

Claiborne Association Board Meeting  
October 17, 2024

In Attendance: Jennifer Shea, Phil Sayre, Terry Babb, Will Murdoch, Maura Bollinger, Mike Kuperberg delayed and arrived late

Minutes: July and September board minutes distributed in advance (there was no monthly board meeting in August). Phil moved to accept and minutes approved by board vote.

General Discussions and Updates

- Community History Project: This was introduced in the Clarion. Those interested in participating are contacting Suzanne Todd and a first meeting will be scheduled. Will spoke to Kirke about the history project and possible grants for signage. Kirke has previously proposed various grant opportunities available for historical signage. For example, small grants are available through Stories of the Chesapeake. Will said he would following up with Kirke.
- Welcome Packet: Work starting on a map of “who lives where” and Cathy Evans will draw it. This can also become part of the history project. As neighbor information is gathered need to keep in mind privacy issues – how and where it will be shared.
- Strategic Plan: This has been in process for 2 years and in final draft form since September 2023 as “living plan/road map” for the future. It has been presented to the community; there have been several focus groups and input requested. Maura motioned to approve Strategic Plan, second by Will and Strategic Plan Draft dated September 24, 2023 was adopted by vote.
- Small Grants/Wish List: Terry reminded that Choptank Electric also offers small grants through their “round up program”. We applied and received one for installing the HVAC split units. Choptank grants need to be paid directly to the vendor. Also as miscellaneous things are needed at the hall – like Jim wanted a hose reel to make watering easier – we could add a “Wish List” in the Clarion in case a resident has one not being used.
- Septic Pumping: The last board suggested the septic be visually checked around October 2024 so we don’t get caught in an emergency at an event where the facilities won’t work. Will suggested to this sometime following the fish dinner where there will be a lot of use.

Treasurer’s Report/Financial Update

- Operating Account = \$7,135; Building Maintenance = \$3,197; Building Reserve (CD) = \$14,865; Endowment = \$121,334.
- Reviewed income/expense budget vs actual to date. Donations are down and we need to raise funds for operating this coming year.
- Phil again distributed draft of a short Endowment Fund description for review, comments, edits.

### Endowment Discussion

- Endowment has had nice growth. Current balance of \$121,334 at 5% would increase to \$150,000 in 5 years. Phil recommends we need a policy adopted into By-Laws how it can be used and not used.
- When Endowment was first established a policy was written and Phil will distribute for further discussion. For example it specified 10% of donations would go to endowment; that no money could be withdrawn in the first 3 years; thereafter 4% of value could be used to support general operations in any given year.
- The procedure for changes to the By Laws – change introduced at a General Meeting – then tabled for a vote at the next General Meeting. It requires 60% approval of membership. Phil recommends adopting Endowment guidelines into By Laws.

### Fundraising Letter

- A mailing is being prepared for challenge grant to the Endowment but we also need annual appeal for operating budget.
- If a contribution specifies it is for Endowment, cannot be used for general funds and we do need contributions to operating funds this year. The policy is 10% of general operating contributions will automatically go into endowment. Since inception approximately \$7,600 has been transferred.
- Will need one fundraising letter to combine both needs. Mike will talk to Libby Moose.

Next Meeting: November 21 at 7 PM

Meeting Adjourned approximately 8 PM