

## **Minutes of November 15, 2017**

**Roll Call:** Rose Hale; Sue Arsenault; Martha Brunelle; Sheila Phoenix; Racheal Sugalski; Joan Houston and Jim Letendre were present. Christine Alessandro; Chris Mancini; Mary Williams and Lucinda Puchalski were excused.

Minutes of September 12, 2017 were distributed and reviewed. A motion was made to accept the minutes without any changes, seconded and passed. **Brunelle/Phoenix**

### **Treasurer 's Report for 11/14/17**

**Payroll:** \$18,731.00

**Grant :** Running in the negative until we receive it and it balances

**Expenses:** Under review

**Donation:** Under review

The expense accounts and donation accounts have a couple of questions and I am waiting for an answer. I was not given a printout from accounting on a monthly basis as in the past and there are a few missing warrant submissions.

Motion made to accept the Treasurer's report, seconded and passed. **Phoenix/Arsenault**

### **Director's Report:**

- Positive comments for the Town Wide Yard sale. We earned \$115 for table donations. I would like to send the Parks and Rec. department a donation out our donation account for \$55. We broke even on the food.
- While out on Medical leave, I kept up with email and made some calls. I began back to work on Thursday October 12 by coming in in the evening. On Tuesday, October 17 I began coming in for 3-4 hours per day. By October 29 I was back full time. All bills etc. were handled.
- No many signed up for the November 21<sup>st</sup> watercolor class so it will probably be cancelled.
- Sign ups for the Bemis class are proceeding.
- I have scheduled a Christmas Party at the center for December 4<sup>th</sup>. I have hired Tommy Rull, the entertainer that was here in May to entertain at a cost of \$275. I would like to take that out of the donation account. Also, I would like to provide lunch that day. I would suggest doing the sandwiches like last year. I can have a sign- up sheet out for those wishing to come to the meal. I do not want to advertise the meal. That should be just those who use the center. That also can come out of the donation account. Sign- needs to be by Dec. 1 so I can plan.
- We always close the week between Christmas and New Years. People are busy, away and stressed.

- We need to set up a time for evening. I think we could start with some class. Also, we can't base the opening with who will sign up for pitch. I think the 3 hours could be from either 4-7 or 5-8. I may incorporate outreach hours into this.
- Outreach position is on the top to my list now that I am back. I will sit with the Town Administrator in the next week to go over the process.
- The Friends group has organized and anyone interested is invited to the meeting Friday, November 17 at 1 PM. Judy O'Connor from Millbury is coming to guide the group. Judy has experience.
- We need to figure out how to get people to pay for their classes in a timely manner. I advertised fees were due 9/25 but some did not pay until November but continued to take classes.

Motion made, seconded and passed. **Phoenix/Arsenault**

Discussion about decorating the center for Christmas. The Saturday after Christmas at 10 AM was chosen.

Motion to adjourn at 7:15 made, seconded and passed. **Houston/Brunelle**