

Board of Directors Minutes
July 13, 2011
8:00-9:30

Members Present: Marilyn Canavan, Sally Harwood, Mike Heavener, Elery Keene, Mike Roy, Linda Woods

Elery motioned to accept the minutes of the last meeting. Mike H seconded. The vote was unanimous.

Financial Report:

The city account has a deficit of \$758.38. There is \$826 in the checkbook, most of which is committed..

Mike H stated that the Winslow check should be arriving soon.

Action Item:

Mike R: contact the Prepare for the Future Fund to determine the amount we can apply for

Linda reported that \$960 was received from Time & Tide. \$250 was received from Starbucks, but \$500 was not. After several phone calls, Linda was assured that the remaining funds will be coming in the next pay period which is in September.

It is possible to have PowerPay, an e-commerce account through KFS. The representative could build and sell us a Gateway that transfers from our web site directly to our account. The monthly charges are a \$5 statement fee and a \$10 Gateway fee even if there are no transactions. The process fee is 2.10% and 25 cents per transaction.

For non-profits groups who have a 501 (c) (3) number, Paypal offers a 2.2% charge as well as 30c for every transaction. That translates to \$2.50 per \$100 donation. According to the Paypal website, Paypal offers a suite of online fundraising tools to help collect donations. We can fundraise by accepting credit cards on line through the website. They also have a process to help fundraise on Facebook.

Marilyn said other non-profits use Paypal. A discussion about which program to use followed.

Action Item:

Linda: check with Paypal to determine whether there is a lengthy contract and/or other on-going fees and e-mail that information to the Board

Coordinator's Report

With the assistance of Karl Foss from Jim Nicholson's office, the IRS paper work was submitted on time.

A running tally of volunteer hours now appears on the first page of the web site.

Energy Team

John Reuthe & Linda had a table at Fort Halifax for Winslow Fourth of July celebration. John will be speaking at the Rotary on August 1 and will have a booth on the street during the Taste of Waterville on August 3.

Mike H reported that Winslow will be including flyer about SMMREP & PACE in this year's tax bills.

Action Items:

Marilyn: contact John Reuthe & write an article about the residential energy program

Linda: find a satisfied participant to write a letter to the editor

Transportation Team

The Transportation Team will not meet again until September.

Education Team

The Education Team has begun planning for the Green Expo which is held in conjunction with The Taste of Waterville on August 3.

Rethink, Reduce, Reuse, Recycle Team

The RX4 Team will be staffing composting stations at The Taste. If you have any free time August 3 or 4, please let Ross or Linda know. There are multiple opportunities for you to help.

Old Business

Linda presented a list of sponsors and contributors that she & Doug revised. Thomas College has been added to the list as well. This will soon be posted on the web site.

Mike Heavener completed the GHM Insurance application. According to the agent, SMMC can get Board insurance for \$897 a year. It was decided to postpone obtaining insurance until we are in better financial state.

Linda presented a draft of the budget that Doug, Mike R, and she created. A discussion followed. This was tabled until the next meeting.

Action Items:

Mike R: check with Doug about calendar year vs. fiscal year

Mike R & Linda: create a 2010 budget that shows prior year's expenses

Linda distributed a list of the Board's top three Finances, Communications, and Membership priorities as discussed at the last meeting.

It was noted that we are capitalizing on public events. Financial planning will occur at the next meeting. A discussion followed about how to increase membership.

Action Items:

Marilyn: contact *The Sentinel* to arrange a meeting with editorial board

Linda: revise the brochure, include benefits of joining

Linda: distribute this revised brochure to everyone who has a garden plot & energy audit

Linda: ask teams to generate a list of potential volunteers

Board: brainstorm a list of potential volunteers

Linda: take photos of gardeners & customers who have had energy audits

Mike H: Check with Central Maine Area Managers to get on their agenda

The next meeting will be **Wednesday, August 10 at 8:00 AM** in the **Mayor's Conference Room.**

Respectfully Submitted,

Linda Woods, Coordinator

Elery Keene, Secretary