



Rupert Village Trust Board Meeting Minutes

Thursday, April 10, 5:30 - 7:30 pm

Agenda

- 5:30 Approve minutes from previous meeting
- 5:35 Treasurer's Report
 - Monthly income statement  3.31 IncomeStatement.pdf
 - Coffee hour quarterly report  3:31 coffee hour report.pdf
 - Heritage account update
- 5:44 Easement work is complete & filed with the town
- 5:45 RD Grant:
 - Next steps:
 - Well permit filed
 - Waiting for clearance to bid from RD
- 5:55 Communications
 - Newsletters ([long](#) vs [short](#) & frequency)
 - [Survey Results](#)
 - Letterhead (500 single sided envelopes \$175, 500 double sided, envelopes \$225, 500 letterhead \$195)
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- 6:10 Events: Updates, Next Steps & Planning/Resources
 - Updates/Next Steps
 - [Egg Hunt](#) (4/19), [Tai Chi](#) (4/29), Green Up Day (5/3), [Stuart Fuchs](#) (5/17), Cookbook club (5/18)
Gwen/Thunder's Grad party (5/24), Rootbeer Floats (7/19 or 26)
 - Hosts for Potluck - May, June, July, (sign-up or not - [Sign Up Genius](#) vs [Google Form](#))
 - Planning
 - Potential New Events:
 - April is National Volunteer Month
 - Helen's High Tea (June)
 - Movie Nights, Concerts, Art Exhibits
 - Bernice Lewis would like to do a songwriting workshop

■ Volunteer Resources:

- 6:30 Follow up AARP Grant (don't worry, one minute)
- 6:35 Store Use in 2025 ([spreadsheet here](#))
- 6:45 Dinner: discussion topic-Judy Barden's Quilt - shall we display it or use it as a raffle item?
- 7:15 Harrington House update, next steps, Warren's proposal
- Architectural drawings vs. renderings vs. builder's set - next steps for clarifications
- Electrical in the back room
- Functional Kitchen
- Thoughts on the Store renovation

Minutes

- Meeting opened at 5:42 PM. Deb Fuller, Jed Rubin, Janet Hentschel, Nancy Poletti and John La Vecchia in attendance. Mary Dickson and Jane Davies joined via Zoom.
- March meeting minutes were approved with one correction to the meeting date.
- There were no questions for the treasurer about the monthly income statement. We can revisit any questions about the coffee hour quarterly report.
- Deb opened the Heritage account. Checks haven't yet arrived. Deb is a signer on the account and Jane will be a signer. Deb expects we will be fully to Heritage sometime next month.
- Deb suggested sending a follow-up to everyone at RD regarding the clearance to bid. Jane will make that follow-up about the legal services agreement.
- The group had different thoughts about the long vs. short newsletter alternatives. Can some topics have short descriptions along with a link in order to condense things? Jane is often in favor of reducing word count and making things more concise but also sees the value of a well-designed and visually attractive newsletter, so we will continue with the longer format and a twice a month frequency.
- Coffee and special events topped the list on the survey.

- Michael Krauss stopped by to say they have finished repairing and restoring the light fixtures donated by Nancy Poletti that we will use on the second floor and possibly in the first floor back room. He also has small candelabra bulbs available but the lumen output may be too small for our needs.
- Nancy asked whether we have a Square card reader that will fit new phones. Jane will look into it and will see if there are also wireless options available.
- Nancy will order 500 single-sided envelopes, and letterheads and 7 pads (5 ½"x8 ½" size) at Jed's request.
- Four people have signed up for baking for the Easter event. Nancy will contact Sarah Porter about her baking for that event.
- The group will continue cleaning up the back room ahead of Tai Chi which starts on 4/29.
- We will look for and put Green Up Day materials out, possibly one week early on the last Saturday of April. We should also coordinate with the Selectboard and the highway department to have a truck or loader on site.
- We think the library book club will begin on Sunday, May 18th. Nancy expects to hear more from Jenna about it.
- Gwen/Thunder's graduation party is scheduled for Saturday, May 24th during coffee hour. Nancy will contact Flour Girl about having a cake for the event.
- We may pair the root beer float event with game night on Friday, July 11th.
- We need hosts for the potlucks in May, June and July. Between Janet, Jed and Jane we may have substitute hosting covered. We won't ask for signups.
- We expect to have a volunteer event later in the year but not in April.
- The group is very supportive of Helen's high tea event in June. Nancy will contact her about available Sundays. We can publicize it in the newsletter with a signup email, phone number and/or QR code.
- Bernice Lewis would like to do a songwriting workshop. Jane and Nancy may work with Bernice about it.
- Nancy thinks we are covered with volunteer resources for the time being.

- There is nothing new to report on the AARP grant. Janet expects to here about it in May.
- Mary started a Store use in 2025 spreadsheet to keep track of all of our events.
- We discussed displaying Judy Barden's quilt in the back room or possibly on the stair landing ahead of the basket raffle, possibly beginning around Old Home Days, with separate raffle tickets for the quilt.
- John will reply to Warren Irish to engage his services on design drawings for the Harrington House.
- Jane will pick up the light fixtures from Authentic Designs tomorrow. Jed will then contact Ed's Electric to get on their schedule. We need to be clear with the electricians about what fixture goes where so there isn't any confusion and we know when they will be here. Jane would like to plan and prepare for a functional kitchen in the back room. Deb recommended we proceed with the lighting and back room outlet/power work and table the functional kitchen discussion so it doesn't hold up this work.
- Jed had questions about how the cafe is meant to function and whether the addition footprint is larger than needed. He noted that Pete Cacace pointed out that the kitchen could be smaller. Jed would like to know from Christine Graham's work what we might realistically expect to raise in a capital campaign and what the Sheldon Store addition might cost to see if they can align. Deb pointed out that the addition is also important to allow for full use of the second floor. Jane believes we are already serving RVT's mission. This longer range plan and ideas about the functional kitchen are both topics for a separate meeting or meetings.
- Meeting ended at 8:08 PM.