

RVT Board Meeting 3/5/23:

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Old Business

RVT Board Meeting Agenda

Sunday, March 5, 2023

- Update on Frank's work
- Treasurer's report
- Update on CDS - report on meeting(s) with Alex + Isaac's email
- Update on Danielle's work / communications
- Coffee Hour review

New Business

- Discuss priorities for phasing; options for accomplishing
 - Third Space for young people
 - having the building open more
 - food service?
 - Follow up from Community Conversation contacts
 - Discuss Steven Barry's idea re food
 - Discuss our role in Easter event
 - Vote on applying for a line of credit with M&T bank.
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- Make it a practice to send unapproved minutes to Jane and Deb ahead of the next meeting.
 - 2/19/23 minutes approved as read.
 - Deb said Alex feels it will be helpful for the application to have a detailed estimate, ideally from our engineer, rather than from someone who is bidding on the project. John will follow up with Frank to gather information ahead of a mid-April application deadline if possible. Deb will follow up with Chris Cole about preparing a site work project estimate. If he can't do it, does he have any suggestions of someone who can prepare a conceptual estimate. What other contractors (other than Ryan Davenport) might be able and willing to prepare an estimate even if not interested or able to do the work.
 - In-person meeting with Alex on 3/20/23 at 9:00 AM at the Store. Deb and Jane will work on as many of the application elements as possible

ahead of that meeting. Best if able to fill in the gaps to complete the application within 30 days or its initial submittal. This may not be possible for all aspects given the environmental review and archeology report timeline. Deb said the good news is that CDS funding is usable for 4 years.

- Deb presented a contract from Isaac from SRW Environmental Consulting. We were inclined to have her sign and return it to Isaac. She will also follow up with him about another helpful resource he mentioned in an email and about the 200 day archaeology timeline and whether it will really be that long.
- Danielle knows someone (Ross) in Manchester who can make aprons for us. She will follow up with Carey and John to set up RVT email addresses. She will create a secondary logo, mail chimp template, set up a square card reader for sales at events (not donations), create a QR code for Aplos and Canva. Danielle will continue to send quarterly SEO reports. She will add consistency to our media presence and marketing. She would also like to start a Google calendar with our and other local events. We all would like to learn more about how to use a Google workspace, which requires a Google account but not a Gmail address.
- Deb will be updating the reports and will plan on a monthly review of the treasurer's report.
- Chris Kimball was at our 3/4 coffee hour and is very interested in the project. Our Google workspace will be a good place to have a real-time calendar from Carey with a list of hosts and bakers.
- We will apply for a line of credit with M&T bank. We don't know yet about the terms, rate, etc. Jane discussed a \$50,000 limit with the person at the bank. They have done this before with non-profits as a source of bridge funding for grants. What, if any, are the collateral requirements? All three of us voted to apply for the line of credit.
- Discussion about Steve Berry's (not Barry) commercial kitchen ideas. Sharing kitchens between the organizations is not practically feasible. He is wondering about ideas for collaboration. Would a commercial kitchen at the church benefit the Store and cafe? Jane wondered if the church could buy meals from a cafe operator to serve at the church? We are all on board with feeding people. We are collaborating on some things already. Jane will draft a reply to Steve and share it with us first before sending it to him.

- Dan Fuller suggested to Deb the idea of hosting a repair cafe. We could have people like Dan, Doug, Elizabeth Winters and others who are skilled and handy at the event to help people who have things they need to fix or repair. It could be a good community-building event on a monthly or quarterly basis.
- We discussed Easter event planning. Could we have the egg hunts indoors in our three different buildings (church, library, Store) if the weather is bad that day? We will make sure Danielle is aware of it for our social media and Jane will work on a poster to market the event.
- Jane and Deb will be meeting with Tammie Reilly at the Store this Friday 3/10 at 10:00 AM. Jane is working on her communication with Elizabeth Marx.
- What phasing option(s) will allow us to have the building open more? What would be involved in creating a basic compliant kitchen in the back future kitchen space? We should review the regulations. Will the bathroom need to be fully accessible in phase 1? Can we adapt the existing bathroom without changing its footprint? What can we do that will give people a visual sense or progress? See an initial sketch from Jane in her 2/21/23 email. What elements do we need to have in an initial minimal but code-compliant kitchen? Deb may check in with Bill Drunsic about this. What can we do in the event we aren't able to do the site work this year? Having a kitchen space will help a cafe operator envision the possibilities, even more so than having a new septic system. Let's get some sketches in place to send to Jon Saccoccio for his input and work. We can get plan to do that after our next meeting.
- When might we have staff when the building is open more of the time, even in an interim phase?
- We will all review the health department regulations regarding food service work.
- The project will likely be phased even if we get the site work/septic system in this year.