

**Board of Directors Minutes**  
**November 20, 2014**  
**8:00 –9:30**

**Members and Guests Present:** Marilyn Canavan, Doug Carnrick, Sally Harwood, Mike Heavener, Elery Keene, John Reuthe (guest), Clough Toppan, Linda Woods.

Elery made a motion to accept the minutes from October. Sally seconded the motion. The vote was unanimous.

**Financial Report:**

The city account has \$2974.49

Linda entered all the data from the City's account into Quicken. She distributed a summary of SMMC's finances.

There is \$1944.86 in the checkbook.

Linda paid the bill for the Chamber of Commerce dues.

Linda provided a copy of SMMC's profit and loss report to Karl Foss. He filed an electronic post card to the IRS this year. Linda paid his bill for doing this.

Action Items:

Linda: Ask Karl if he created an account and a log in

John: Help Linda create a budget using the data from the last 3 years

Linda: Ask team leaders to submit a budget before December's Board meeting.

Sally motioned to accept the financial report. Doug seconded it. The vote was unanimous.

**Fundraising Committee Report:**

The Fundraising Committee's next meeting is December 4 at 11:00 in the Winslow Town Office. They have created an outline for a product to offer. It includes offering home energy consultations, WindowDressers, and air sealing information. People would be asked to make a contribution for these services. The next step is to create a specific business plan.

Action Items:

John: Add a request for donations to his e-mail list of homeowners who have been helped by our weatherization information program

?: Meet with the WindowDressers Board

Mike H: Check into the legality of this business plan

Sally motioned that we accept Fundraising Committee's development of a business plan as outlined above to be brought to the full Board for consideration. Doug seconded. The vote was unanimous.

**Coordinator's Report:**

**Public Outreach:**

Peter Garrett's column about the window dressers appeared in *The Sentinel* on November 14. The piece is available on the SMMC web site. Clough Toppan will be writing the December column about solar energy. Linda appreciates your prompt response on the columns.

There were 3 advertisements and an article in *The Sentinel* about WindowDressers. These resulted in many phone calls for appointments. Stephanie Kierstead (of the Education Team) set up a table with the SMMC brochure and other materials at the event.

**Public Policy Team:**

The Public Policy Team did not meet in November due to inclement weather. Their next meeting will be December 1 at 6:30 in the Winslow Public Library.

**Education:**

The Education Team will not be meeting again until December.

**Energy:**

A core group is participating and focusing on the home energy program under John Reuthe's guidance.

More than 30 people attended Air Sealing 101 led by Michael Lessard at KVCC. Approximately 30 people attended Windows 101 on November 12 in the Winslow Junior High Auditorium.

**Local Foods Team:**

Olivia Tuttle at the Waterville Public Library is considering starting a seed library. Linda contacted her about being a team leader for the Local Foods Team.

Action Item:

All Board members: Think of possible co-chairs for the Local Foods Team to gather interested volunteers

**Rethink, Reduce, Reuse, Recycle Team:**

The Rethink, Reduce, Reuse, Recycle Team continues to work with Waterville High School's Green Team to educate the public about PAYT and curbside recycling. Members of the team announce the recycling dates at weekly home rooms. Nine members are hoping to make a video about recycling.

The next meeting of the Rethink, Reduce, Reuse, Recycle Team is December 9 at noon at Eric's Restaurant (College Ave).

**Transportation Team:**

The Transportation Team and Active Communities Environment are planning a presentation on bicycle & pedestrian safety for the Waterville City Council. This has been scheduled for January

20 after the new mayor and councilors have taken office. They hope to do this presentation for area towns as well. The next meeting of the Transportation Team is January 8 at 4:00 at KVCOG. It will be a dress rehearsal for the City Council presentation.

**Old Business:**

Mike Heavener distributed a draft of “Sustain Mid Maine Coalition Policy on Soliciting and Accepting Donations.” He will continue to revise this.

Action Item:

Clough: Contact Rob Levin for a sample

**New Business:**

We discussed an outline for the annual meeting. It was decided to have the meeting on Saturday, January 24. We plan to have a speaker from Efficiency Maine to speak about programs for residents and businesses. It will include a brief report out from each team leader. We hope to reach SMMC volunteers as well as people who have not attended the annual meeting before. Potential title: Community Gathering of Interested/Concerned People

Action Item:

John: Contact Mike Stoddard to speak (Alternative Choice: Al Hodsdon)

Mike Heavener distributed a copy of Unity Foundation Capacity Quotient. Peter Garrett contacted this group and arranged for a lower fee for our participating. Doing this will allow us to know more about ourselves. It lists areas for improvement and opens doors to potential grants. Sally motioned that we contact the Unity Foundation to begin this process and provide the funds to purchase the Unity Foundation Capacity Quotient. Marilyn seconded. The vote was unanimous.

Action Item:

Mike H: Contact Unity Foundation

Marilyn outlined a conversation she had with Pam Trinward, a representative from Chellie Pingree’s office. Pam would like to meet with SMMC people on Tuesday, November 25 at 1:30.

Action Items:

Clough, Doug, Elery, Marilyn, Sally, Mike H, Linda: Attend this meeting if possible

Elery: Invite Jane Edwards

Linda: Invite Peter Garrett

Linda: Bring the materials

Doug suggested creating a booklet of all our articles.

The next regular meeting will be **Thursday, December 11 at 8:00** in the **Mayor's Conference Room**.

Respectfully Submitted,

Elery Keene, Secretary