



## **Trustee Meeting Minutes**

**Date:** May 16, 2023

**Time:** 7:00 PM

**In Attendance:** Peter Griffin, Chair; Lisa Thornton, Vice Chair; Michael Mazalewski, Secretary; Betty Dunn, Trustee; Frank Merchel, Trustee; Rich Parow, Trustee, Elizabeth Gill, Trustee; Cheryl Haas (Searles Coordinator)

**Excused:** Neil Fallon, Trustee;

**Agenda:**

1. Approval of Minutes April 18, 2023
2. Coordinator Report
3. Discuss Liquor Policy
4. Review Financials
5. Tower Repair Status
6. Foyer Discussion
7. Status of Rear Door Repairs /Installation for Chapel and School Rooms
8. Status of Bid for Stonework Repairs Small Towers and Handicapped Entrance
9. Establish Sub-Committee to Review Rental Rates and Rental Agreement
10. Allow Lottery Around Pop-Up Gallery?
11. Other business

Meeting was called to order at 7:05 PM

**Meeting Minutes:**

The following meetings were reviewed by the board:

Meeting Min. Date	Motion to Accept	Seconded By	Discussion/Comments	All in Favor
April 18, 2023				7 - 0

**Coordinator Report:**

- **Piano Tuning:**
  - Tuning was completed last week.
- **Coordinator and Opener Pay:**
  - Pay is being tracked. Payment is made from the Searles Revenue Fund quarterly.



- **Opening/Closing Coverage:**
  - Michelle is out of town Sat. 5/20 and Sun 5/21
  - Lisa will open both days.
  - Michael will close on Saturday.
  - Elizabeth will close on Sunday.
- **Bookings:**
  - Cheryl said we are currently well booked for the next few months. She booked 4 events in the last week.
- **Rental Rates / Rental Agreement Updating:**
  - Cheryl said there are, in her opinion, flaws in both the rate structure and the rental agreement. She has witnessed many instances where a resident will book an event but not be present at the event.
  - A subcommittee has been formed to review both rates and the rental agreement outside of regular meetings. Subcommittee members are: Elizabeth, Niel, Cheryl and Jen Simmons. They will bring their proposals back to the Trustees.

### **Finances:**

- Cheryl emailed an updated Searles Revenue Fund balance spreadsheet to Trustees prior to the meeting. The current balance is \$34,650.56.

### **Discuss Liquor Policy:**

- Cheryl is very concerned with the lack of clarity in the Bylaws regarding the liquor policy. Many Trustees agreed they are not clear and should be updated.
- Caterer for upcoming event on 5/21 has asked for a Trustee vote in order to operate a bar at the event because their interpretation of the Bylaw is that they are a cash bar because the event host is paying them to operate the bar at their event.
- Motion by Rich to allow Great Events Catering AKA Frutello Catering to have a bar service at the event on Sunday, May 21<sup>st</sup>. Second by Betty. All in Favor 7-0

### **Tower Interior Work:**

- Michael said that Palmer Innovative said they completed the project today. Michael and Dennis are meeting with Tyler at 10am 5/17 to review work and draft a punch-list.

### **Foyer Discussion:**

- Michael said that Palmer Innovative submitted a bill several weeks ago stating the project was completed. The front doors have been adjusted and sides and top have been weather stripped. When Michael and Dennis meet with Tyler tomorrow Michael will go over the work in the foyer with Tyler.

### **Status of Rear Door Repairs/Installation for Chapel and School Rooms:**

- Michael said that Palmer Innovative has not started the build of the rear doors for the Chapel room. Tyler said he was waiting for the tower project to be completed before he started the rear doors.



- Peter said that Dennis is proposing to install the same door as on the Community Development Department to replace the broken double doors on the school room. The Trustees discussed different door design options and a consensus was reached. Michael will discuss with Dennis during their meeting tomorrow.

### **Status of Bids for Stonework for Small Towers and Handicapped Entrance:**

- Peter had 3 masons out to look at the project. Only John Manseau of J&R Masonry submitted a quote. Total for masonry work in 4 different areas came to \$17,400. John said that we could pick/choose which areas to do or not to do from his quote. Both he and Peter agreed that the 2 pillars out front are a priority as the mortar joints are in very poor condition.
- The Trustees gave a suggestion for another mason to quote the work. No action was taken at this point.

### **Allow Lottery Around Pop-Up Gallery:**

- Lisa suggested that The Friends of Searles should coordinate their similar ideas/efforts.
- Idea tabled for now.

### **Other Business:**

- **Updated List of Projects:**
  - Lisa has updated our project list and will distribute for discussion at our next meeting.
- **Trustees:**
  - Betty discussed the need to search out new Trustees as this is her last meeting.
- **Event History at Searles:**
  - Elizabeth has been working with Cheryl to put together an Excell spreadsheet of events that will track customers / where the customer is finding the venue / and other pertinent information so we can better focus our marketing.
- **Garden:**
  - Rich said that members of St. Mathews helped him spread stone in the garden. He will be adding new / replacing damaged plants over the next few weeks and expects to be done by June 1.

**Next Meeting:** June 20, 2023 @ 7:00 PM.

Meeting was adjourned at 7:57 PM. Moved by Lisa, seconded by Elizabeth, all in favor.

Respectfully Submitted  
Michael Mazalewski  
Michael Mazalewski,  
Searles School & Chapel Board of Trustees Secretary