

Windham Community Organization
May 31, 2017
Meeting Minutes

The meeting was called to order at 7:06 p.m. Present were: Ellen McDuffie, Kathy Jungermann, Joyce Cumming, Cindy Kehoe, Pat Cherry, Maureen Bell, Dawn Bower, Louise Johnson, Mia Clark and Gail Wyman.

Motion by Dawn Bower, seconded by Kathy Jungermann, to accept minutes of April 26, 2017 meeting passed by unanimous vote.

Cindy provided the treasurer's report for May 2017. Beginning balance on April 26, 2017 was \$2,748.10. Income received included \$775.00 from advertising and \$1,342.00 from subscriptions. Expenses included \$27.50 for copies, \$98.54 for postage, \$216.00 to NewsBank Print Shop, \$2.00 paper statement fee, and \$300.00 donation to Windham Elementary School. The balance as of May 31, 2017 is \$4,221.06.

Ellen opened discussion on Committee Reports.

- Good Neighbors: Mia reported no new requests received. Discussion followed on the referral process. Cindy distributed a blank referral protocol form utilized by Neighborhood Connections as a sample document for WCO to customize and use in record-keeping and follow-up. Ellen provided a brief family update.
- News & Notes: Cindy provided Kathy with the Emergency Management survey responses received to date. Subscription response is positive. To date, seven ads have been received. Brief discussion followed on a few more anticipated. Ellen reported on the need to meet on News & Notes either Thursday or Friday of next week. She will send out an email.

Ellen opened discussion on Old Business.

- Thank-you letters: Cindy suggested speaking to her accountant to determine what information must be specified in a donation acknowledgment per IRS requirements for tax deductions. Kathy reported the three data requirements: date the contribution was received, amount of the contribution, and a statement that no goods or services were provided in exchange for the contribution. Both Kathy and Mia had sample thank-you letters for use by WCO. Cindy provided Kathy with the list of donors who contributed \$50 or more to WCO in 2016 and are due a thank-you letter. Letters should be signed by an officer of WCO.
- Update By-Laws: Ellen suggested the officers meet prior to the next meeting to review the by-laws and propose revisions. The amended by-laws will be brought to the full membership for a vote prior to adoption. Cindy will not be available for the June meeting.
- Windham Elementary School-request for funds to support graduation trip to New York City and Thimble Islands: Cindy reported that \$300 was contributed by WCO to Windham Elementary School to support the trip by 3 Windham Elementary graduates. Discussion followed on the need for requests to be submitted in a timely manner. Discussion was also held regarding donations to public schools and whether such contributions qualify as tax deductions. Cindy will follow up with central office.
- Chicken BBQ on July 15: Mia reported to the group on a recent meeting (by Ellen, Mia, Kathy, Joyce, and Dawn) to review Imme's instructions and preparation timeline for the chicken BBQ.

Mia asked Cindy about whether Pete Newton usually charges a fee for entertainment. Cindy reported that the entertainment has been provided free of charge and the musicians' meals are complimentary. Dawn will contact Walter regarding serving as chicken chef. Ellen has contacted Green Mountain Tent with request for discount since WCO is non-profit. Discussion followed on chicken size, 3 lb. preferable, whether it was usually purchased from Lisai's or IGA, and whether a serving should be a quarter chicken or half chicken. Serving size may have been reduced to avoid waste. Gail will get information for Mia on the Windham Volunteer Fire Company's annual chicken BBQ. Mia will check with Imme on purchase source and serving size. Brief discussion followed on the raffle and a deadline for receipt of raffle prizes. Cindy will check with Heath and Marcia on raffle donations. Other possible raffle items and basket themes were discussed. Dawn spoke with Richard Paré regarding cutting the lawn on Wednesday or Thursday prior to the tent set-up on Friday.

There was no new business to discuss.

Announcements included:

- Ellen reported that Michael McLaine was recently appointed Interim Town Clerk by the Select Board and he began work at Town Hall this week. A schedule will need to be developed when Jo-Jo returns.
- West Townshend Farmers Market has begun its 2017 season on Fridays from 4 to 7 p.m. The maypole was postponed until June 2, weather permitting.
- Grace Cottage will hold its Tee it up for Health Golf Tournament on June 9 at the Hermitage Club.
- Windham Elementary School will hold its graduation ceremony on June 15 at 6 p.m. All are invited. This year's graduates will be invited to the June WCO meeting to report back on graduation trip.
- The Ice Cream Social fundraiser for summer camp will be held on June 25 from 6 to 8 p.m. Funds raised by the Ice Cream Social supplement an endowment for the summer camp.
- Hazardous Waste Collection will be held at Flood Brook Union School on June 3 from 9 a.m. to 1 p.m.
- Cindy reported that Leigh Merinoff will host a farm camp on July 5, 6, and 7.

Motion by Cindy Kehoe, seconded by Gail Wyman to adjourn at 7:59 p.m. passed unanimously.

Respectfully submitted,

Joyce Cumming
Secretary