

## Lamb House Meeting Minutes June 8, 2017 6 pm

Present were: Peter, Brad, Don, Rich and Marty; Attending electronically were: Abby, Malen, Erica

The minutes and treasurer's report were accepted as presented.

**Non-Profit Status:** Malen gave an update on the status of the non-profit application. The state papers have been filed and we are waiting for their return. These will establish us as a corporation in Maine. Marty and Malen met with Tricia Quirk, CPA to start the application process with the IRS for Non-Profit Status.

**Usage and Rent:** Maine Migrant Health Program will pay \$1100 in rent for the use of the Lamb House for the last week of July through August, a 10% voluntary increase from last year.

Peter reported that the Maine Seacoast Mission is housing another mission group in the Lamb House the third week of July. We hope they will volunteer to do some exterior painting.

**Belvedere Grant Application:** Mark sent Marty a list of needed repairs and renovations with associated costs to be included in the Grant. A copy was distributed. The original total was \$38,800. In order to bring the grant application within an appropriate range, we have removed the replacement of windows in the bulk of the house, leaving only those in the basement. This brought the total of the projected work to \$26,600. The maximum we can request from the grant is \$15,000, so we have shown volunteer labor, discount in material purchases and fund raising to make up the difference. This grant is due 6/15/17. **Malen will need some biographically information from a few people for the application. If she contacts you please respond promptly so we can meet this deadline.**

**Committees for the New Board:** After discussion and a suggestion by Peter and Don to combine the Communication and Development committees, Abby moved and Malen seconded that

- a) there be 3 working committees: development (fund-raising and communications), facilities (construction, repairs and maintenance of building and grounds), and volunteers;
- b) committee membership would consist of both Board Members and volunteers;
- c) Membership on a committee(s) be highly encouraged but not mandatory.

**Interested Board Members, are requested to volunteer for a standing committee. Please send your committee choice to Marty,** and she will let all persons on each committee know who has volunteered so they can schedule an organizational meeting. **[Note: After consulting with the By-Laws, we learned that the President of the Board appoints the Committee chairs. Marty will select a committee chair from the Board Members volunteering for the committee.]** The committee will write their mission description, set an annual plan, and report to the Board regularly. Work will then be done by the committee and volunteers.

**New item to appear on agenda:** Abby asked that there be a regular presentation from Peter Duston (or the administrator), to update the Board on what has been happening in the Lamb House, such as scheduled use, needs, lessons-learned, feedback from clients, etc.

**Floor for Garage:** Marty suggested that we consider a special appeal to raise the funds for a new floor for the garage, since we don't want to include it in the grant proposal. Mark's estimate is about \$5500.

Erica shared her experience and support for a ministry that helps people to furnish their home after being homeless or after a fire. If the church wants to retain ownership of the garage, we still have to deal with separating the garage from the house. With regards to the possibility of requesting funds to be used for the garage in the grant application, Abby asked that someone first talk to Kathy Melio.

**Number of Board Members:** Minutes of the “digital meeting” were sent by Malen to all board members announcing approval of an increase the membership on the board to 15. This means that a quorum of 50% + 1 is now 8 people, who would be necessary for a vote to be official.

**New Business:**

**Garage Sale:** We set a date of **July 22<sup>nd</sup>** for the annual garage sale. Please spread the word for donations as well as to encourage folks to attend and support us while finding great buys.

**Volunteer Projects:** We need to have projects ready for volunteers to help with. Mark was not present. Marty will contact him, and Brad and Peter will coordinate projects.

**Window Inserts:** Instead of replacing windows to prevent heat loss, Marty has been in contact with Window Dressers, to provide window inserts that cover the existing windows. They will be coming on Wed. 6/14/17 to measure, and they will follow up with an estimate. Marty has been in touch with an individual who will underwrite the cost. This will result in heat savings.

**Photo Contest:** Abby had sent a detailed proposal for the photo contest which would increase our visibility in the community, and provide us with good quality photos to use in our promotions, on our web site and Facebook page. Abby suggested this could be dealt with by the Development Committee, so no motion was made.

We still need to set up the terms for our board. If you have a preference for your term length for this first board please let Marty know. If you do not have a preference, Marty will assign you a term. Remember: Board Members may serve for more than one term. When assignments are completed, Marty will email them to the Board Members.

Erica mentioned that there are free websites for non-profits. Peter knows about this and used it to set up the church web-site. This will be referred to the Development and Communication committee. Abby did comment that both the Facebook page and the Web-site need updating.

**Our next meeting will be June 29 at 6 pm, prior to Choir rehearsal at 7 pm.**

The meeting adjourned at 7PM.