

## **BROOKLINE MEETINGHOUSE COMMITTEE**

### **DRAFT MINUTES**

MEETING DATE: November 7, 2019

Committee members present: Lee Anne Parker, Dot Maggio, Dan Towler, Stan Noga, Jr., Sara Wiswall

Others present: David Jones, Select Board chair

Lee Anne called the meeting to order at 6:00 PM

Minutes of the BMC's last meeting on 10/10/19 were reviewed.

Dot made a motion to accept as written, Lee Anne seconded, vote was unanimous.

The bulk of the meeting was taken up with discussion of year-end fund-raising letter and tri-fold brochure, which have been created in draft form by LAP and DT — whether they are acceptable as is, which to mail out (or both), who to mail it to, timeline, whether to seek professional help with design, printing, and/or mailing, costs associated, etc.

It was decided to refine the brochure and send it in lieu of the letter, since it would say much the same thing and could also be used for publicity throughout the year.

Mailing will include small form to indicate size of contribution and donor contact info along with remit envelope.

Members will review wording and layout of brochure and make suggestions; LAP and DT will incorporate any changes and forward to David who will use software he has to make it as professional looking as possible. Final design to be completed by end of next week (11/15).

Dot presented quote from Five Maples for their help with printing, supplying envelopes, mailing list, etc. LAP got quote from R. C. Brayshaw for similar services.

After discussion, BMC decided we could do most of the printing, folding, mailing, etc. "in-house".

Dot will contact Staples & Lotus and report back on costs of #10 and #9 envelopes, printing of 2-sided color brochure, tri-fold cost, cost of different weights of paper.

Sara will check with Guy on cost to use Town copier for printing remit cards and envelopes.

Mailing will be sent to Brookline tax-payers and others on LAP's list, approx. 350 total.

500 brochures to be printed initially.

BMC will reconvene Mon. 11/18 at 6 PM ready to print envelopes and remit cards, and attach address labels & postage to envelopes. Plans will be finalized for printing & folding of brochure and stuffing envelopes. Mailing to go out no later than Dec. 1.

Dan briefly reviewed grant opportunities recently advertised by Preservation Trust of VT, one of which is a matching grant from the 1772 Foundation of up to \$10,000 which it appears we would be eligible for.

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Deadline to submit letter of interest is 1/15/20, application deadline 3/6/20.  
To be discussed further at next meeting.

Building & Grounds issues —

Fire extinguishers have been inspected by Code 3 and are presently up to date.

Plumbing in MH has been drained for winter.

Plastic has been laid out in attic to catch any new bat droppings.

Card of appreciation will be sent to Peter Meyer for his above-and-beyond loyalty, dedication, and generosity for taking such good care of the MH grounds all summer.

Lee Anne proposed a regular schedule of “open houses” in 2020. Members were enthusiastically in favor and decided on the first Sunday of each month from 10 AM - 1 PM from May through October. Staffing & other details to be worked out over the winter.

Next regular meeting is scheduled for Dec. 5, 2019 at Town Office at 6 PM.

8:03 Lee Anne moved to adjourn, Stan 2nd, so voted.

Respectfully submitted,  
Daniel Towler