

Westmore Association Board Meeting Saturday, June 22, 2019

Attending: Deb, Claudia, Ellie, Jen, Sharon, Pam, Karen, Deb, Daniel

**Topic: Minutes, Treasurer's Report, Correspondence**

Discussion: The minutes from May 2019 were shared. Sharon moved that they be accepted, Jen seconded. Bruce was not present and was unable to send a full report. Ellie read his report as dictated to her, which focused on the funds raised for the Town Forest. Pam moved we accept the report as given; Claudia seconded. Claudia suggested that since the treasurer's report is usually sent ahead of the meeting members of the board could review it and confine discussion to questions, clarification and acceptance of the report. Bruce reported that there are 132 membership renewals to date. Sandy Towns reported a total of \$132.00 in sales as of their sale of the business. Ellie read a letter from the Towns explaining the change of ownership and thanking local vendors for their contribution to the success of the store. The board was reminded that we should report any costs incurred, even when absorbed by the board member, in order to have a true accounting of what the expenses are.

Outcome:

- Board members will report any costs we incur, including those absorbed by members.
- The Board will review the full treasurer's report when received and vote to accept at the next meeting.

**Topic: Town Forest Project**

Discussion: Total funds raised \$15,566.61. There were 48 submissions as of June 5<sup>th</sup>. Work has been moved up to the 22-26 of July We will need to start gathering volunteers for that week. It was suggested that we could solicit members' participation and ask scholarship recipients.

Outcome:

- Check to see if forest money total is inclusive designated donations
- In order to provide outreach a PR statement should be created. Pam will put whatever is created in the papers and Front Porch Forum.

**Topic: Scholarship**

Discussion: Deb asked if Daniel received the report of applicants – he did not. Deb distributed a hard copy to those present. There have been changes to the application but they were not applied this year. There are two new applicants and two post-graduate applicants, for a total of eleven. Deb expressed enthusiasm for the applicants. Karen suggested that we use \$1,000.00 not expended for scholarships in 2018 to fund all eleven at \$1,000.00. Deb concurred and suggested that we accept all the applicants. The recipients will be invited to the annual meeting. Pam suggested that we invite scholarship recipients to read at the Fredrick Douglass event on July 4<sup>th</sup>. It was noted that we need to receive confirmation of enrollment from the institution of higher education. This could be included in the letter sent to recipients.

Outcome:

- Deb will call Olivia LaCoste about her new enrollment.
- Daniel would like to review the applications before accepting them. He asked that he receive any information that cannot be emailed. After his review Daniel will send out a ballot so that we can vote via email.
- Daniel asked that we review the new guideline and discuss them at the next meeting.
- Deb will include the need for confirmation and the invitation to read on July 4<sup>th</sup>

### **Topic: Fundraising**

Discussion: Pam read the part of last meeting's minutes, which addressed this. At that time Daniel suggested that we do t-shirts, which was to be explored with Sandy Towns. Sharon suggested we do hats, possibly bags, visors. Ellie suggested that we redo the notecards. Sharon suggested that we sell and items at all functions. Jennifer asked if items could be housed at the hall so that they would be easily available to whoever is setting up for a function.

Claudia is point person for auction – she could use help with compiling the items. We need a form for submission. Claudia created a table poster describing the auction items. It would be especially helpful to have extra hands the day before.

Outcome:

- Pam will check on the place in Orleans for t-shirts, etc. Other board members should also check any possible places.
- We will house items for sale at the hall.
- We will set a deadline for the submissions. 7.22.19
- We need a form and will be created this week and sent to board – description and what it is worth. Mailing will include request to let her know and request for help the day before.

- Pam will create a letter and a receipt
- Pam will contact Carol about setting up on Wednesday

### **Topic: Membership**

Discussion: Daniel reported that Ken and Betsy are working on a better system for handling membership data. Karen got the grand list from the town clerk. She is offering to send out a mailing to the permanent addresses of those who own property in Westmore . Daniel asked that she coordinate with Betsy. Deb will help with Karen's mailing. This will be sent after the season to the permanent addresses. Pam suggested that we offer a free first year membership to new homeowners. Sharon moved that starting next summer we get list and provide membership as well as a folder of information. Daniel feels we should table this idea and vote on another meeting.

Outcome:

- Pam and Sharon will put together a packet for the next meeting for vote

### **Topic: Nominating committee**

Discussion: Betsy, Daniel and Karen will meet for nominations. Jen will be clerk after annual meeting. Daniel asks if there is someone we know for treasurer? Daniel asked for nominees for board members at large to be sent to the nominating committee.

Outcome:

- Board will consider who might fill the role of treasurer and let nominating committee know of any possible new board members.
- Karen will contact new owners, the Websters, who bought one of the Willoughvale cottages

### **Topic: Annual Meeting**

We need clarity that members must be current in order to vote at the meeting. We should make this announcement early so that people can pay at the meeting prior to any voting. Daniel and Betsy had suggested we use a colored paper system for voting. The board did not think this was a necessary step. Bob Hunt from the Old Stone House will give a brief presentation about Westmore history. Pam hopes to have him meet with Dick Simpson at that time.

## Outcome

- There will be a reminder about eligibility to vote at the meeting. Reminder at the meeting
- There will be votes on the minutes from last year, the by-laws, and on any new officers and members.
- Pam will contact Bob Hunt to set up the logistics 20-30 minutes

## **Topic: President's Update**

Discussion: Daniel received a marketing proposal for comprehensive services following a meeting that he and Betsy had. Daniel has been trying to update the website but there is a lot to do. After meeting it was obvious they are marketing their services. Their services do not seem like a good fit for us. Marcia Horne (referred from Carol Davis) also made a proposal. Karen is using her for her website and is very pleased. Daniel has updated the website, including scholarship guidelines, and other documents. In trying to communicate, Daniel did not find current provider too responsive. He was able to clarify Jethro's role with the website. The work day was a success with the triangles were cleaned up and mulched and annuals planted. Thanks to Ellie, Jen, Karen and the Smith family.

## Outcome

- Daniel has clarified Jethro's role with the website.
- Daniel will follow-up with Marcia
- The Board will choose and announce a clean-up date later in the summer or fall at the annual meeting

## **Topic: Summer Events**

Discussion: Sharon shared the information about the F. Douglass event. She shared the posters to be put up . She has put up Aldrich's, WLS, WCC , Cobleigh. She asked that members present take fliers to distribute. Deb asked about musical events in the church – Ryan Cole suggested that we have musical events at the Wedding Barn. We will need to check on acoustics, chair rental, etc. as well as cost. Ryan indicated that they might not charge. We need to check with Pat Cole about cost. Jen asked about BYOB at events. It is allowed (beer and wine) in the hall but we are not sure about the church. We discussed appropriate refreshments such as juice, cheese, crackers, etc. The chart for event volunteers

was shared and we reviewed the needs. Daniel needs housing for his band for the nights of 8/7 and 8/8. Posters for events were distributed and Ellie distributed the list of places to post.

Outcome:

- Daniel will contact someone at the Chronicle for pictures
- We will consider having a paid advertisement for some events
- Karen will check on availability for 8/7 & 8/8 in one of her cottages. Daniel also requested that she check also 7/17 & 18
- Pam will change time of Annual Meeting from 5:00 to 5:30 on all publicity
- Daniel will check the Wedding Barn venue next time he is here – next weekend
- When members provide refreshments there is the option of reimbursement or donation but cost should be reported
- Pam encouraged members of the Board to attend events whenever possible

Meeting Adjourned 10:52 AM. Deb so moved, Pam seconded.

Submitted by Pam Kennedy, Clerk