

WASCA Board Minutes - January 16, 2023

1. Meeting Opening.

- a. Roll call
 - i. The following Board Members were present:
Justin Blackman, Ron Gulyas, Maureen White, Roger Tubby,
Barbara Barra, Ken Kreling, Lindsey Bolger
- b. Quorum
 - i. There were 7 members present. 4 members are necessary for a quorum to be reached, therefore we did meet the quorum requirement.

2. Prior Meeting Minutes

- a. Previously distributed by Roger
- b. Discussion - none
- c. Approval – yes, unanimously

3. Treasurer's Report

- a. Previously distributed by Maureen
- b. Discussion
 - i. CPA to do review. Extension to 990 (Aug 15.)
- c. Approval - Yes

4. Committee Reports

- a. Finance Committee
 - i. Presentation of Operation Metrics
 - ii. Donations up slightly
 - iii. Acknowledgement letters with Barbara
- b. Fundraising Committee
 - i. Personalized approach better? Automated mailings?
 - ii. \$s from Sanders
 - iii. Town petition signings – Lindsey to Romney School
 - iv. Winterfest – Jan 29 – bingo, 50/50 raffle; do a dry run [Maureen, Barbara, Justin]
 - v. Wassailing warm-up at center; chili – pay cost
 - vi. Mothers Day - TBD
 - vii. Discussion on how we word our request for donations particularly at the congregated lunches – Donation Jars and or signage; suggest \$10<60; \$4>60 [Maureen, Barbara]
 - viii.
 - ix. Discussion regarding kitchen hardware that might be near the end of life and how to tune our fundraising accordingly. [Lindsey]
 - x. Grants for capital improvements
- c. HR Committee
 - i. Add acknowledgement and signature pages to handbooks [Barbara]

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- d. Town Liaison Committee
 - i. Town Meetings
 - 1. Update on financial requests for town meeting day [Justin]
 - 2. Duxbury already has us in budget; Waterbury 20% increase requested
 - 3. Supply food at Brookside Elementary during Town Meeting Day?
- e. Volunteer Committee
 - i. Volunteer manual changes [Barbara]
 - 1. Possible vote to approve
 - ii. Appreciation card or other for the volunteers [Lindsey]

5. Other Old Business

- a. Action Items not addressed above

6. New Business

- a. New Board member search - 2 openings currently
- b. Opportunity for WASCA to provide food and drinks on town meeting day. Cost would be by donation.
- c. Update on center being used as a vaccination site.
- d. Create calendar of upcoming events [Justin]
- e. Plan for minutes to be distributed earlier with Action Items noted. [Roger]

7. Meeting Close

- a. Set date/time and location for board meeting on February 20th at 18:00 via zoom.
- b. Adjourn at: 19:40

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Action Items

Action Item	Responsibility	Date Due	Status
Winterfest participation	Maureen, Barbara, Justin	Jan 29	
Donation jar wording	Maureen, Barbara		
Looking at kitchen hardware and targeting fundraising	Lindsey		
Add acknowledgement and signature pages to handbooks	Barbara		
Update on financial requests to towns	Justin		
Volunteer manual changes	Barbara		
Online calendar of events	Justin		Done!
Distribute minutes in timely fashion	Roger		Not done!