



Trustee Meeting Minutes

Date: June 21, 2022

Time: 7:00PM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Neil Fallon Trustee; Rich Parow, Trustee; Frank Merchel, Trustee; Lisa Thornton, Secretary, Cheryl Haas (Searles Coordinator); Guest: Diane Carpenter, The Windham Endowment

Excused: Michael Mazalewski, Trustee; Jennifer Simmons, BoS Representative

Agenda:

1. Approval of Minutes- May 17, 2022
2. Board Elections: Chair, Vice Chair, Secretary
3. Post event evaluations on the Open House and tree dedication
4. Diane Carpenter from the Windham Endowment has asked to address the board
5. Marketing- Intern and overall planning
6. Future projects such as Festival of Trees and WCTV concept
7. Coordinator report—Open and close coverage scheduling
8. Financial information
9. Attendant hiring update
10. Moose plate grant funds
11. Chapel door funding
12. Bond project specs sent out
13. Garden
14. Air conditioning and heat control. Can/should we get this remote controlled?
15. Reprint brochures?
16. Renew memberships to Greater Salem and Greater Derry Chambers of Commerce?
17. By-law, contract and fee review



18. Continuing discussions

- Sprinkler, irrigation
- Window shade controls
- Trash container placement
- Turnbuckle evaluations
- Lobby woodwork and hardware
- Acoustic improvements
- Lighting improvement plan, interior and exterior

- Handicap entrance stonework
- Pillar stonework
- Men’s room door and panel damage
- Millstones
- Bell maintenance

Meeting was called to order at 7:06 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 17, 2022	Peter Griffin	Rich Parow	none	yes

Board Elections:

Chair: Betty Dunn- proposed by Peter G, second by Neil F, all in favor
 Vice Chair: Peter Griffin – proposed by Lisa T, second by Rich P, all in favor
 Secretary: Lisa Thornton – proposed by Neil F, second Peter G, all in favor

Betty announced that she intends to retire from the Searles trustee board next year when her term is up for renewal.

Post-event evaluation Open House/Tree Dedication:

- Betty reported that the Linneman family was very appreciative of the event.
- All agreed that the garden looks great....thanks Rich!

- Discussion ensued regarding better marketing of future events. Placing a sandwich board advertisement on front lawn was suggested as well as during a current event provide promotional info for future events.

Diane Carpenter (Windham Endowment):

- **Endowment Events @ Searles:**
 - Diane shared that the Endowment has been partnering with Searles since 2010 and they view the Endowment as a fund-raising arm for Searles.
 - Diane recounted a previous situation in which the Endowment's event was usurped due to a request for the date from a paying client. She explained the challenges of planning an event (food, music, invitations) within a two-week time period and the significant impact of rescheduling an event.
 - Diane requested a reconsideration of current policy thus 1) allowing the Endowment to schedule events with more than two weeks advance booking and 2) Confirm the Endowments booking for September 2022 without risk of usurping the event for a paying client.
 - After lengthy discussion and review of policy documents, Neil Fallon proposed the following:
To guarantee that the Endowment is able to hold their event on September 28th or 29th (date TBD) without risk of cancellation due to a paying booking seeking the same date/time. Peter seconded the motion, all were in favor.
- **Friends of Searles School and Chapel:**
 - Diane recounted the history of Searles School & Chapel and the Windham Endowment relationship. She explained that the Endowment has served as a fundraising vehicle for Searles since 2010.
 - Diane shared that she had recently become aware of the formation of the 501c (3) non-profit organization Friends of Searles School & Chapel. Betty clarified that there is a clear delineation between the Searles School & Chapel trustee board and that of the Friends of Searles School & Chapel (FOS), consequently, Diane's questions regarding fund-raising should be addressed to FOS.
 - Peter reviewed the formation of FOS and that both he and Lisa are on the FOS board.
 - Diane shared concerns that donators may be confused as to which non-profit vehicle to utilize for donations. She asked for clarification as to the fund-raising plans of the FOS. Lisa explained that the FOS is in the final stages of approval and that they are in the infancy stages of fund-raising campaign planning.
 - In the future, the FOS and the Endowment will plan to meet in order to clarify/define the nature of fund-raising between the two organizations.

Marketing: Hiring of Intern

- Betty reported that Paula approved of Neil's intern job description
- Per Paula, the intern does not need to go through the formal hiring process
- The trustees reviewed Neil's intern job description recommending to add the possibility of adding additional segments to exceed the 2 to 4 week timeline. Neil will revise.



- Paula has a resource to find interns.

Future Projects: Discussion will continue at a later date as to whether the Searles trustees or Friends of Searles will take point on fundraising initiatives such as Festival of Trees, Antique car event, etc.

Coordinator Report:

- Parking issue involving South Paw has been resolved.
- The Lego Let-Go event is scheduled for next week. Cheryl impresses the importance of the building alarm being set each night as the event equipment is being stored in the building.
- Cheryl reviewed the open/close event coverage schedule.
- Cheryl reported that she is not certain whether clients receive her Searles coordinator emails so if she does not hear back from the client she resends through the Windham Recreation email address. Betty stated the importance of resolving this issue.

Financial update: Current balance is \$16,164.75

Attendant hiring update: Brian needs to sign off on hiring the candidate.

Moose Plate Grant Completion:

- Bob (Finance Dept) has not seen final payment to date.
- Lisa will contact Amy Dixon regarding status of final payment

Chapel Door: Betty reported that a request for funding was placed through the ARPA fund. A final decision will not be made until July 11th but Betty is hopeful.

Bond Project Specs:

- The project specs have been posted.
- Cheryl will contact any preferred contractors to make aware of the bid spec on-line. She suggested that contact info for the contractor who restored the exterior of the tower be sent to her so that she can make them aware of the posting.

Garden:

- Rich will put mulch in areas where grass was originally planned
- Sprinklers are working
- Rich will update the cost report for the garden project.



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Air Conditioning/Heat control: Betty will contact Dennis to discuss setting up a remote-control option.

Reprint Brochures:

- Peter discussed the importance of reprinting the brochure
- He will review and update the current brochure and explore options for printing.

Greater Salem/Derry Chamber of Commerce membership renewal:

- Discussion ensued regarding the value of membership and if it reaps any benefits. Peter feels that the trustees need to be more proactive in utilizing the chambers e.g. encourage the chambers to hold events at Searles.
- Peter will report back to the trustees the current fees and potential options for utilizing the chambers.

By-law, contract, and fee review:

- Review of these documents will be conducted at a future meeting.
- Accessing these documents on one drive was discussed. Lisa reported that she was unable to find several resources on the one drive since it was revamped last year. Cheryl will look into the one drive content.

Next Meeting: Tuesday July 19, 2022 @ 7:00 PM

Meeting was adjourned at 8:43PM. Moved by Peter Griffin seconded by Neil Fallon, all in favor.

Respectfully Submitted
Lisa Thornton
Lisa Thornton,
Searles School & Chapel Board of Trustees Secretary



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Next Meeting: Tuesday May 17, 2022 @ 7:00 PM

Meeting was adjourned at 8:50 PM. Moved by Peter Griffin, seconded by Lisa Thornton, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary