

Claiborne Association Board Meeting
October 16, 2025

In Attendance: Rob Todd, Jennifer Shea, Phil Sayre, Terry Babb, Steve Friedberg, Susan Cooper, Maura Bollinger, Martha Hamlyn, Priscilla Morris, Janet Friedberg

Minutes: Jennifer clarified she will be away February and March and would like to face time. Motion made to approve and accept September minutes.

Treasurer's Report

- General Operating = \$11,455, Building Reserve = \$15,210, Endowment = \$189,275. Both the property insurance and Director and Officer policies have been paid.
- Phil received an invoice from Pep Up for propane that he categorized as Maintenance Contracts. Our stove, hot water and generator run on propane. We did have a power outage during the night recently that would have kicked on the generator.
- Phil prepared a YTD budget for review. A push needs to be made for contributions. Grounds Maintenance is over budget.
- Question raised if Building Reserve should be beefed up. At this point so far we have been able to fund any needs from General Operating.
- Question asked about our website hosting. Rob has been paying it.
- Question asked what is our fiscal year – September 1 through August 31 meant to generally coincide with annual Picnic/General meeting when Board is elected and budget approved.

Program Committee

- Martha recapped recent and upcoming events. One of the concerts got cancelled. We have scheduled a movie and soup night, a Sing Around with Chris Noyes on the 26th and a concert with Ampersand on November 1.
- The Holiday Potluck and General meeting will be December 13.

Gardening/Grounds

- Priscilla and Janet would like direction on expectations, budgets and volunteers versus what would be hired out.
- We haven't gone through a full year and only had \$400 budgeted. A lot of what was done recently falls into deferred maintenance and should not reoccur. Janet spoke to Libby and she would like to see foundation planting - mentioned the area to the right of the hall steps – as well as ground cover.
- It was agreed that our expectations are maintain a level of what we have currently. A more realistic budget would be \$2,500 - \$3,000. In the future we should get 2 or 3 estimates.
- Rob cautioned that we are required to provide a 1099 to any individual that we pay in excess of \$600 in a year. As a non-profit we need to be careful not to jeopardize our status. This does not apply to what we may pay to a company.
- In the spring we will need to cut back perennials and vines and a general spring clean up. Janet felt we wouldn't need to mulch again until the fall. Martha suggested we could include this as part of our annual volunteer spring housekeeping effort.

Acoustics

- Kirke and Jim are taking the lead on this. First phase is finding a company to analyze and make recommendations. Focus will be on the annex (kitchen area).
- Thinking is that it will be a combination of permanent and temporary panels

Building Maintenance

The Bell Tower floor needs repair. Will feels it will be \$200 or less and will proceed.

Fundraising

- It's that time of year for Annual Appeal. Last year we combined the appeal for Endowment and General Operating.
- Rob will talk to Libby for her thoughts on best way to approach this year's effort.

Miscellaneous

- Rob spoke to Patty Diamond and she will prepare an insurance appraisal for the Hall
- Discussed creating a calendar of what the board needs to do and when – for example for April (spring meeting) appoint Nominating Committee and present budget.
- November meeting should include budget discussion and timing.

Adjourn 8:00 PM – Next meeting November 20.