



## *Trustee Meeting Minutes*

**Date:** November 15, 2022

**Time:** 7:00PM

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

**Excused:** Jennifer Simmons, BoS Representative

**Agenda:**

1. Approval of Minutes- October 18, 2022
  2. Tower Project-update
  3. Door repair & other woodwork – update
  4. Financials
  5. Coordinator report
  6. Brochure photo & printing approval
  7. Marketing
  8. Plaque: Fred Linnemann tree
  9. Repairs/upgrades ongoing
  10. By-law, contract and fee review
  11. Other
- 

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
October 18, 2022	Lisa Thornton	Rich Parow	Correction “grants” to “gifts”	All in favor with 1 abstention

## **Tower Project & Door Repair Update:**

- Michael reports that Tyler Palmer is aware that his bid has been accepted.
- Tyler will work on door repairs first.
- End date for the tower project is May 1<sup>st</sup> 2023. Michael will oversee the project.

## **Financial update:**

- Current balance is \$31,386.50
- Cheryl will schedule a trustee meeting with Deb Padaykula and Bob Parker to discuss Searles budget. This daytime meeting will be scheduled in lieu of the Searles Trustee December 20th meeting.

## **Coordinator Report:**

- An open/close person is needed for a Christmas Eve event. Betty and Lisa are available and will be advised of exact times.
- A closer is needed for 1:00 AM on New Year's Eve
- Cheryl reported that Michelle (open/close) attendant is doing a great job. Per Michelle, the shade remote is not working correctly. Cheryl will check batteries as well as cost for a back-up remote.
- Cheryl will contact Dennis Senibaldi to advise alarm company that the alarm is not working. Betty will share how to by-pass the alarm activation procedure in the interim.

## **Brochure Photo & Printing Approval:**

- All were eagerly in favor of using the photograph provided gratis by Peter Gumaskas Photography.
- Once approved the brochures will take 4-5 days to print.
- All agreed to print the address as 3 Chapel Road (GPS 35 Range Road)
- Discussion ensued regarding wording. Elizabeth will send the edited version for review.
- All agreed to darken the type so that easier to read.

## **Marketing:**

- Elizabeth questioned if the type of events booked has been documented. She explained that an analysis of this data may provide insight as to marketing areas that we are overlooking. Cheryl will work with Elizabeth to analyze available data.
- Exposure on Google has gleaned positive results e.g. an April 2024 wedding has been booked!
- Neil has registered with the State of NH film bureau. Rich Parow will get contact info for Shawn O'Brien – Local 25 as he may potentially be searching for a film site.

## **Plaque for Fred Linnemann Tree & Document Review:**

- Rich shares a sample of plaque located at St. Matthew's Church. All agree with the design but on a smaller scale.
- Cheryl will work with Rich to get plaque cost from Esco Sign.



# SEARLES

HISTORIC SCHOOL + CHAPEL

- Rich will provide the marble slab.
- Neil has begun to review Fred's document box. He recommends digitizing relevant records.

## **Repair/Upgrades:**

- Cheryl reported that the trash dumpster is in place.
- Rich suggested replacing the grass between garden pavers with crushed stone as up keep would be easier. All agreed to use pavers with crushed stone.

**By-Laws, Contract, and Fee Review:** This will be addressed at a future meeting.

**Next Meeting:** TBD based on Town of Windham Finance Department availability.

Meeting was adjourned at 8:24 PM. Moved by Peter Griffin seconded by Rich Parow, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary



EST. 1907

# SEARLES

HISTORIC SCHOOL + CHAPEL



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