



Zechariah Boodey Farmstead Committee Meeting Minutes Town of New Durham NH

*approved as presented
12/16/2021
CEO*

November 18, 2021

Present: Cathy Orlowicz, Scott Drummey, Crissa Evans, Fran Frye, and Kat Murzyn; Sherry Cullimore had an excused absence. Guest: Ellen Philips.

The meeting convened at 6:31 pm in the Community Room.

The minutes of the November 11, 2021, were reviewed for consideration of approval, as presented. **Scott made a motion to approve the minutes of November 11, 2021, with Fran Frye seconding the motion. The motion passed, in favor 3-0-1, with Scott abstaining.**

By consensus, the committee decided to purchase three foam boards, smaller in size, to be used during events. The funds will be taken from the 2021 Operating Budget. The current larger foam boards will be used in the kiosk and will be place in time for the dedication. Cathy will be emailing the Select board and the Town Administrator with an invitation to the kiosk dedication on December 11, 2021. The event is scheduled to begin at 10:00 am, at the site.

Cathy thanked everyone for getting all the Annual Campaign letters completed and returned. Cathy will drop them in the mail tomorrow.

The Holiday Craft Fair set up will begin at 8 am. The Fair opens at 9 am and runs to 2pm. The Rec Dept is seeking donations for their raffle. Cathy has the raffle, framed photograph of the house. For the Craft fair we have a tabletop Boodey Farmstead sign with a winter scene; handout cards, nametags, tablecloth, marketing plan, and Boodey Book. The Rec Dept will provide one chair, so will need to bring additional chairs. We will sell our cookbooks.

Planning the Site Celebration, July 16, 2022: Scott has found a new barbeque vendor who comes highly recommended. Scott will give Cathy the contact information. The name is Jeanne Varney-Grover. We will see if there is a possibility of sponsorship from a bank. Sometimes a person will donate or sponsor things, such as a pig, towards our event. Remember to speak to vendors, soon. Cathy will seek vendors with a post on our Facebook page.

The first organizational meeting has been moved to December 1, 2021, for the New Durham 260th Celebration meeting.

There is no update from our vendor regarding the Timber Frame Assessment.

Income since last reported; an additional \$380.00 for the sale of cookbooks and received \$55.00 in donations. As of November 17, 2021, we have a total balance of \$21,195.71 in the ZBF fund. Total available fund balance is \$19,945.71.

The starting quantity for cookbooks is 565, and we are now down to 509 cookbooks. Sale from the cookbooks is \$1,120.00 so far. The out-of-pocket expenses for the publishing of the cookbooks is \$3,358.50.

Review of the contents for the latest CIP report: The Project has received a "2.2 in the Ranking", and "1.6 in Rating" in the "Comparison of Rating Results to Ranking Results sorted by Ranking" of the CIP Report. The scale is 1-6, with 1 being most important, and a 6 being least. In response to a question regarding Capital Reserve Fund (CRF), a CRF uses, and creation are defined by state law; an Expendable Trust Fund (ETF) has more flexibility for defined uses. Zechariah Boodey Farmstead project's status has gone up in Ranking and Rating, but we are not there yet.

Cathy has been working with the Finance Director to reconcile the Boodey Fund account. Beginning with 2018 and going to current dates, every transaction, for income (donations and earned interest) and expenditures matched between the Chairs records and the Finance Director town records. Interest earned has been credited to the account. A transaction requested by the auditors is being questioned. The Chair's and Finance Director's records do not support the transaction. The Finance Director will ask the auditor to provide written support for their request. The Finance Director has created a form to track this account. Statements will be available by request, going forward. The Chair's systems, used to request deposits and expenditures will continue.

The next meeting is December 16, 2021, at 6:30pm. Cathy will try to schedule the Town Hall.

The meeting was adjourned at 8:22 pm with a motion made by Scott Drummey and seconded by Crissa Evans. The vote was 4-0-0 in favor.

Notes by Crissa Evans and transcribed by Sherry Cullimore and Cathy Orlowicz