

Rupert Village Trust Board Meeting Minutes

Thursday, August 15, 6 - 8 pm

Agenda

- 6:00 Approve minutes from previous meeting
- 6:05 Treasurer's Report
- 6:10 Annual appeal - email & social media?
- 6:15 RD Grant:
 - Easement for well - status
 - Engineering contract
 - Next steps
- 6:20 Volunteer Program Upgrade/Changes
- 6:30 Print Pieces and general direct mail
- 6:40 Website Updates
- 6:50 Upcoming Arts Events
- 6:55 Basket Raffle - schedule planning meeting
- 7:00 Dinner Break
- 7:15 Bench - a bench in memory of Susan DeRege, refinish Chris Graf benches
- 7:20 Status of [Windows](#)
- 7:25 Painting the building - quotes and timing
- 7:40 Signage - outdoor sign for the building - fundraising thermometer
- 7:50 Potluck supper restart, August game night plan
- 7:55 Vermont Challenge bike tour at town green Saturday 8/17
- 8:00 Wrap-up and schedule September meeting

Minutes

- Meeting opened at 6:05 PM. Deb Fuller, Jane Davies, Nancy Poletti, Jed Rubin and John La Vecchia attended in person. Mary Dickson attended via Zoom.
- Minutes from the June and July meetings were approved as submitted.

- Deb presented the treasurer's report. Donations have started coming in from our recent appeal letter.
- Nancy will work on a follow-up appeal email (newsletter-esque) to send to everyone on the email list including those who also received a paper mailing.
- The Town signed and notarized the well easement. Our attorney Merrill Bent has a copy of and is reviewing it. Deb has some other paperwork to deliver to Andrea Lenhardt for recording at the town office.
- We received an engineering contract today from Frank Parent. It includes some information for us and/or RD to fill out before sending it back to Frank for his signature. Jane and Deb will review the contract. Once the remaining paperwork is in place we can begin permitting.
- We discussed several ideas for having a volunteer sign-up sheet for Saturday coffee hours. Nancy will update our coffee hour setup to-do list so it's clear and concise. We will also look for feedback from our volunteers over the next several weeks to see what they are looking for and what works best for them. Would shorter 1 or 1 ½ hour shifts be better for people? Is it better earlier or later in the morning? Once we have more information we'll post a sign-up sheet at the Store.
- Jed suggested a larger postcard format for a general direct mailing. Nancy also suggested a letter-size mailing. Deb thought that mailing could also include an invitation to one or more of our events, not just an information piece. If developed with future volunteers in mind, staggered mailings would be better so volunteers don't all arrive at the same time.
- The group reviewed and discussed recent website page and content updates with an eye to consistency and clarity. The flow and feel works quite well and everyone appreciated all of the recent photos. Deb suggested making our 990 tax filing forms available on the website, in a location still to be determined.
- Jane spoke about three upcoming arts/music events consisting of a ukulele workshop, potluck and then a concert at one of the nearby churches. The first will be on October 19, 2024. Along with this, Jane asked if Nancy will have more time available to help promote and administer these programs. Nancy and Jane will

discuss this in more detail. Mary also offered to share the workload with Nancy on some of these items.

- Deb suggested a 40-50 basket target for the September basket raffle. Jane noted that Renee Kitts will again be taking the lead on this event.
- A group approached Jane about making a memorial bench donation in memory of Susan De Rege. We may not be ready for this type of memorial right now, as both our indoor and outdoor spaces are still in a state of flux and development. Several alternatives may be available if the group is willing to consider them.
- Deb will talk to Claude to get his thoughts about cleaning up and refinishing the benches that Chris Graf made.
- Jane will check with the painter and window installer about their respective schedules for fall 2024 work. We have estimates for all of this work including the cost of the windows. John will check with Marvin to see how soon their primed window exteriors need to be finish painted after installation, and review the order over the coming weekend prior to placing the order for 14 windows.
- Deb says our temporary fundraising thermometer sign will not need approval from PTV. Other permanent signage will need both PTV and town approval.
- Nancy will check in with Renee Kitts about restarting potluck suppers this fall.
- John will have the Store open early this Saturday 8/17 for the Vermont Challenge bicycle group for their ride that leaves from the town green.
- Meeting adjourned at 8:30 PM. Our next meeting will be on 9/12 at 6:00 PM.