

Claiborne Association Board Meeting  
September 12, 2024

First Meeting of New Board - Mike Kuperberg, President; Jennifer Shea, Vice President; Phil Sayre, Treasurer; Terry Babb, Secretary; At Large Members Will Murdoch, Maura Bollinger, Shirley Cockey

In Attendance: Mike Kuperberg, Jennifer Shea, Phil Sayre, Terry Babb, Will Murdoch, Maura Bollinger, Martha Hamlyn, Libby Moose, Suzanne Todd, Carrie Kahn

Housekeeping: Special thanks to the Bollingers for hosting the picnic. Everyone was fine with keeping the monthly meetings on the 3<sup>rd</sup> Thursday 7 – 8 p.m. with the caveat date may shift occasionally as needed to accommodate.

Minutes: Previous board minutes for July need to be approved. Redistribute to new board for approval at October meeting along with September minutes.

#### Treasurer's Report

Operating Account = \$7,382; Building Improvement = \$3,197; Building Reserve = \$14,806; Endowment = \$119,397. Operating Account decrease is due to \$5,000 final payment on new French door. Since sufficient funds available in Operating Account and since Building Reserve Account is earning interest the money was taken from Operating.

Dues have been collected from 75 people to date.

Phil distributed DRAFT of Endowment Fund description for review and discussion at a later meeting. Question was asked how much of endowment is contribution versus market gain. Answer verified after meeting – original bequest was \$50,000, an additional \$13,204 has been directly contributed, another \$10,673 has been transferred from the Operating Account for a total of \$73,877 in contributions – balance of \$45,520 is gain.

#### General Discussion Round Robin – What does the board want to accomplish?

Libby Moose spoke of the 2023 Strategic Plan she worked on with several others that was presented to the board but not formalized. (Copy distributed at meeting). Libby was given the go-ahead for the Endowment Fund flyer/ mailing that went out. The plan is a list of initiatives and general map for the future. The 3 Priorities: Financial/Organizational Stability; Increase Community Engagement; Strengthen Connections between Association and General Community. We need to “start over” and round up 2-3 people for each section, identify responsibilities and activities – like facility, kitchen, gardening. Suzanne asked what is SWOT – Strengths – Weaknesses – Opportunities – Threats.

Suzanne Todd is interested in a community history project. This taps into getting more people involved, connecting different age groups and will require more discussion. (More discussion at the end.)

Carrie Kahn, as relatively new neighbor, is interested in forming a Welcome Committee – and volunteers to work on this. It would be helpful to see a list of house addresses and who lives there knowing people may or may not want to provide contact info. This was started at one time and it was suggested to check with Mary Gregorio if she has a list for the directory project. This initiative fits into Priority #2 of Strategic Plan.

Will Murdoch sees his continuing role as keeping the lights operating and making sure the doors work. We have a great Association and building and wants to keep it as it is. Currently Jim, Rob and others plan to re-roof the shed with shingles donated by Garry. Incidental costs will be about \$350. Martha moved we allocate \$350 to the project; second by Maura and motion carried.

Maura wants to continue with pinning down budgets and future costs. Getting back into “Good Standing” with the State of MD was important so we can qualify for grants. Would also like to see the layout of the hall updated to tell more of the history – the Claiborne Story.

Martha would like to see a main plan for the orchard, including a columbarium type structure. It would also be helpful if Claiborne had a Zelle (or similar) payment method that could be used for people paying at events.

Terry would like to see the ClaiborneMD.org website incorporate a section for the Endowment Fund – include a description and also the recent mailings. Right now the Donate section opens to PayPal and there is no explanation of being a 501C3 organization or a mailing address if someone wants to send a check.

Phil feels it’s important to reach out to different ages with things like July 4 parade – and find ways to attract people who are not normally involved. Also wants to organize a fiscal policy and procedures handbook and include a multi-year budget. The hall needs a locking file cabinet. Libby commented something we might want to consider - she pays an accountant about \$250 a year to be sure all the correct paperwork is filed with State/Fed and the right records are kept.

Jennifer Shea is new in position of VP and sees role as helping to set course of the board and watch progress of what needs to be done. Includes strategic planning, multi-year budget. Annual costs are known but not the long term goals. Going back to Maura’s comment about applying for grants, it is also important to track volunteer hours that are so important for grants. Also interested in reviewing organizational structure and clarifying roles – the concept of succession planning/next board members – engagement and community building through a history project.

Mike is focused on financial stability. Would like to see Endowment at \$250,000 which would allow us to draw \$10,000 a year for operating funds. Then we could fundraise for a specific special project needed. We would be self sufficient. Libby advised that we be realistic and take into account increasing costs – everything is going up.

Main 3 points Mike sees: Multi Year Budget; a plan to support the budget; Increasing engagement/history project.

History Project will increase engagement and community building. People like Flo Burdette, Barb Haddway, Shirley Cockey, Bill and Alice Sewell, Priscilla are treasure troves of information. First step would be to compile a list of who to talk to. Martha has a notebook that came from Dan Higgins of every resident in Claiborne starting in the 1800s (before street numbers). If we can digitize information it can be added to the website. If we want to do more videos, Josh Galecki could film. One way to get started with a committee is to schedule a meeting and announce in the Clarion and see who comes and has interest.

Next Meeting: October 17 at 7 PM

Meeting Adjourned approximately 8 PM