

**Asset Development Committee Meeting
January 5, 2015, 7:30 AM**

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

1) Call to order - 7:40

2) no change to agenda

3) no public comment

4) Minutes of previous meeting -

Note that the trustee funds handled by the city will include the reimbursement of small payments even to individuals.

5) Annual Appeal update

As of January 5th, we are at 14,000\$. We are still waiting for the check mentioned by the Windham Bar Association. If the check is what they mentioned, this will put us comfortably over our goal. Short question about whether or not this is the “2014” or “2014-2015” campaign. We decided that it is the 2014 campaign and more or less ends on the first of the year, although there will be a few people who donate after the first. Then, next years will be the 2015 and aim for a similar timeline.

Main question: what should we do with the donor list?

Will it be published? Does it go in the announcement?

Jerry G. agreed to prepare a press release, general agreement to wait on the donor list. Double check we aren't publishing any name of someone who wants to be anonymous. We might do a website only list of donors. Also some disagreement about “categories.” Should people get 0-100, 100-500, etc.? Should we do just “over 1000\$” and all other categories?

Suggestion made to publish the list around Valentine's Day (some sort of “we love our donors” message?) This would be good timing since we'd pick up any stragglers and have a more complete list, but we'd still know we'd met our complete goal.

Jerry G. notes that there is very little good way to do this. We can continue the conversation at the next meeting, but for the moment, there will just be a press release with no names stating that we've met our goal. Yay us.

6) Read Bequest

Our main question is how to structure our use of the money. We would like a substantive portion to go into the permanent endowment as quickly as possible to be invested. Adam suggested holding back a third. Both Robert and John said this is probably overly conservative and even 10% might be sufficient.

General agreement that we want a meeting with Prentiss (Jerry C. will contact him about a meeting the week of the 26th.) We would like advice on how much to immediately invest in the endowment (becoming part of our permanent base fund and invested in stock) and how much to withhold for capital projects (HVAC system, Ceiling work, space rearrangement.) We can then go to the town with the amounts that we can contribute to some of these capital projects. Some of the money can also be put up for matching grants or similar uses.

7) select board report.

no particular edits offered by the committee.

The large question is what do we ask for in terms of hours. Can we request an increase in hours in exchange for a reduction of materials budget? Do we want to ask for all day Saturday *and* longer Thursday hours? Saturday is a high priority and we'd like to have that to offer people starting with next year's budget. We can aim to replace the materials lost from this exchange with either endowment money or money from the friends to expand materials.

8) Side note

Next meeting will be arranged at a time that Prentiss or Laurie can also attend.

Meeting confirmed Jan. 29th at 3:30