



Trustee Meeting Minutes

Date: June 20, 2023

Time: 7:00 PM

In Attendance: Peter Griffin, Chair; Lisa Thornton, Vice Chair; Michael Mazalewski, Secretary; Neil Fallon, Trustee; Cheryl Haas (Searles Coordinator)

Excused: Frank Merchel, Trustee; Rich Parow, Trustee, Elizabeth Gill, Trustee

Agenda:

1. Approval of Minutes May 16, 2023
2. Coordinator Report with Financials
3. Tower/Foyer Report
4. Kitchen/Restroom Update
5. Rates/Bylaws Subcommittee Update
6. Annual Floor Maintenance Discussion
7. Outside Repointing Discussion
8. Priority List Review
9. 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
May 16, 2023	Lisa Thornton	Neil Fallon		3 - 1 - 0

Coordinator Report:

- **Concern about unmonitored access to building when bathrooms are open for outdoor events:**
 - Trustees discussed, has not been an issue in the past, no action taken.
- **Windham Community Band concert:**
 - Date not set yet, but concern about limited parking.
 - Trustees would like to suggest band members drop off equipment and park at St. Mathews to help alleviate.
 - Once date is set Lisa will coordinate with St. Mathews.



- **Opening/Closing Coverage:**
 - Michelle is out of town Sat. 8/19 and Sun 8/20
 - Cheryl will ask for help at a later date.
- **Bookings:**
 - Cheryl said we are currently booked every Friday and Saturday into September.
- **In House Marketing:**
 - Cheryl said there is still no update on the website.
 - The Trustees discussed the importance of on-line visibility. Cheryl will ask for Google reviews from happy clients. Neil suggested a QR code be set near the entrance to make leaving a review easier. Trustees liked the idea and Neil will work on setting one up and getting the QR code mounted.

Finances:

- Cheryl emailed an updated Searles Revenue Fund balance spreadsheet to Trustees prior to the meeting.

Tower/Foyer Report:

- Michael and Dennis met with Tyler at 10am 5/17 to review interior tower work and draft a punch-list. Dennis is holding back final payment until list is completed and satisfactory.
- Lisa noticed that several louvers in the chime room were installed backwards and should be corrected.
- At the same meeting Michael reviewed the foyer restoration work with Tyler and pointed out work not complete but part of scope. Tyler was to finish scope – final work still needs to be reviewed.

Kitchen/Restroom Update:

- Michael met with Dennis and the Cyr Kitchen team for measurements and layout brainstorming.
- Peter, Neil and Michael met with Dennis at the Windham Fire Department to look at their kitchen that was recently installed as it is similar to the new kitchen Dennis is proposing at Searles.
- Trustees discussed the option of open shelves rather than upper cabinets. Consensus was that open shelves would be more functional for us. The Trustees are hoping the savings can go toward a new refrigerator.
- Trustees looked at the cabinet manufacturers color chart and picked 'SeaSalt'.
- Neil brought up the limited counter space. The Trustees discussed options for adding more but decided to table for now as it could be added at a later time.
- Dennis is updating the bathroom counters, sinks and faucets. It is not known if stall walls are being done at the same time.
- Trustees discussed other options to make the downstairs look less institutional. It was decided that historical photos of the building creating a gallery wall would be a good addition. Lisa will work on this project.

Rates/Bylaws Subcommittee Update:

- The subcommittee has not met yet but will plan to meet in person soon after July 12th.



Annual Floor Maintenance Discussion:

- Dennis has said that the floor refinishing requires the building to be unoccupied for 10 days. Cheryl will look for a window that the building can be unoccupied for that time period but there are currently none in the foreseeable future.

Outside Repointing Discussion:

- The Trustees need to know the amount of funds available in the Searles Revenue Fund to do the work. No action was taken at this point.
- Michael will forward the quote Dennis obtained from J&R Masonry to the Trustees.

Priority List Review:

- Lisa sent a “Searles Action Items” list out to the Trustees.
- The Trustees reviewed and updated the list so they can prioritize future projects.
- Michael will get a quote for repainting the exterior with a warranted ceramic coating.
- Lisa will reach out to Amy Dixon of NH Preservation about funding options for exterior repointing and also information regarding security cameras.
- Peter will do some research about mechanizing the chimes.

Other Business:

- **Jim Bull:**
 - Jim Bull has agreed to become a Trustee and will begin the process with the town.
- **Chapel Room Balcony:**
 - Lisa suggested that we clean up and utilize the balcony area as a client get away/escape area. The Trustees agreed that the area is underutilized and could be a great addition to the facility with some cleaning and comfortable seating,
- **Salem Chamber of Commerce:**
 - Cheryl confirmed that we are members in good standing.

Next Meeting: July 18, 2023 @ 7:00 PM.

Meeting was adjourned at 8:20 PM. Moved by Lisa, seconded by Neil, all in favor.

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