

**AGENDA & MINUTES of the 2017 Annual HCC Members Meeting, 6:45 pm,
January 9, 2017**

John Kirk ran the meeting. Meeting convened at 6:45 pm.

Attendees were: Joan Courser (Trustee), Edie Fenton (Trustee), John Kirk (Trustee),
Dorie Mirucki (Trustee), Marilyn Allen, Gretchen Becker, Bonnie Brown, Art
Copeland, Lynda Copeland, Laurel Copeland, Linda Lyon

Unable to attend: Mary Horne

- (1) Elect a Trustee for a 3-year term
 - Trustees can serve as President, VP, or Treasurer. President and Treasurer are 2 different persons. No limit on number of terms served.
 - a) Elect new trustees: Bonnie, Marilyn, Gretchen, Laurel
 - b) Discuss By-Laws and duties of officers (officers must be Trustees to serve; max 5 Trustees)
 - c) Accept withdrawal of 2 new trustees: Bonnie, Marilyn
 - d) Accept resignation of Edie Fenton as Trustee
- (2) Elect a Clerk (Laurel is acting Clerk)
 - a) Laurel elected
- (3) Engaging new HCC members
 - a) Ice Cream wagon is already adequately staffed
 - b) New people who don't know about HCC... welcome letter? Event? E.g., potluck at Hall, perhaps with telescope to view the night sky
 - c) Pete Silverburg, Jacksonville Stage Road, has a nice telescope
 - d) Town Clerk may know who is new to town
 - e) Art volunteered to draft a letter of introduction to HCC
 - f) Should also invite to the potluck event people who gave money even if they are not residents
 - g) Front Porch Forum, Deerfield Valley News – other venues of invitation
 - h) Marlboro Mud Fling – this could be another fun event to bring the HCC to the attention of the community
- (4) Annual Review of Accounts (Treasurer)
 - a) Bank balances 12/31/2015-12/31/2016 decreased from \$18,226 to \$14,986 (loss because of capital improvements to HCC – boiler, cement sidewalk, insulation; income from Town grant & activities)
 - b) Special Reserve of \$10,000 should be maintained
 - c) Remainder of work to be done from estimate from SEVCA -- need a special fundraiser. Linda put special notice in FPF [Front Porch Forum], newsletter
 - d) Other Hall expenses \$1,089 insurance, \$1,000 electricity, \$990 propane
 - e) Income: \$11,606 of which ice cream (net) \$2,126, donations \$1,254.
 - f) 501(c)3 status may help us raise funds because then donors can claim on taxes

- g) Getting some \$2,000 from the Town of Halifax. We need to write a summary of HCC activities so it is clear why Halifax should support this budget item (Senior Lunch, Funeral Dinners, Hall maintenance). With total expenses of \$14,857, we had a net loss of \$3,252 in 2016.
 - h) Approved – unanimous
- (5) Establish the annual membership fee for 2017
- a) Annual fee is \$5 – keep the same
 - b) Newsletter is \$6 – keep the same
- (6) Update on non-profit status – filing for federal exemption with Form 1023-EZ for public charity is in progress; fee is \$275
- a) Joan, Edie & Laurel are working on it
- (7) Confirm that Regular Meetings will occur on 2nd Mondays at 6:45 pm
2017 dates: Jan 9, Feb 13, Mar 13, Apr 10, May 8, Jun 12, Jul 10, Aug 14, Sep 11, Oct 9, Nov 13, Dec 11.
- a) Confirmed that they may occur on 2nd Mondays, and that those are the potential dates.
- (8) Other business including any needed edits to the By-Laws, e.g., to simplify in Article IV, Section 4, Paragraph 2 the phrase, “and/or one designated Trustee and/or one designated Trustee who has been appointed by the Trustees”, to read “and/or one designated Trustee”
- a) Approved and insert that the matter pertains to the signer of the checks
- (9) New: Please think about petitioning to have another group take over the Hall – pay for the maintenance, get better and cheaper insurance.
- a) Would the Town have to make up a Board? Would that give them influence over HCC? Need to find out what is involved in transferring management.
 - b) HCC Community Hall is like Historical Society building – these buildings are not owned by the Town. But if transferred to the Town, then the Town can do what it wants with its property.
 - c) Dorie had an idea to have an event for self-employed Halifax businesspersons. They could advertise their services at the event.
 - d) Art warned the members that mud could be bad on Hanson Road on March 13.
 - e) Should we have a FB page? Can post on town website. Use email. Use FPF. Someone would have to maintain the new FB page.

Joan gave Laurel a stack of papers about applying for 501(c)3 status and a stack about “Propane Dover”.

MEETING ADJOURNED AT 8:13 PM

AGENDA & MINUTES of the 2017 Annual HCC Trustees Meeting, January 9, 2017, immediately following the Annual Members Meeting.

Attending Trustees were: Gretchen Becker (Vice President), Laurel Copeland (President; Clerk), Joan Courser (Trustee), John Kirk (Treasurer), Dorie Mirucki (Trustee)

- (1) Elect a President
 - a) Laurel was nominated and approved
- (2) Elect a Vice President
 - a) Gretchen was nominated and approved
- (3) Elect a Treasurer
 - a) John was nominated and approved
- (4) Discuss Form 1023-EZ, application for federal tax exemption as a public nonprofit
 - i) Laurel received a stack of documents regarding applying for 501(c)3 status from Joan Courser
 - a. HCC EIN = 03-0280434
 - b. Fax number = none but may be able to use the Town's
 - c. HCC website = none but HCC can use the Town's
 - d. HCC email = none; Laurel will create one for HCC that auto-forwards to Trustees (others?)
 - e. Pay.gov account status = probably was established by Joan & Edie; Laurel will review the documents from Joan
 - f. Determine who will do this job: "Person to contact if more information is needed. Enter the name and title of the person to contact if more information is needed. The person to contact may be an officer, director, trustee, or other individual who is permitted to speak with us according to your bylaws or other rules of operation. Your person to contact may also be an "authorized representative," such as an attorney, certified public accountant (CPA), or enrolled agent (EA)." – Joan agreed to continue to be the Person To Contact.
 - g. Cost is now \$275 (down from \$400 down from \$500), and process is said to be pretty fast for EZ1023
- (5) Other business
 - a) JC: We should paint the exterior front of the Hall. Edie gave Joan a name – perhaps Eddie Chamfer?
 - b) Question: When are dues due? Last collected in October. Idea: we could set up a "Please Pay Your Membership" coffee can at the Potluck event
 - c) Dorie volunteered to work on the Local Businesses event. Edie mentioned that her neighbor has a chamber music group.
 - d) Idea: Have a Thank-You Dinner for Fire & EMT
 - e) Idea: Solicit anecdotes from local businesspersons

MEETING ADJOURNED 8:29 PM