video, brochures on ways to donate to the endowment fund. This has been evolving from asking for money to sponsoring events like a fair or oysterfest.
- Some ideas for special events such a Founders Day and a virtual time capsule. Kirke thinks there is an existing time capsule that could be opened.
- Mike made suggestions for wording revisions to 9/18 SP draft. Everyone agreed and revisions were incorporated into a new draft (dated 9/24 and distributed by email to board).

Break and Snack. SP Committee left and then further discussion with board members present

Development Committee and Other Committees

- To create the Development Committee as a Standing Committee the By-Laws need to be updated by vote of the general membership. The process to change the by-laws is to present the change at a General Meeting and then vote on the change at the next General Meeting. To speed process the Board should be able to call for a Special Meeting.
- Are there any other committees we want to add as a Standing Committee – i.e. Communication Committee? Standing Committees need to be voted by General Membership and Chair of Standing Committee has a board vote. Special Committees of “limited duration” can be created by Board President. The Program Committee plans to have sub-committees such as a Welcome Committee.

Timeline to Present Strategic Plan

- Update with today's revisions. Board vote to approve and distribute seeking input.
- Put a note in the Clarion. Post to website. Mail to all 21624 households. Include cover letter explaining this is a blueprint to keep the Village Hall on a path forward.
- Request feedback within 2 weeks. Feedback can be given by making notations on paper copy, and dropping into a box at the hall or by accessing and replying online.
- Schedule a special community meeting
- Mike offered to help draft cover letters.

Chimney Project

- Mike brought board up to date. Billy Warner removed the loose and damage section at top and then capped it so visibly the chimney is still there.

Budget

- Budget approved at Picnic/General Meeting will "keep the lights on" but did not specify costs for any projects anticipated. Ballpark cost for projects like shed should be included.
- Consider working on a multi-year budget 1-3-5 year and long term building endowment.
- Budget also should include anticipated maintenance items – like interior painting – and set aside maintenance reserve. Should also set aside an emergency fund.

Treasurer

- Phil couldn't attend so we don't have a report from new treasurer on current financial status.
- Dues collected at picnic was approximately \$1,600.
- Annual budget "to keep the lights on" is \$7,000. Mike mentioned possibly approaching those who could give an amount like \$300 to close the yearly budget gap rather than asking a certain few for larger amounts as we have done in the past.

List of Projects

- Theatre lighting – hire an electrician – cost? Bell Tower. Shed
- Paul Cooper offered donation of his 10 x 16 shed. Need to fund foundation. May be able to utilize Bill Sewell and his backhoe. Motion made by Mike: **Motion to proceed with accepting donation of shed, placement to be determined, and to expend funds to build the pad in an amount up to \$1,000. Second by Terry Boos. All were in favor, motion approved.**

Building Committee

- Focus has been on renovation but new focus should shift to maintenance. Make a list of what will need to be done, anticipate when, and assign a ballpark cost.
- Terry Boos asked to be added to the Building Committee.

General discussion of possible opportunities to help with parking at the Hall. Next Board Meeting Dates: October 12, November 9, December 7 at 7:00 PM. Adjourn.