



Trustee Meeting Minutes

Date: January 18, 2022

Time: 7:00PM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Michael Mazalewski, Trustee; Neil Fallon Trustee ; Rich Parow, Trustee (arrived 7:50 PM); Roy Dennehy, Trustee (arrived 7:50 PM); Frank Merchel, Trustee; Lisa Thornton, Secretary, Cheryl Haas (Searles Coordinator)

Excused: Jennifer Simmons, BoS Representative

Agenda:

- Approval of Minutes- December 20
- Coordinator report
- Warrant article and BoS updates
- Woodwork, slate roof repair.
- Furniture donation
- Marketing Information and planning, including use of photos from photo shoot?
- Various maintenance updates
- Other topics?

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
12/20/2021	Peter Griffin	Neil Fallon	none	yes

Coordinator Report:

- Lego Camps Update:
 - Cheryl reported that the event is confirmed
 - Attendees will eat downstairs in the event of rain
 - The door will remain locked while students are in the building
 - The coordinator expressed interest in having a Searles trustee present to the students.
 - Given that the appropriate signed releases are secured, the potential of inviting Windham Cable station to attend a session was discussed.
- The 2/10/2022 event has been postponed due to Covid concerns



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- Photos from the Eventfully Yours 12/21 event are discussed. Cheryl is waiting for permission to post.
- Instagram: The password has been recovered and is now functioning.
- Facebook: Cheryl is now able to tag @ Searles Chapel.
- Lock box: For the purposes of security Betty will look into changing the code giving access to the lock box
- Wedding reception request for 12/31/2022 event: The trustees were in consensus to approve client request for a 1:00 AM (1/01/23) end time.
- Star Events: Trustees were in consensus to allow Star Events vendor fair booking for 3/13/22 or 3/20/22 which would consist of 25 – 30 vendors. Vendors will provide their own tables but are allowed use of Searles chairs
- Cheryl will coordinate with Dennis S to verify the cleaning costs incurred for each event to date.

Warrant Article & BoS Update:

- Betty reported the wording of the article had been revised to her satisfaction.
- Jennifer Simmons will present the article @ the Deliberative Session on 2/12/2022
- Potential resources available to get the word out in support of the article were discussed e.g. Face Book, Letter to the Editor (Windham Independent, Derry News), Windham Uncensored, community members letters of support, etc.

Woodwork & Various Maintenance Updates:

1. Woodwork:

- Tyler Palmer will begin work on the woodwork on Wednesday 1/19/22.
- Mike will provide a project update statement and Lisa will take photos to use for the Moose Plate Grant Progress Report.
- Discussion ensued regarding applying a polyurethane finish coat: 1) Is the cost covered in the job spec?, 2) Would this meet the Secretary of the Interior Standards?
- Mike will request John Indelicato to drop by and monitor progress on the project.

2. Slate Roof Repair: No update

3. Chapel Door Replacement: It is unclear if the 2021 Maintenance Budget is still available to cover a portion to the costs of the door replacement.

4. Meeting with Dave Sullivan & Dennis Senibaldi: Whereas, there is a variety of maintenance concerns (e.g. door replacement, exterior painting, etc.) which require clarification as to funding sources it is agreed that a meeting with D. Sullivan & Dennis Senibaldi is in order. Betty will arrange meeting and advise trustees of date/time.

Furniture Donation:

- Trustees reviewed best location(s) for the breakfast buffet given the dimensions and potential impact on seating availability in each room.



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- Lisa will contact Maureen Spooner regarding floor plan and seating chart in order to determine the placement option with the lowest impact on seating capacity.

Marketing Information and Planning:

- The Marketing recommendations document was reviewed gleaning a focus on the following:
 - Interns: 1) Entice with monetary compensation vs. provide “experience” and opportunity to develop portfolio. 2) Betty & Cheryl will write up a job scope. Cheryl will then reach out to local colleges that offer marketing programs.
 - Social Media: 1) Given the visual element of social media, Neil recommends providing the intern with access to a supply of visual content e.g. photos, etc. as well as providing the intern a clear pathway. 2) Cheryl reported that she is now able to edit the Searles website and institute some of the recommended changes e.g. add testimonial tab, discriminate between event postings (private events vs non-profit event usage). 3) Neil suggested that Cheryl go on Facebook and get in the “loop” with the cadre of historic building fans.
 - Betty requested the trustees continue to brainstorm marketing strategies, opportunities, and planning. She requested that the trustees either report out at the next monthly meeting or to send thoughts directly to her email address.

Other Topics:

- Financials: Cheryl will get the status of budget information and forward to the trustees.

Next Meeting: Thursday February 10, 2022 @ 10:00 AM

Meeting was adjourned at 8:45PM. Moved by Peter Griffin, seconded by Roy Dennehy, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary