**Claiborne Association Board**

**March 21, 2024**

In Attendance: Jim Richardson, Mike Kuperberg, Phil Sayer, Terry Babb, Maura Bollinger, Terry Boos, Will Murdoch, Martha Hamlyn

Pre-meeting discussion and explanation of concert/program funding and how we commit to an amount we pay for the musicians. Sometimes we opt to pay an additional amount, especially when there are several musicians, and excess funds go into the association operating account.

Jim opened the meeting expressing his appreciation for having a “working board”

Minutes - February minutes reviewed and approved by motion and vote.

Treasurer’s Report

* Balances: Operating Account = $16,327; Building Improvement Account = $3,196; Building Reserve Account = $14,405 (in CD); Endowment Fund $100,404.
* Phil will look into status of Building Reserve Account CD – renewal date, interest rate etc.
* Endowment has hit $100,000 with our goal in mind to reach a point where we could draw $5,000 a year to help cover operating expenses while the principal would continue to grow.
* Phil pointed out that we had one contribution of $1,600 during previous month.
* Phil looked into the issue of not being in good standing with Maryland and has filed a “Revival Form”. We are totally up to date with the IRS and filing annually with an E-Card.
* Sales Tax Exemption certificate expired and Phil has a new one to distribute. Also received the trailer tag sticker and registration. The trailer is stored at Mike Kabler’s and the registration card should go to Jim.

Building Committee

* New refrigerator is in place and the shed pad is installed and ready.
* Terry Boos noticed that fire extinguisher mounted by kitchen is showing that it is “empty”. Jim took all 4 extinguishers to Mattheson last time and they were “recharged” and tagged but a year has gone by and tags are expired. It seemed very expensive and they also send them from Easton store to their Salisbury location for this. When Jim returns he will look into this.
* Will replaced the outside railing that was damaged by a vehicle.
* We haven’t received a bill for the septic holding tank pumping yet. Will to check in with Rob Todd and John Tyler (Tyler Septic) to get a report on what was found – if it related to a clog or if ground water could be infiltrating from all the recent rain.
* Will was asked to look into cost to replace the French doors to the deck. They were a second hand donation during initial construction but are leaking and not weather sealed. Need to find replacement that is same size so there isn’t extra framing work. The best choice is Anderson at a cost of $4,623 assembled but not installed. A slider would be about $1,500 less but access to the deck would be limited when there is a crowd. If we changed to a single door there would be extra costs for re-framing and siding.
* Terry Boos motioned to approve the cost and place the order for the Anderson French door. Mike Kuperberg seconded based on the thought that the cost will likely increase if we wait to place the order and we want to avoid further damage from water leaking. Will is really busy right now so we are unsure when he could fit in the installation. Delivery is 6 weeks. Motion approved by vote.
* The fixed window in the bell tower leaked. Happens with a strong west wind and rain. Will and Jake will get together and caulk the window, check the drains to be sure they aren’t clogged and discuss ways to keep the bell tower from shifting.

Program Committee

* Two more movies planned in April – last one will be soup and movie.
* Have discussed having a potluck when shed is delivered – a “shedication”.
* Cinco de Mayo on May 5 and next concert is May 18 or 19.

Spring General Meeting

* Agreed to coordinate Spring General Meeting with Cinco de Mayo on May 5.
* Jim will ask Rob Todd if he would head and form a Nominating Committee. We also need a replacement for the Development Committee and the Investment Committee. Susan Cooper might be a good candidate for the Investment Committee.

Some things we identified at earlier meetings for future discussion:

Master Calendar on website

Website backup for Rob

Mailbox backup for Martha

Landscape Plan for bench – ask Jess Murphy

Meeting Adjourned 8:15 PM

Next Meeting April 18.

FIRE EXTINGUISHER INFO/RESEARCH

To: Jim Richardson

From: Terry Babb

Spoke with Erin at Mattheson and also Talbot County Fire Marshal Inspector Marty Keefe:

1. Fire extinguishers need a visual inspection yearly to check for rust and any external damage. The extinguisher needs a new dated tag annually as proof of inspection – approx. $5 each.
2. Then 6 years from manufacture date it requires internal inspection that involves having to “re-charge” – approx. $30 each. Each extinguisher has a manufacture date on the label or stamped on the cylinder and all of ours are vintage 2015/2016 and required internal inspection and recharge last time. Mattheson did this last inspection and they send to their Salisbury office.
3. Now that they are re-charged, they can be visually inspected and tagged for another 6 years at a cost of around $5 each. Must be removed from service after 12 years.
4. Cost for new extinguisher – if purchased from Mattheson is $100 to $150. Cost at Lowes for First Alert is $50 to $75.
5. Fire Marshal inspector gave me a list of about 4 companies that do inspections. One was located in Hurlock – Patchetts Fire Prevention Services (410-673-1291). They will come on site to inspect and tag at a cost of $6 per extinguisher with a minimum of $40 – plus a $25 truck fee = $65.
6. Since we already paid for the more expensive internal inspection we can continue to use the ones we have for a few more years.
7. The one mounted by the kitchen indicated it was empty. I purchased a new First Alert from Lowe’s. So we now have 1 new extinguisher (although its mfg date is 2023) and 3 older ones that were re-charged.
8. It’s possible it is not empty and just has a faulty guage – it feels heavy to me. To dispose of it, the St. Michaels fire dept said to go outside when it’s not windy (!) and make sure it is empty and then “put in trash”. If we have Patchetts come and inspect perhaps they recycle.

Need to bring this up at board meeting and decide if we want to schedule with Patchetts. They just need a name and contact number to call the day before coming.

**Claiborne Association**

**Treasurer’s Report**

**April 18, 2024**

**Current Account Balances**

Operating $12,369

Building Improvement 3,196

Building Reserve 14,552

Endowment $108,204

**Major New Expenses--March and April**

Builder’s First Choice (French doors deposit) $2500

Septic Tank pumping $960

New refridgerator $995

**Donations in memory of Beth Fuhrman**

$470 from eight individuals or couples