

Rupert Village Trust Board Meeting Minutes

Thursday, September 12, 6 - 8 pm

Agenda

- 6:00 Approve minutes from previous meeting
- 6:05 Treasurer's Report
- 6:10 Annual appeal - status
- 6:15 RD Grant:
 - Easement for well - status
 - Engineering contract
 - Next steps
- 6:25 Postcard piece
- 6:30 Katha's offer to volunteer for fundraising
- 6:40 Jed's report on the PTV retreat
<https://lp.constantcontactpages.com/ev/reg/w9guxd5>
- 6:50 Upcoming Arts Events
- 6:55 Basket Raffle - check in on status
- 7:00 Dinner Break - celebrate our fundraising success
- 7:20 Shift in Direction due to not getting VTI funding this year. See this document: [☰ Shift in Direction](#)
- 7:30 Isaac's email - getting started on the Harrington House
- 7:40 Potluck supper restart, October game night plan
- 7:55 Wrap-up and schedule October meeting
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Minutes

- Meeting opened at 6:09 PM. Deb Fuller, Jane Davies, Janet Hentschel, Nancy Poletti, Jed Rubin and John La Vecchia attended in person. Mary Dickson attended via Zoom.
- Minutes from the August meeting were approved as submitted.
- Deb noted that donations made through the website rather than through Venmo are more easily tracked and managed for donors who would like to receive a tax donation letter.

- Deb sent Alex all of the last RD forms needed for the RD grant. Alex acknowledged receiving them. Deb expects we will then receive a final grant approval letter. Jane will check in with Frank Parent and Chris Cole regarding the status of the bidding document package. John will check in with Frank regarding the WW permitting status. We also expect to continue working with Isaac Wagner as this work gets underway.
- The RD grants and tax credits are reimbursable funding sources, meaning expenses are incurred and then reimbursed through the grant or tax credit.
- Nancy presented several 5"x7" postcard design ideas. These could be two-sided cards placed both in the Store and elsewhere to help inform people who are not familiar with RVT and the project. Deb and Nancy both think this is part of a larger conversation having to do with communications, brochures, letterheads, and branding. Jane would like to have an oversized 4"x6" style business card with one picture on one side and a brief statement on the other with coffee hour and basic contact information. Deb suggested starting with a quantity of 100 cards. Jane will mock up something to show Nancy. Design details
- Katha Washburn has offered to help us with fundraising efforts. Further discussion will follow.
- Jed reported on what he learned at the PTV retreat earlier this week. The focus for him was on the possible uses and renovation of the Harrington House. Jane said we had an architectural assessment done several years ago. We discussed ideas for a two-unit dwelling use, i.e. one for a cafe operator and another for writers, musicians, and others who may be presenting at the Store. Flexible workspace use is also a possibility. As-built documentation of the building (and barn?) will ultimately be useful.
- The contract is out for the first ukulele event. Mary is working on a checklist-style document we can use for all events, more a template than a specific plan for individual ones. Mary and Nancy can work on this together. Janet suggested having something similar for groups looking to use or rent the space.
- John will look into keypad lock options, including those that can be controlled by phone or otherwise remotely. We said this lock might better be installed on the side door at the top of the ramp

since the door has wider stiles than the front door and a keypad lock isn't particularly historically appropriate. Nancy noted that Brian Beavin would likely be able to install the lock when he is here working on the replacement window installation if we have the lock in hand by then.

- Basket raffle planning is coming along well. We will look to have the tent and outdoor tables and chairs set up sometime Wednesday-Friday before the raffle day.
- Mary and Jane have discussed a possible strategic “change in direction” given that we did not receive a VTI grant this year, mostly involving a pivot to work on both the Harrington House and the Sheldon Store. This could include more involvement with Isaac Wagner on planning, researching MTAP opportunities, more staffing, etc. See Mary and Jane’s separate document for more information about it.
- September’s potluck restart attendance was fairly small. We should have Renee’s input about continuing it, the the best day of the week, the right time to restart it. Fridays overlap with dinners at Sherman’s Store. Jed suggested Sunday evenings as a possible alternative.
- Janet will talk with Deb about Placemaking grant opportunities. Deb and Jane will both look and share any information they have from earlier workshops.
- Meeting ended at 8:30 PM.