



**Town of Arlington, Massachusetts**  
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## Minutes 01/08/2013

### MINUTES MEETING JANUARY 8, 2013

Committee called to order by Heather Leavell, Co-Chairman, on January 8, 2013 at 7:08 p.m.

Members present: Sarah Burks, Co-Chair, Heather Leavell, Co-Chair, Aimee Taberner, Co-Chair, Geraldine Tremblay, Terry Shaoul, Roly Chapt, Dan Johnson, Jacqueline Bates, Interim Recording Secretary.

Advisors present: Chuck Luca, James McGough, Trustee Emeritus.

Guests: Ellen Aamodt, Tracy Skahan, Alicia Gaffney, Nick Batzell

Absent: Christine Sharbrough, Paul McGaffigan, Treasurer

Minutes of December 11 2012- S. Burks made a motion to approve the minutes of December 11, 2012 as correct. A. Taberner second. Unanimously approved.

Treasurer's Report- G. Tremblay distributed the November and December treasurer's report to the trustees in P. McGaffigan's absence. End of year status was also distributed, listing the expense vs. revenue of 2012 events and other annual expenses. R. Chaput made a motion to receive the reports. A. Taberner second. Unanimously approved. A. Taberner submitted a receipt for \$22.99 for printer ink. H. Leavell made a motion to recommend to the Corporation to reimburse A. Taberner for \$22.99 as stated above. G. Tremblay second. Unanimously approved. S. Burks submitted receipts from Staples in the amount of \$80 for annual appeal material, from Ebay in the amount of \$2.98 for a Scout postcard, and for a gift basket in the amount of \$59.90 for Bob Shure. A. Taberner made a motion to recommend to the Corporation to reimburse. S. Burks for a total of \$142.88 as stated above. G. Tremblay second. Unanimously approved. Massasoit busts made by Skylight Studios have all sold from our original order of 15. We are considering ordering more, but D. Johnson recommended that we create a marketing plan for a bigger purchase. Discussion on this ensued. H. Leavell reported that the Pleasant Street Church in Arlington would like to make a small donation from the sale of the church to the Corporation. H. Leavell gave them the appropriate information. Discussion ensued on the strategic plan proposal. H. Leavell will contact the consultant for a possible interview. We will vote on moving forward with this project at the next meeting. A Strategic Planning sub-committee was formed. Members of the sub-committee are D. Johnson, S. Burks, A. Taberner H. Leavell, G. Tremblay, and J. Bates.

#### ACTION ITEMS FOR FEBRUARY:

- H. Leavell will begin working on 2013 budget with assistance of A. Taberner. They will report back next month.
- H. Leavell will talk to Skylight Studios about further bust purchases to see what will work for both of our organizations
- H. Leavell will set up a meeting with strategic planning consultant Laura Roberts and the sub-committee

Fundraising- H. Leavell reported that several donations have come in as a result of annual appeal mailings have come back. H. Leavell will contact P. McGaffigan about depositing donations that have been made via PayPal.

Volunteer Report- J. McGough distributed the volunteer report. A. Taberner made a motion to accept the volunteer report. J. Bates second. Unanimously approved. S. Burks notified the board that some contact information with Arlington High School was incorrect. S. Burks has updated it. J. McGough reported an upcoming tour of Acton Women's Club on January 24th at noon (5-10 people)

2013 Event Calendar- S. Burks distributed a rough schedule of events for 2013. Sculpture event is planned for 2/23/2013, but if the date is unavailable it will be moved to 2/24. There will be two sessions (11 a.m. and 2 p.m.).

**ACTION ITEMS FOR FEBRUARY:**

- A. Taberner check Cutter Gallery for availability for sculpture class on 2/23 and report to H. Leavell and S. Burks.
- H. Leavell and S. Burks will take care of advertising for sculpture event

Collection- S. Burks bought a Kansas City Scout post card. G. Tremblay took it to catalog it. The rest of collections conversation has been moved to the February meeting.

Miscellaneous- Two of our guests, Ellen Aamodt and Tracy Skahan are interested in the Secretary positions (corresponding secretary and recording secretary). At this time T. Shaoul explained the role of secretary. The board decided that going forward minutes will be sent to all trustees and associate trustees, not just voting members. Secretary will also specify action items in the minutes and add a line in the agenda for reviewing last month's action items to check for progress. Members updated membership list with all correct contact info. Members considered contacting Pat McCabe about becoming an associate trustee. G. Tremblay volunteered to work on creating a list of Dallin family members with contact information. R. Chaput brought up issue of repainting floors of galleries (after the ceiling has been fixed), the Board will discuss exactly what this entails and if it is possible at the February meeting. The Board also discussed redesigning the entryway, but will revisit this next month.

**ACTION ITEMS FOR FEBRUARY:**

- G. Tremblay will follow up with the town about getting the gallery ceiling fixed and figure out moving sculptures to accommodate this.
- R. Chaput will repaint the floors once the ceiling has been repaired.

Meeting adjourned at 9:05 p.m.

Jacqueline Bates, Interim Recording Secretary