Windham Meeting House Transition Committee

April 22 2019

Attendees: Dawn Bower, Russ Cumming, John Hoover, Louise Johnson, Tom Johnson, Keith Jungermann- Alternate, Peter Newton, Kathy Scott-Alternate, Kord Scott

Called to order at 5:02 PM

Dawn asked for review of the minute. Kord motioned approval, Tom seconded the motion. Minutes approved with modification of listing absent members.

Dawn offered a memorandum from Dave Crittenden covering the annual expenses for the Meeting House, at approximately $15,000 for 2018. See attachment # 1. No discussion ensued.

Dawn offered a second memorandum from Dave C. suggesting a timeline for the transfer of funds from the Church’s account to the Town’s accounts for the payment of expenses. Kathy Scott offered to investigate her records to verify the timing from past transactions. See attachment #2.

Peter Newton will move forward with Kathy Scott’s assistance on re-establishing the Friends of the Meeting House 501 c-3 status and filing the forms 990 . This will enable the “Friends” to do some fundraising currently.

Dawn reported that she had discussed the Church’s property with Dave C. and the Church members indicated the Church property disposition will be delayed until the transfer of the Quit Claim deed. A discussion of storing some of the items in the balcony area was offered as a possible alternative to outright removal.

Dawn offered copies of the “Claire Stone Memorial” formation letter. The 3rd and 4th paragraphs outline the disposition of the funds and income derived there from. See attachment #3.

A brief discussion ensued on getting the word out that the Friends of the Meeting House would like some new members. A suggestion was made to include an article in the next News & Notes issue. No one volunteered to start the process.

Kathy S. suggested we adopt a specific time schedule to make our recommendation to the Select Board (SB). During the discussion, Kord proposed a motion of July 1st. John H. seconded, motion passed.

Kathy S mentioned that the Town’s Insurance carrier would be visiting soon to do audit work and evaluations for the 2020 fiscal year’s General Liability and Property coverage. She noted it would be appropriate for them to include an assessment of the Meeting House insurance coverage so the costs could be factored into the budgets.

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Dawn agreed that Dave C., the Church’s Treasurer, would sign for the Quit Claim deed once that point had been reached.

A discussion of the uses for the Meeting House and how to raise funds for its ongoing support lead to discussing usage fees. It was concluded that it was not our role to establish the structure of fees, but to leave that to the individuals who will be responsible once the transfer has taken place.

Dawn noted that John and Elizabeth Stevens had done research on the history of the building and ownership. Dawn offered that any costs associated with that work be shared 50/50 by the Town and Church. No motion was made.

Maureen Fitch has offered to do cleaning of the Meeting House at an hourly rate of $20. Supplies will be provided by the town.

John H., offered a motion to adjourn and Kord S. seconded at 6:28 pm. Motion passed.

Respectfully submitted,

Russ Cumming, Secretary