

## FACA Steering Committee Minutes July 26, 2017

In attendance: Keith McBride, Jane Bradley, Elizabeth Guffey, Ed Bradley, Betsy Roper, David Webster, Nancy Salmon, Ellen Ebert

Meeting called to order at 7:09 pm.

### (1) Approval of previous Steering Committee MINUTES

Nancy moved to accept March 29, 2017, minutes with typos corrected; minutes were accepted.

Ellen moved to accept April 19, 2017, minutes with typos corrected; minutes were accepted.

Ellen moved to accept May 17, 2017, minutes with typos corrected; minutes were accepted.

Nancy moved to accept June 29, 2017, minutes with typos corrected; minutes were accepted.

### (2) FINANCIAL Report – Jane Bradley

Bank account balance is \$4803.65 as of June 30. Since that statement, we received a Neighbor-To-Neighbor donation of \$25 and a \$1000 donation from Kennebec Savings. Currently owed to Reinholt Consulting (RC) on contract: \$3145. Jane will check with RC to confirm deliverables due from RC under contract.

Other anticipated expenses:

- Annual report filing with State of Maine – preparation fee approximately \$100 + state filing fee of \$35).
- Expenses for public meetings regarding cultural plan: venue rental, refreshments, publicity materials, report copies
- Cultural plan publishing – group discussed how many copies of the plan to print, Keith recommended printing a “limited but adequate” number of color copies to give to participants such as Town Council and community partners; we may also want copies to use for fundraising, such as to attach with grant applications; other uses: have a few copies available at the Library and Town Hall for people to review there
- Annual internet expenses (domain & hosting)

### (3) CULTURAL PLAN – September public meeting planning

Group settled on Monday, September 25, 6:30pm, at either the community center (first choice, anticipating large turnout) or library (second choice due to limited capacity)

Group discussed how to get the word out and maximize attendance. We settled on a two-prong approach using traditional publicity (press release, posters, email, website, FCTV and social media) and a “Get Out The Vote” campaign (community partner breakfast, invitation to survey takers)

Group discussed “pitches” to appeal to people so they will be more likely to attend one or more of the public meetings.

### (4) NEW MEMBERS

Group discussed how new people could be added to the Steering Committee and/or Board of Directors. Decided that for now anyone on the steering committee or Board is

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authorized to invite people to attend meetings and get involved, with the possibility of being invited to join the Board at a later date.

Discussed the blurry lines between Steering Committee and Board of Directors, since at this time the two groups are virtually the same and at Steering Committee meetings we conduct Board business in addition to our planning and organizing work.

Discussed need to encourage participation from anyone who attends a meeting but be clear when we are undertaking Board business (such as approving minutes, reporting on finances, or taking other votes) so we confuse people as little as possible.

Meeting adjourned at 8:17pm.

Next meeting: Wednesday, August 23, 7pm at Town Hall.