

Minutes - COA/LCC Meeting

December 17, 2019 at 9:45 a.m.

Lancaster Community Center Meeting Room

Meeting was called to order at 9:45am by Nicole Kanis.

Attendees: Alix Turner, Linda Cutler, Judie MacLean, Jo Agnes Santangelo, Jane Anne Crossman, Deb Ducharme, Nicole Kanis, Melanie Trottier, Robert Hamel, Jay Moody

Approval of Minutes – Minutes of the October 10, 2019 meeting were reviewed and approved without changes.

Kitchen Use – Jane Anne discussed modelling our request for use of kitchen on World Farmer's application. She asked for a copy of their application from the Board of Health a month ago; no response. She will follow up in person after the meeting.

Friends Updates – Jay Moody

- Meeting will be held this Thursday and has a lengthy agenda, which Phil Eugene has been handling; Alix offered to send it out on the Friend's behalf
- Joint efforts of First Church and Friends:
 - Brunch December 15 a success
 - Sand for Seniors started, Win Clark is in contact with the Fire Chief to see if installing/checking smoke detectors is possible during sand deliveries.
- Grant of \$5000 for exercise equipment "more than depleted"
 - Jane-Anne noted All-in-One Universal machine not working
 - Could put on Friends Wish List; upper-body machine would complete the gym
- Amazon Smile purchases bringing in some money
- Question from Alix re: donations to the Friends—how should they be handled?
 - Could we handle like Library/Fire Dept. with a lock box, PO Box or drawer?
 - Nicole will email Orlando; Friends will discuss at next meeting

Director's Updates – Alix Turner

- Next event: New Year's Brunch on 01/04
 - Tracker cost shared by Rec. Dept; trail loops, short and long, need to be determined. Tracking walk after brunch
 - Pre-Event Preparation
 - Menu to include briskets donated by Lidstones, waffles, veg. options, etc. Menu planning to follow this meeting
 - Help needed with PR—posters. Info must go to schools THIS week
 - Setup and prep needs 01/03 from 5-7pm
 - Contact Ann and Roberta for other setup/cooking/PR needs
 - Day of Event
 - Food prep to start at 7am on 01/04

- Event will be held upstairs if we can use the upstairs kitchen.
 - John Farnsworth had emailed Nicole about a one-time use application (temporary food permit) to be filled in by Alix/Nicole
- Review of Friendsgiving
 - Alix mentioned it was chaotic and stressful although some factors were out of our control (van breakdown, elevator breakdown)
 - Elevator maintenance said that door jam was caused by tracks which were dirty. Is Rick aware?
 - Teams of people necessary to organize an event of this size

Discussion ensued regarding how much to charge for this and future events—Jane Anne announced that next year's Friendsgiving will be sponsored by the selectmen. Several mentioned downside of free event is last-minute or no commitment from attendees. Jo Agnes suggested in the future, attendees could pay \$5 for entry, but get a coupon to use toward a class, ie. yoga. A motion was made by Judie and seconded by Jo Agnes to cap the event at 75 people and charge \$5 per ticket.

Building updates

- Jane Anne proposed adding an AED for upstairs, near monitors. The board approved unanimously to request this from the Fire Dept.
- Painting
 - Foyer to gym AND back hall included in project
 - Date/time TBD
 - Work will be done by prisoners from Worcester
 - In preparation, hallway downstairs needs to be de-cluttered
 - Discussion on excess arts and crafts supplies and who could use them (South Lancaster Academy, Eagle Efficiencies, 4h?)
- Damage to building
 - Basketball hoop has been torn down, string of balloons left on rafters, and pickleball net damaged during recent rentals
 - Board members suggested keeping and/or increasing amount of deposit, Alix says rental agreement needs to be rewritten for future
- Storage area
 - Storage in Mem. School facing library is available for our use. Orlando was going to speak with Mike about this. For now, Rick has the key.
 - Discussion on current office chairs—no longer useful?

Budget

- Alix would like board input on the Budget (deadline January 10, 2020). There is a need for an increase in admin office hours, which will be a conversation to re-start with Orlando. Alix and Nicole will find a meeting time with him on a Monday or Friday.
- Audit last Friday went well, but lock box solution is needed

COA By-laws

- Where is the updated version of bylaws from Ryan?

Next board meeting is set for January 9, 2020 at 9:00 am.

The Meeting was adjourned at 11:16AM

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "M. Trottier", written in a cursive style.

Melanie Trottier