

CLAIBORNE ASSOCIATION BOARD MEETING - MINUTES

November 12, 2019

Submitted by Jim Richardson, secretary

In Attendance: Rob Todd, Suzanne Todd, Mary Gregorio, Kirke Harper, Jim Richardson, Abby West, Steve Friedberg, Martha Hamlyn.

Kirke called meeting to order.

Minutes

- October minutes distributed by email in advance and approved.

Treasurer's Report

- Steve reported the checking balance was \$1,366.00 to date.
- Money market fund is \$18,863.00

Program Committee

- Martha reported that we received a \$250.00 grant from the Talbot Arts Council and thanked Pat Flory and Mary Gregorio for making the grant application.
- The last Monday Night Popup Potluck was a success and the committee plans to schedule another one on November 18 at 5 PM.
- Martha pointed out that two private parties have been scheduled at the Hall recently, Libby's and JR's (to be held this month) and the committee's concern about having an occupancy permit in place. The committee also had questions about the Hall being used as a rental space. Kirke suggested we discuss this question later under New Business.

Building Committee

- Rob reported that the Hall had passed its final building inspection except for the attic crawl space where several areas of the fire retardant foam didn't pass the test. Unfortunately, the test cost us \$800 and we are required to have these areas foamed again as well as another test performed for an additional \$800.

We also need to have a landing at the bottom of the outside steps, but because we have plans already underway to complete this project, the inspector gave us his approval. Bricks will soon be ordered for the landing.

- There was a discussion about the moving of the post office boxes to the new annex. Martha volunteered to talk to the St. Michaels Post Master. Jim suggested we come up with a plan on where they should be located within the

next few weeks. Rob told us he has a scale drawing of the room that would be helpful in determining where the boxes should go.

Old Business

- Patty's Orchard project is postponed until next spring
- Brian will research what size generator we need for our building.
- Resilience Center discussion: Kirke explained that most resilience centers are located in large cities. He also found important information about resilience centers in a document entitled "Memorandum of Understanding". It includes a list of items and steps that need to be done in case of an emergency. He also volunteered to create a list of things that should be done at the Hall and suggested we could put this list on each person's phone.
- Blood Drive at the Hall: Abby reported that we didn't collect enough names (we need 35 and only had 19 sign up) to warrant a blood drive at the Hall. She said she would contact Sherwood, Bozman and Tilghman in order to acquire more names.

New Business

- A discussion about building use:
Kirke said we have some liability coverage for people using the building. Martha handed out copies of policy recommendations that were written by Mary a few years ago. Rob asked if we need a special event permit and the consensus was that we didn't. It was decided that the Program Committee will work on a plan for building use and Mary and Abby volunteered to help on that project.

The next meeting will be in January but the date will be announced later.

Motion to adjourn