

Claiborne Association Board

January 11, 2024

In Attendance: Mike Kuperberg, Phil Sayer, Terry Babb, Maura Bollinger, Terry Boos – Kirke Harper Re Grant Letter of Intent

Minutes - November minutes were approved.

Treasurer's Report - Full report submitted included for reference to actions taken.

- Reviewed status of current balances, summary of income compared to budget and expenditures. Phil pointed out this is a very generous community and we have had \$8,628 in donations from September 10 to date.
- Phil reminded that Endowment Fund grew in part because we moved \$5,000 + \$2,200 (earmarked contribution) into the investment. Since long term goal is to grow Endowment Fund, he recommends transferring another \$1,000 from Operating into Endowment. Motion by Mike, second by Maura and approved to make the transfer.
- Discussed Program Committee budget. They have been bringing money in but nothing has gone out. For example pizza purchased on clean up day. How was this paid? Even if donated by someone it should be noted as donation with receipts.

Building Committee

- Terry Boos reminded that we need to plan for replacement refrigerator. Current one was an older donated one and has started to have problems. She suggested we take advantage of Presidents Day sales and her military discount with Home Depot. Maura motioned we authorize up to \$1,200 to purchase new refrigerator (nothing fancy), second by Terry and motion approved.
- Terry Boos is looking for papers, warranties, files relating to the building. Terry and Phil will go through his boxes and sort through the information there.

Septic Tank Pumping

- Question raised about septic tank pumping. Kirke explained the permit is for 2 tanks 2,200 gallons each. This was determined by the county to handle an emergency event of 30 people using the building for 1 week.
- It's only been pumped 3X in 3 years and 2X it was because the installer didn't make it water tight. Normal septic with drain fields aren't water tight but holding tank needs to keep water from infiltrating.
- The tanks need to be visually checked by removing lid to determine if pumping needed. Kirke has been doing this. We can have them pumped by anyone – Tyler is a good choice.

Filing Cabinet

- Martha found a 2 drawer fireproof cabinet on Facebook Marketplace for \$350 in Delaware. Do we really need one that is fireproof?

- Mike Kuperberg suggested we wait for Terry and Phil to sort through the boxes and see what we really have to file and then decide what we need. Purchase tabled for now.

Program Committee

Martha submitted review for January – NYE movie, bell ringing and champagne. There was a \$200 profit on Hubby Jenkins concert, Wednesday movie night has started. February we will have Bingo Night, a book talk with author Jeff McGuines and a Chris Noyes concert.

Kirke Harper – Letter of Intent for Grant

- We don’t talk enough about Claiborne history. There is a grant program through MD Heritage (MHAA) for capital and non-capital grants. Capital grants can be used to purchase property. The non-capital grants are for studies, historic preservation and interpretations. Last year Kirke submitted a Letter of Intent for a couple interpretive signs at the landing explaining the ferry, railroad, marsh. The request was \$50,000 and it received a favorable response. The board decided at that time to not move forward with the application. Kirke would like to resubmit the Letter of Intent due January 26. The formal application would need to be submitted in March.
- Terry Boos asked about the matching funds that would be needed and what would those we ask to donate be gaining. Kirke said the match is dollar for dollar and volunteer time counts toward any match. The benefit is giving a sense of community.
- Maura felt Marty would be very interested in the project based on his other historical research.
- Possibility of other signs mentioned – Welcome to Claiborne and/or one for the church/hall.
- Motion made by Maura second by Mike for Kirke to resubmit the Letter of Intent. Kirke will distribute to Mike to share with board by email.

No new business. Next meeting Thursday February 8, 7 p.m. Normally it would be February 15 but 3 on the board have conflicts that date. Meeting Adjourned approximately 8:15.

Treasurer’s Report as submitted:

**Claiborne Association
Treasurer’s Report -- January 11, 2024**

Current account balances

Operating Account	\$15,347
Building Improvement Account	\$3,692
Building Reserve	\$14,360
Endowment	\$93,907

Summary of Income 9/10/23 to 1/8/2424

Dues	\$1520	budget: \$750
Programs	\$521	

Merchandise	\$90	
Donations	<u>\$8628</u>	budget: \$7,000
Total	\$10,759	

Summary of expenditures 9/10/23 to 1/8/24

	Spent	Budgeted
Insurance	\$2,877	\$2700
Street Lights, Electricity for hall	\$500	\$1600
HVAC maintenance	\$322	\$600
Security	0	\$450
Septic pumping	0	\$500
Programs	0	\$1000
Bank and state fees	\$30	\$150:
Misc (dishwasher repair)	\$147	0
Misc (surge protector)	\$352	0
Misc (cleaning)	\$150	0
Building Improvement Acct (chimney)	\$625	0

Recommendation for board: To further future sustainability, transfer \$1000 (slightly more than 10% of donations) from Operating Account to Endowment