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

**December 20, 2018**

**6:00 PM**

**Epsom Public Library**

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

**I. Review and Adoption of Minutes 11/28/18**

Cheryl made the motion and Chuck seconded acceptance of the amended 11-28-18 minutes. Val will send the amended minutes out to the committee and Virginia to post.

**II. Building Estimates**

Chuck handed out a revised Phase One minimum cost estimate. He will modify to add a unisex bath and small kitchen area to the front. The stained glass window in the front would be placed on the north wall where the stained glass window is missing. Chuck will also look at the volunteer costs again so that we can effectively use this as a match for grant dollars which ask for a match. We also discussed the pews and what we will do with them. Some should stay to be used around the perimeter. The major question is whether we can we sell them? Can we alter them? We will check with LCHIP on this.

**III. Fundraising**

A letter to businesses was drafted by Cheryl and Chuck. Cheryl suggested that the Town office keep us informed about what is coming in, and she suggested that Nancy Wheeler use a spreadsheet provided by the OMHRC. Meadow will track the money for the OMHRC in collaboration with Nancy Wheeler. Meadow will also serve in the role financial secretary.

Cheryl will check with the Secretary of State about businesses in Epsom, and will check with an accountant about business donations.

**IV. Strategic and Business Plan**

We need to update OMHRC charter and the strategic plan for the next year and have it approved by the BOS. When we present the updated charter and strategic plan we will clarify our 2019 activities with the BOS. For example, do we have authorization to execute the fundraising strategic plan as it has been accepted and approved by the BOS? We should clarify with the BOS that if something should arise that is outside the scope of the fundraising plan (or strategic plan for that matter), the OMHRC would seek approval from the BOS.

**V. Other Business**

The contact person for the Town has changed to Nancy Wheeler.

Strategic Plan 2019 - Val will write a draft of the plan and distribute to members. All committee members will review and give input to Val on the strategic plan. We will ask Chuck to write the new OMHRC charter. Meadow will review and give Chuck some pointers.

**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 Secretary**

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**

Vital link to the BOS to inform about OMHRC activities and represent the committee as we work toward Meeting House occupancy permit. Advise committee about Town rules.

**The next meeting of OMHRC is January 9th at 6 PM at the Library.**

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