

Windham Community Organization
May 29, 2019
Meeting Minutes

The meeting was called to order at 7:08 p.m. In attendance were Mary Boyer, Pat Cherry, Joyce Cumming, Kathy Jungermann, Cindy Kehoe, and Ellen McDuffie.

Minutes of the last meeting on March 27, 2019 were distributed electronically for review prior to the meeting. Cindy requested a few minutes for review as she did not receive the attachment.

Motion: To accept the minutes of the March 27, 2019 meeting. Moved by Ellen—unanimously approved.

Cindy presented the Treasurer's Reports for April and May. The beginning balance on March 27, 2019 was \$2,669.97; income for April was \$40.00 and expenses totaled \$802.00 for a balance of \$1,907.97 as of April 24, 2019. The May report included subscription income of \$2,152.00 and expenses totaling \$637.61 for an ending balance of \$3,422.36 as of May 29, 2019. The annual Treasurer's report for the year ending March 31, 2019 was not available; Cindy will prepare it and present it at the June meeting.

Committee Reports:

- Good Neighbors – Brief discussion was held regarding proposed revision of the Procedural Guidelines. Ellen provided Pat with mark-up versions created to date. Pat will review the proposed changes and call a meeting of the committee to review if necessary.

Discussion followed regarding a disbursement of \$300 for a chorus/band family trip made in March. The disbursement was made between meetings based on the timing of the request and formally approved after the fact under the Good Neighbors report at the March 27th meeting. The intake form for Good Neighbors was not completed. This should have been considered as a non-emergency request for financial assistance, not under Good Neighbors as it did not constitute an emergency nor was the request considered confidential. Reference to the tentative case number assigned at the March meeting should be disregarded.

Likewise, financial assistance for the 6th grade school trip to NYC and the contribution towards Camp Keewaydin approved in March under Good Neighbors discussion should be considered requests for non-emergency financial assistance.

- News & Notes – Ellen reported that the subscription drive is going well. Discussion followed on a contribution received for a complimentary subscription, and a contribution from Barrett & Valley Associates for a subscription—not an ad. A suggestion was made to include an article on the passing of a member of the Koutrakos family. Ellen will follow up. Kathy reported that a total of 551 copies of the subscription issue were mailed (148 locally within the 05359 zip code, 403 outside the 05359 zip code). The deadline for the next issue is June 15. Suggestions were made to include articles on the Meeting House Transition and the Veterans Memorial. Mary has photos of the school concert and breakfast preparation which she will submit for News & Notes.

Old Business:

- Spring Luncheon – The luncheon scheduled for April 30 was canceled due to lack of response. The luncheon may be rescheduled for September if members are interested. Brief discussion followed on inviting new residents to join WCO and the need for a welcoming committee. Ellen needs to review the property transfers and determine the year-round residents.
- Green-Up Day – Ellen and Kathy served as coordinators for the event held May 4, 2019. Louise baked scones and made clotted cream which was very popular. Kathy provided a coffee cake and solicited coupons for free coffee provided by Green Mountain Coffee. A record amount of trash was collected from the roadsides in Windham.

New Business:

- Ellen noted the need to add an item for discussion regarding a policy for reimbursement. Cindy mentioned that monies collected at Town Meeting (estimated at \$60 to \$80) to offset the cost of paper goods went entirely toward reimbursing members for paper goods and beverages. No receipts were submitted and no money was provided to the Treasurer. Monies collected were insufficient to cover expenses by \$15. The Windham Community Organization is responsible for adhering to accepted accounting and reporting procedures including records of all monies received and disbursed. Discussion followed regarding the need for receipts to be submitted for any reimbursement.

Motion: Any monies collected at WCO sponsored events, i.e., Chicken BBQ, Harvest Supper, luncheon on Town Meeting day, etc., will be provided directly to the WCO Treasurer along with receipts for any expenses incurred. The WCO Treasurer will record all monies received and all disbursements made. Reimbursements will not be made without a receipt or other acceptable documentation. Moved by Cindy—unanimously approved.

- Chicken BBQ, July 13 – Imme has confirmed the date with Walter. Imme will send out a sign-up sheet for food items and preparation tasks.
- Representative to Senior Solutions – A request was received by the Town to appoint a representative to Senior Solutions. Mary suggested Carol Bellucci.

Other Business:

- Ellen noted an informational meeting on the proposed school merger to be held on Monday, June 3 at 7 p.m. The vote will be held on June 11, 2019.
- The graduation ceremony for students at Windham Elementary School will be held at 6 p.m. on June 12. Cindy shared information about staff members retiring or leaving in June.

Motion: To adjourn the meeting at 8:32 p.m. Moved by Ellen—unanimously approved.

Respectfully submitted,

Joyce Cumming
Secretary