

Claiborne Association Board  
October 12, 2023

In Attendance: Jim Richardson, Mike Kuperberg, Phil Sayre, Terry Babb, Will Murdoch, Terry Boos, Jake Flory, Martha Hamlyn

### Minutes

Reviewed minutes from Board Retreat. Approved as submitted

### Treasurer

- Membership/Donations collected picnic and concert: 75 members, \$1500 paid in dues, \$630 in donations, \$80 merchandise and \$110 profit from concert.
- Bank Balances as of 9/30/23: Regular Checking \$17,406.73; Match Checking \$3,317.56; Match CD at 4% \$14,264.67; Endowment Fund \$79,548.46. Phil will talk to Steve Friedberg and Megan McCoy to clarify the purposes/naming of the different accounts.
- Continuing contributions to Endowment Fund: Phil discussed that at one time it was the intention to put 10% of all donations into the endowment but it hasn't been done last few years. He will do an accounting at end of 2023 and consider going back a couple of years to catch up and bring recommendation to next meeting for a vote.
- Phil also asked about thank you acknowledgement notes to donors. Jim has been doing this for amounts \$100+.

### Strategic Plan

- Further discussion on mailing Cover Letter with Strategic Plan and Clarion (November) to zip code 21624.
- Mike Kuperberg will check with Pixel/Print for address list. We could hand address envelopes.

### By-Law Change – Standing Committee

- By-Laws need to be changed to add a Development Committee as a Standing Committee. Can introduce the change at December Holiday General Meeting and then have membership vote at the next General Meeting.
- Question raised if decision has been made to do this. Jim explained scope of this committee is on bigger fundraising events and outreach with a goal to build the endowment fund. Different from Program Committee planning of events to foster community connectiveness.

### Budget 1-3-5 Year

- Terry Boos will get together with Jake and start to work on a spreadsheet to chart expected building maintenance items

### Building Committee

- A lot has been accomplished – new entry way and door, chimney repaired, surge protector in place, donated shed anticipated in March. Jake estimates \$600 for shed pad and can be done with volunteers – build frame with 2 x 6 lumber, kill the grass, lay down landscape cloth, add gravel and level.
- Stage lights can also be done with volunteers when time is available. Will require scaffolding.

- Jake feels Bell Tower needs to be addressed.
- Committee members are Jake, Will, Rob, Terry Boos. Would like to add another 2 or 3.  
Terry Boos will schedule a walk through to become familiar with the building and then start a spread sheet with general information – like changing filters, etc.
- Building committee will set a date for a Fall Clean Up Day on the exterior

#### Program Committee

- Restructuring into Sub-Committees: Concerts; Movie Series; Traditional Enrichment Events
- Currently planned is Halloween Bonfire on 10/28 at Shirley's. Holiday General Meeting likely to be December 16. We are also renting the space on Wednesday for a Memorial Service requested through Mo McHugh and should bring in \$275 - \$300.

#### Storage of Documents

- Need a fire proof and lockable 2 drawer cabinet so we can store items at the hall.
- Jim and Martha will research price and put a note in Clarion to see if anyone has one to donate.

Meeting Adjourned 8:00 PM

Next Meeting Thursday November 9 at 8 PM