**Claiborne Association Board**

**February 8, 2024**

In Attendance: Jim Richardson, Mike Kuperberg, Phil Sayer, Terry Babb, Maura Bollinger, Terry Boos, Will Murdoch, Jake Flory, Martha Hamlyn, Kirke Harper Re Grant Letter of Intent

Minutes - January minutes reviewed and approved by vote.

Treasurer’s Report

* Balances: Operating Account = $14,345; Building Improvement Account = $3,693; Building Reserve Account = $14,405; Endowment Fund $97,092.
* Phil received a note from Libby Moose and he sent her a spreadsheet of new contributions and explained we had also transferred an additional $5,000 from general contributions to the endowment fund.
* Leslie Smith called and resigned from Endowment Committee since she has sold her house. Phil will continue on the committee for now. We need a replacement – someone to be the contact with the investment broker. The committee only meets once or twice a year. Susan Cooper was mentioned as a possibility.

Building Committee

* Terry Boos shared information she is working on showing cost and timing of building improvements. Eventually wants to tie this to longer term budget and plan for general maintenance schedule. She is missing information on siding. Will thought he may have it. Kirke said he also has some records. Since the interior is new, most maintenance attention will be exterior.
* Some upcoming projects are Bell Tower (distant); stage lights (no deadline); shed (March) and Kirke reminded that we also wanted to paint the foundation at some point. The shed foundation needs to be completed and $600 was previously budgeted.
* Terry Boos researched new refrigerator and proposed a Maytag similar to what we have, to include the standard warranty with delivery and hauling away existing. Approximately $1,000. This is less than the previously approved budget and Terry will handle the delivery.

Program Committee

* Martha explained the new Welcome Committee is putting together a packet. It will include board member names and emails for contact. Kirke will send on a previous write up of the hall as a resilience center. Marty Bollinger has some information on history.
* Because of recent circumstances, an idea has been discussed for a Caring Committee. This would involve outlining things we can offer for assistance when needed – but it is recognized that each circumstance is different.
* Martha also mentioned she is getting requests for “friends of friends” who want to come to movie night (for example). How do we decide a cut off? We need to consider how things encroach on neighbors with parking and activity. Right now she has responded by encouraging carpooling.

Finance Committee Idea

* Jim brought up thoughts on an umbrella Finance Committee in the By-Laws. Would include for example sub-committees like Development, Endowment/Investment, Audit. The Finance Committee could help with the yearly budget.
* At some point we need to address a record keeping policy because right now so many things are on personal computers or individual homes. Put together a list of anyone who might have boxes of information on the hall at their home.
* We also deal with cash collections at concerts for instance, so we should have a formal fiscal procedures policy.

Kirke – Letter of Intent for Historic Signage

* Grant letter of intent submitted. Has not received response but expects to be approved and application deadline is March 4.
* He is working with Jennifer Shea on a budget. Signs could include information on the Railroad, Car Ferry, Marsh and Community Hall. Marty Bollinger and Priscilla are good resources for historical background.
* Additional ideas are for a video on our website with a QR code as well as a translation in Braile.
* A possible grant match could be Talbot County installing the signs. Maura offered Marty as a contact since he is on the Board of the Talbot County Historical Society.

Nominating Committee

Pat Flory no longer wants to be a member of the nominating committee. We need 2 people.

Items for Later Discussion

Master calendar on website

Development Committee – Libby agreed to serve for 1 year

Website – backup for Rob

Mailboxes – backup for Martha

Landscape plan for bench at the hall – ask Jess Murphy

Next meeting we will go back to the regular 3rd Thursday of the month – March 21.

Meeting Adjourned 8:15 PM