

**Asset Development Committee Meeting
December 1, 2014, 3:30 PM**

Present: Adam Franklin-Lyons; Jerry Goldberg, Robert Stack
Member-Staff: Jerry Carbone; Citizen-Mary Ide, Friends President.

1) Call to order - 3:30

2) Agenda Additions -
Report on the Reed bequest

3) Public Comment

4) Minutes of Nov. 4

5) Software for recording and sharing data

Thoughts about software - something better than excel

Greenlight is an option - we can see about price from tech soup (Jerry Carbone) - 421 per year although perhaps less through tech soup.

Joomla back end is also an option but may be not organized as we need - it's also harder to organize by donor rather than by donation.

Joomla back-end: this also links directly to the thermometer which is an advantage. Otherwise we need to enter quantities manually, mark paid, in a separate entry.

General decision - go with excel for the moment and see if we need something better for next year (either fusion tables or Little Green Light?)

Try to set up a dropbox to share the excel spreadsheet. If possible, Mary can get editing access to note who has received a thank you note.

6) Paypal and its use

The information comes through Joomla but not all the way to the friends

The best order would be for Adam to get the emails from the trustees email that contains all the information from the website - forward the necessary information to Connie for processing between the two accounts. Name, Donation amount.

Adam will process all of the paypal and send them in an e-mail to Connie and Mary.

7) Thank you notes - we have a good card that we could buy a box of (unsure of the price.)

Mary will make a couple of little changes and send out the final version of the text. Jerry G. will format it to fit in the card for printing.

8) Mailing to everyone...when are we going to do this?

Doing everyone would be a lot of money - the extra 4000 people would be a ton of money. We're already basically at the limit of what the board approved for the mailing.

Committee decision to keep it where it's at for this year and send out a special news letter to remind people. Next year we can expand the numbers for more people and see where it gets.

(And make it the Jerry Carbone memorial campaign.) Next Step: Jerry will send an e-mail appeal request.

9) Trustee Fund Invoice Status - Lisa Bloch setting up our accounting system

Jerry had a new plan of taking the accounts to the town office and make all payments through the town and then make a monthly transfer from the endowment to the city fund.

The only exception will be the small checks for individual reimbursement, etc. which will still be done in house and signed in the usual way.

General agreement that this is a great idea.

10) New Business - Estate Update

Lawyer sent an accounting of the donation from Reed...broken down of all the stocks in his accounts and a measure of the rest of the estate.

Total of the estate - just shy of eight million. No word on disbursement.

Next Meeting TBA

DRAFT