Claiborne Association Board
December 8, 2022

In Attendance: Jim Richardson, Megan McCoy, Terry Babb, Kristen Lycett, Mike Kuperberg, Kirke Harper

Welcome and Minutes Approved
Zoom will cut out in 40 minutes so just log back in to continue. Jim moved to approve November minutes. With no objections minutes approved. Next meeting will be January 12 Zooming at 7 PM.

Treasurer's report
Checking: $7,388.67
Match Account: $24,093.72
Money Market: $13,916.76

- There is an outstanding balance to Warrens Woodworks for $3,253.88 which will leave $20,839.84 in the Match Account.
- Jim said we received a generous donation of $5,000 that Bob Todd left the association in his Will. Megan deposited into the Match Account for special projects. Jim is in the process of writing a thank you letter to Bob's family – as well as to the many volunteers.

Endowment Committee - No report this month but balance on November 10 was $73,675.

Building Committee

- Generator is on order and should be delivered in 3 weeks. As weather allows concrete pad will be completed so it can be bolted to the pad and hooked up.
- Jim will take the fire extinguishers in to be recharged.
- New front door is Will's next priority. It will be wider and meet all fire and safety standards. There will be some work involved such as larger header to accommodate wider door. Estimate is $3,000-$3,500.
- The Match Account money is used for special projects and we don't have enough to cover the generator and the door so will need to raise additional funds.

Fundraising

- Jim sent out draft letter and Kristen offered to spruce up the language.
- Kirke and Jim will talk about a strategy for making some personal fundraising requests.
- Discussed the donation drawing on the 17th. Jim made a sign on display at the hall and Program Committee sent out an email. Will add a note on the sign "you don't have to be present at the drawing" and move it closer to door as you walk in so it's not overlooked.
- At the tree lighting and drawing, there will be a short meeting and this would be a good time to say something about Bob Todd's gift.
- Discussed issue of asking for donations when it appears we will have money left over. We need to have a year's operating funds in the bank and for any emergency – previous boards tried to keep a bank balance of $10,000.
- Mike commented that we are much more effective raising funds for something specific – and we have a long list of items. It would be better to pick something specific – we need to fund a full year of operating expenses and budgetary surplus for planned growth, shed and path through orchard for example.

- Fundraising goal $20,000: Year's operating expenses, money for a shed so we can get the bathroom storage cleaned out, money to finish orchard with benches and lighting. We estimate this will cost approximately $20,000.
- Kirke is writing up a request to Choptank Electric for installation of the generator and needs more details to include in the request.
- We should also think about things like hosting Christmas in St. Michaels again and we can then apply for their grant.

Strategic Plan

- This ties in with fundraising, but Kirke explained the committee hasn't been able to meet yet. The plan will involve possible future expansion and the fundraising letter could add something about anticipating needs identified by the strategic planning committee.
- Kristen asked about time frame of the plan – it will be 3-5-10 year.
- Jim asked if the plan will include thoughts on how we can use the building as possible source of funds. The committee would meet with the community for ideas on how to use the building.

New/Old Business

Kirke said Mike Keene donated some Star sails and mast. Kirke stretched them out and it looks like they will work for an awning on the deck. Megan should note this as in-kind donation for taxes.

Next Meeting

Next meeting January 12 at 7:00.

Adjourned 8:02 p.m.