**Old Meeting House Revitalization Committee (OMHRC) Meeting**

**January 9, 2019**

**6:00 PM**

**Epsom Public Library**

**Present:** Val Long, Deb Sargent, Chuck Driesbach, Cheryl Gilpatrick, Meadow Wysocki, Virginia Drew

**I. Review and Adoption of Minutes 12/20/18**

Cheryl made the motion and Chuck seconded acceptance of the amended 12-20–18 minutes. Val will send the amended minutes out to the committee and Virginia to post.

**II. Update Strategic Plan**

Val mentioned that there could be three potential goals: 1) BOS approval of strategic plan; fundraising plan; and business plan. 2) Send fundraising letters to businesses and individuals, and submit grant proposals to three organizations. 3) Begin Stage 1 of renovation. Chuck recommended that Val make a draft strategic plan.

**III. Fundraising Plan**

Val handed out a copy of the OMH Fundraising Plan in draft form. Chuck and everyone will review and get back to Val. Cheryl will make some changes to the plan to define what each fundraising activity. Chuck will prioritize the activities on the budget for both Stage 1 and Stage 2.

**IV. Business and Citizen Donation Letters**

Cheryl will update the letter to businesses and continue to work on the list of businesses. Meadow is helping update the list of businesses. Virginia and the committee will let Cheryl know which businesses still need to be eliminated after the list has been updated.

Cheryl handed out a revised letter to businesses and the listing of businesses. Meadow is going to go through the list and figuring out which businesses are still in business in Epsom.

**V. Building Update**

Chuck will update the expected costs and send out to everyone. During the last month, he has been going in and taking the trash out. Chuck mentioned that some Saturday the committee could come to clean-up the first level.

**Other Business**

OMH Trust Fund - Virginia will ask Nancy Wheeler about the rules of the trust fund.

Since we just found out that a copy of our draft minutes and approved minutes go into a notebook in the Town office. Virginia will make the copy and post on the website.

Swearing in of OMHRC committee members. Val has yet to sign, but will go to the Town office to do.

**Clarification of Committee Roles**

**Chairperson**

Ensure that meetings run smoothly and orderly. Works to achieve consensus in committee decisions. Focus on solutions to problems.

**Recording Secretary**

Ensures and maintains records of committee meeting minutes. Monitors progress and scheduling.

**Financial Recorder**

Tracks finances as we raise funds and work with the Town to receive them

**Building Needs Estimates and Safety**

Help to determine building cost estimates.  Consults with fire/safety personnel to determine rules that specify standards for buildings, non-building structures and codes.

**Fundraising**

Focuses on strategy and implementation.  Seek alternative funding. Works with local businesses and grant writing.

**BOS Liaison**

The BOS liaison is a vital link to the BOS to inform about OMHRC activities and represent the committee as we work toward Meeting House occupancy permit. The liaison also advises the committee about Town rules.

**The next meeting of OMHRC is January 23rd at 6 PM at the Library.**

Cheryl motioned to adjourn the meeting, and Virginia seconded the motion. The meeting was adjourned at 7:34 PM.

Respectfully submitted,

Val Long

OMHRC Secretary