

Old West Church Association (OWCA)
Annual Meeting Minutes
October 14, 2018

Attendance: Richard Maizell, Nick Emlen, Mack Gardner Morse, Charlotte Hanna Bassage, Scott Bassage, Rod Buck, Donna Fitch, Barbara McAndrew, Mary Elder Jacobson, Craig Line, Brian Clark, Sue Killoran.

Barbara McAndrew, President OWCA, called the meeting to order at 3:06pm expressing pleasure in serving as president for the first year of a two-year term. She acknowledged people's willingness to support the Old West Church, especially around the biggest and most complicated project of the year — the steeple repair.

A motion to approve the annual meeting minutes of October 22, 2017 was made by Donna Fitch and seconded by Rodney Buck. The minutes were published last year on Front Porch Forum. The minutes were accepted and approved by unanimous voice vote.

Richard Maizell made a motion to review the reports (attached), seconded by Scott Bassage.

Presidents Report by Barbara McAndrew:

Barbara noted the committee chairs:

Building:	Nick Emlen
Fundraising:	Richard Maizell
Music:	June Morse
Scheduling:	Kathy Morse

Barbara reported on the following activities which took place the past year:

- Meeting with nearest OWC neighbors, David and Kathy Morse, to ensure no issues with activities at the church. They asked for no last-minute requests for electricity. Kathy will serve as OWC reservation scheduler.
- New rental contract written for use of the church.
- New parking procedures established.
- Oversight of the building and building funds reviewed.
- Boxes of OWC "archives" given to OWC treasurer Donna Fitch. Looking at resources to organize and archive for safekeeping.
- A \$20,000 matching grant awarded by Vermont Division for Historic Preservation in December 2017 for second phase of steeple work. Grant money will be received once the steeple is completed and documentation has been submitted for reimbursement.
- New address and telephone number: PO Box 73, Calais, VT 05648, 802-456-0576.
- Web site ready to go live within a couple weeks.
- Continuing to work on keeping people informed and engaged.
- Immediate upcoming focus is Christmas Eve service, engaging more assistance in preparing for 300 people. Last year, based on recommendation from DeWolfe Engineering, areas of the balcony were blocked off.
- First rewrite of bylaws drafted (current bylaws are from 2000) to include increasing number of trustees from four to five, defining membership and age to vote, and adding a dissolution clause. New bylaws will be voted on by the membership most likely at a special meeting before the 2019 October annual meeting.
- Events at the church this past year: Christmas Eve Service, Memorial Service for Geisler Family, Deb Flanders' 25th concert, a wedding, World Out Loud / Art at the Kent, Fall Foliage Concert.

Treasurer Report by Donna Fitch:

A finance committee was formed to advise and make decisions on managing and investing OWCA funds. Committee members are Steve Killoran, Rodney Buck, Donna Fitch, Barbara McAndrew. A financial plan has been drafted. However, due to the need for cash for the steeple and the process necessary to access the money invested at Massachusetts Financial Services (MFS), the plan has not yet been instituted. The financial plan addresses current funds available, estimated uses of the funds, fundraising target and long term endowment target. The OWC funds will be managed in relation to the building's maintenance plan needs which are being developed by the Building Committee.

Craig Line asked if the certificates of deposit (CDs) that matured at Northfield Savings Bank were rolled back into a CD. Donna explained the CDs were redeemed as money was needed for the steeple project. The Finance Committee has made recommendations as to the CDs at Northfield Savings Bank and the money invested in two funds at MFS. One fund has been redeemed and the money deposited in a money market fund at People's Bank. The second fund, about \$35,000, requires submission of certificates, which were lost in a house fire in the 1960s. Paperwork has been filed regarding the missing certificates in order for the total amount of money in that fund to be redeemed. Rodney Buck explained one fund is a bond fund and one is an equity fund.

The contract with Jan Lewandoski for the steeple (second phase) is \$77,000. A slight change in cost may ensue due to discovering the ogee shape. Jan will absorb some of the additional cost and some will be passed on to OWCA. Additional work on the steeple came to \$3,088 plus \$1,055 for rebuilding the mast. Jan has not been paid in full as there is work still left to do. He has been paid \$44,000 to date for Phase 2.

Mary Elder Jacobson asked if the OWC is a non-profit and asked for clarification regarding who owns the building. Barbara said "ownership" would be a strong term, and Peter Harvey would be a great resource. The OWCA was formed and the building built. A deed has never been found; the town of Calais does not tax the OWC. Wayne Whitlock, past president, incorporated the church as a 5013c3 in 2000. Barbara agreed to look into ownership.

Fundraising Report, Richard Maizell, Chair:

Fundraising committee members are Donna Fitch, Sue Killoran, Barbara McAndrew and Richard Maizell (chair). Richard described the following activities:

- Received over \$10,000 from a solicitation letter mailed to community members and others. Received donations from as far away as Hawaii and Alaska. Money still coming in. Plan to make this an annual appeal.
- Developed a website which will go live next week. Donations can be made on the web site through PayPal or a form can be downloaded and mailed with a donation.
- Bigger picture: Sustainability. How do we build an endowment? Looking at different fundraising avenues, including foundations and grants and seeking out individuals who want to make larger contributions.

Rodney asked if the OWCA has identified major donors and developed a comprehensive strategy. Richard explained Fundraising Committee is working on it. Barbara pointed out unsolicited calls have been received from people expressing interest in major gift donation. Scott Bassage applauded the establishment of an annual fundraising plan, noting the OWCA may need expert help for a capital campaign. Short discussion followed on bequeaths and planned giving. Mary noted that any event held at the church is an opportunity to ask for donations.

Building Committee, Nick Emlen, Chair:

Building Committee members are Nick Emlen (chair), Peter Harvey, Mary Jo Llewellyn, John McCullough, Barbara McAndrew, Ernie Parrish.

Highpoints:

- Peter Harvey, past OWCA vice president, continues as a member of building committee, glad to have him.
- Steeple work started in July. Crane lifted top part of steeple to the ground.
- Jan Lewandoski intrigued and mystified by timbers, octagon with the front of building. Some timbers were also cut off. Jan replaced some timbers for structural integrity. Scarfing of timbers. Built a temporary cap for roof.
- The wooden ball and ornaments were pulled off the steel rod or mast and rebuilt in exact replication by Brian Clark. Multiple coats of marine paint applied. Peter found old photos from early years and an illustration from Asher Benjamin showing the original mast which were used to confirm the alignment of ornaments. The “curly cues” were installed per these old photos.
- Steeple lowered back in place. Jan working on metal roofing on lower and middle sections. Clapboards and trim being replaced.
- Coordinating with Travis Hodgkins Painting. Hoping to share lift with Jan. Working on some painting on ground and indoors. Hoping to get painting done, weather dependent.
- Going out to bid for painting of entire building next year.

Charlotte Hanna asked if all building needs are known. Nick explained the Building Committee is working on a maintenance plan. Delays to steeple work this past summer were discussed: Availability of the crane, discovery of the new bell-cast shape which required approval from Historic Preservation, difficulty in finding a painter late in the painting season, Jan’s other projects.

Nick noted the Building Committee could use more members. Barbara acknowledged committee member Mary Jo Llewellyn used to work for the Division of Historic Preservation; she has a key understanding of issues. All members of building committee have been instrumental. Nick pointed out Ernie Parish, local contractor, has put in many hours.

Mary Elder Jacobsen suggested a follow-up to the presentation Jan gave prior to his being hired for the steeple work. “The first slide show was fascinating. A lot of people would be interested in hearing more. Maybe this winter?” Craig suggested more communication to get people involved and informed, could have communicated when steeple taken down and put back up, turned into fundraising, community get together.

Rodney made a motion to accept the reports. Scott Bassage seconded. The minutes were accepted without discussion by unanimous voice vote.

Board Elections:

Nick Emlen is the nominating chair. The vice president position is open. Treasurer and secretary up for re-election. As there were no nominations, President Barbara McAndrew asked for a slate nomination vote: Vice President Richard Maizell, Treasurer Donna Fitch, Secretary Sue Killoran. Mary made a motion to put forward the slate of nominees. Charlotte seconded. The vote carried unanimously without discussion by voice vote.

Barbara thanked Donna and Sue for their work and Richard and Nick for spearheading the committees. Charlotte noted that one-year terms are too short. Richard explained the terms will be changed in the new by-laws. Date for annual meeting 2019: The second Sunday of October: October 13, 2019. Craig made a motion to adjourn the meeting. Mary seconded. Meeting adjourned at 4:15pm.