

Windham Community Organization
December 12, 2018
Meeting Minutes

The meeting was called to order at 6:44 p.m. Present were Maureen Bell, Pat Cherry, Joyce Cumming, Leila Ehrhardt, Kathy Jungermann, Cindy Kehoe, Imme Maurath, Ellen McDuffie, and Gail Wyman.

Motion by Maureen to accept the minutes of the October 24, 2018 meeting, as presented, passed by unanimous vote.

Cindy presented the Treasurer's Report. Beginning balance on October 24, 2018 was \$6,383.37 (corrected amount due to numbers transposed in September); income totaled \$725.00, and expenses totaled \$766.31, for an ending balance of \$6,342.06 as of December 12, 2018. The 2018 Harvest Supper generated a net profit of \$620.19.

Committee Reports:

- Good Neighbors – Pat presented case for resident in need of a refurbished (used) oven. A suitable appliance was recently located with assistance from Neighborhood Connections. Cost and delivery charges are not yet available. Pat will email pertinent information when available.
- News and Notes – The deadline for the next issue is December 17, 2018. Ellen requested a volunteer to assume mailing duty previously performed by Mia. Kathy has been filling in and volunteered to assume mailing duty going forward. Imme will serve as back-up when needed. A suggestion was made to include an article on Successful Aging Award recipients, Dawn Bower and Ernie Friedl. Cindy inquired regarding a check received from an advertiser along with payment of \$100 and subscription form marked "cancel". Cindy will follow up with Mary.

Old Business:

- MOU between WCO and Neighborhood Connections – Ellen distributed draft agreement prior to meeting for review. Brief discussion followed on edits to previous agreement. New language is included regarding option by WCO to refuse, deny or negotiate level of assistance, agreement by WCO to refer clients to NC for assessment (where indicated) and recommendations, and a one-year term of effect with option by either party to terminate agreement provided 30 days' written notice is provided to other party. A minor typo will be corrected and Ellen will sign and forward the agreement to Trisha Paradis for signature on behalf of Neighborhood Connections. Motion by Cindy to accept the 'Memorandum of Understanding between Windham Community Organization and Neighborhood Connections' as discussed, passed by unanimous vote.
- Procedural Guidelines for Good Neighbors Committee – Pat presented Master Sheet (blank form) for use by Committee Chair to maintain confidentiality. Joyce suggested several revisions to procedural guidelines to clarify and eliminate ambiguity. Joyce will email proposed revisions.
- Harvest Supper and Square Dance held November 12, 2018 – Brief discussion was held regarding the success of the event and possible changes for the future. Cindy surmised a crowd of approximately 65 or 70 attended this year. As for quantities of food items, suggestions were made to reduce the amount of potatoes by 5 lbs., reduce the amount of ham (one ham too many), and reduce the amount of salad. Maureen's vegetarian casserole was a hit and will

continue to be offered next year. Ellen thanked members for their efforts and contributions toward the event. Kathy will send Jo-Jo a thank-you note for her generous food contributions.

New Business:

- Year-end tax letters will be sent as needed.
- Ellen suggested hosting a 'Meet the Candidates' night in late February or early March. WCO does not generally meet in January. Planning and advertising for the event must be done no later than mid-February. Ellen requested a reminder to keep on track.
- Cookie Recipient List was reviewed from last year with a few revisions to be made this year. A total of 17 plates will be distributed this year.

Announcements (listed on agenda but not reviewed due to time constraints):

- Valley Bible Church will host choir/instrumental concert on December 23 at 11 a.m., Christmas Eve candlelight service at 7 p.m. on December 24, and New Year's Eve service at 7 p.m. on December 31. All are welcome to attend.
- Town Office is closed December 20 through January 1.

Next meeting date to be determined for either late January or early to mid-February based on need to plan 'Meet the Candidates' night.

Motion by Cindy to adjourn at 8:12 p.m. passed by unanimous vote.

Cookie/fruit plates were assembled followed by Yankee Gift Swap.

Meeting was reconvened at 8:47 p.m. with original group of members present. Discussion was held regarding year-end donations to agencies.

Motion by Cindy to repeat last year's contributions to Neighbors Food Pantry, Townshend Food Shelf and Neighborhood Connections was discussed and ultimately amended as follows for 2018:

- Neighbors Food Pantry: \$350.00
- Townshend Food Shelf: \$350.00
- Neighborhood Connections: \$1,500.00

Amended motion passed by unanimous vote.

Additional possible recipients were discussed. Gail moved to give a family in need \$150 toward food and other expenses. Cindy supported this suggestion, and motion passed by unanimous vote.

The need for a gas gift card to help a family with transportation needs was discussed. Motion by Ellen to purchase \$50 gas card for family passed by unanimous vote.

Motion by Joyce to adjourn at 9:00 p.m. passed by unanimous vote.

Respectfully submitted,

Joyce Cumming
Secretary