

**TOWN OF RED HOOK
ST. MARGARET'S COMMITTEE
BOARD MEETING
December 28, 2011**

Present: Chairman Paul Fredricks, Member Rosemary Zengen, Member Michael Brown, Member Kathy Douris, Member Linda Keeling, Member Patrick Hildenbrand and Secretary Lara Hart

Non-Members Present: Paula Schoonmaker, Harry Colgan & Richard Wambach

AGENDA ITEMS:

- 1. November 22, 2011 Minutes**
 - 2. Facebook Presentation**
 - 3. New Memberships**
 - 4. Membership Dues**
 - 5. Old Business**
 - 6. New Business**
 - 7. Close Meeting**
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Chairman Fredricks made a motion to open the St. Margaret's Committee Meeting of the Town of Red Hook at 4:04pm. Seconded by Member Zengen. All in favor.

First Item on Agenda:

Chairman Fredricks advised that the minutes of November 22, 2011 are not complete and recommended that the minutes be put on hold until next meeting date. Member Linda Keeling made a motion to hold off approving November 22, 2011 minutes until the next board meeting. Seconded by Member Zengen. All in favor.

Other Business:

Paula Schoonmaker was present and wanted to update the Committee members and advise that both herself and John Kuhne went to the Preservation Architect's office in Dobbsferry, New York about 10 days ago and talk about Phase II of construction and the next steps. Everyone agreed that the porch roof was the prime issue, mostly because of stabilization and appearance issues. The other issues that were discussed were the cast iron columns; footings and storm windows. It was discovered that when the old soffits on the main roof came down that there were loose brick in the wall on the fascade that will need to be redone. This will not need to be redone all the way around, but in certain places. They will ask for a lump sum price for the porch roof, then unit prices for columns, windows and footings. Member Keeling asked if that would be through Mr. Tilly. Paula Schoonmaker replied yes. Paula Schoonmaker said they will need to draw up plans and get the Phase II plans approved by Parks. The C-CAP grant funds will totally run out and we will be working only on the EPF Grant which is the under the NYS Administration of Office and Parks.

Member Douris asked if the porch roof was going to be repaired with a grant. Paula said yes. Member Douris wanted clarification of the other items in need of repair. Paula advised the columns, windows, brick work and footings. Paula advised that it was all suppose to be under the grant, but has not because everything came in much more than estimated in the beginning.

Member Brown asked how much more money is available. Paula advised approximately \$95,000.00. Member Fredricks asked if we will then need to wait and see what the architect comes up with and see what his cost is. Paula advised yes, and that he was saying that maybe there would be some way that we could get around prevailing wage, which brings things up by 30%, but Paula checked with other sources and because this is a municipally owned building, and we are getting State funds and contract is with the Town, there would really be no way to get prevailing wage. Paula said if we do this again, maybe we could run a grant through some sort of non-profit, but does know if that would make a difference. Paula said that the \$95,000 is pure construction. Member Brown confirmed that

after the architect fees that everything is covered – Paula said yes – it is pure construction. Member Brown asked if that was part of the EPF grant prior to the \$98,000.00. Paula advised that the whole EPF grant was \$193,000.00. Paula advised that costs that were taken out that grant include architect fees, the sign, the appraisal, chimney work and carpentry work from day one. Paula advised that Mr. Tilly asked what grants were we working on now, and Paula advised Mr. Tilly that we have not applied for anything right now, and asked if the Parks was having a new round of grant application, and he advised that he thinks they have already finished for the New Year. Mr. Tilly advised that we need to apply for something because they do not like to see that a project has started and then stopped.

Member Brown asked if they looked at how much matching funds we are making in contributions or cash. Paula said she did not know how we would handle that – possibly at the time we would apply for a new grant. Member Fredricks said we used the value of the building for this grant as a match, so now will have to find other sources. Paula said with a new grant we can talk about in-kind – but was not sure about Parks. Harry Colgan said that was usually tied to the grant and not to us and usually the kind of grants that are offered have an in-kind and they initiate it. Paula advised that she can supply a break-down of what was used from the grant. Paula advised that the asbestos was a big expense.

Member Brown asked if we have estimates for Phase II. Chairman Fredricks advised no.

Paula advised that a decision would have to be made, that if money was left over from the porch what it would be used for – footings, columns/windows in the front. Chairman Fredricks said He felt that the footings would need to be done. Member Zengen asked Paula what John thought. Paula advised they did not come to a consensus about it, but just listened as to what other communities do. Paula advised that there was one good column in the back that something had to be done with the little back roof – she thought possibly move that. Member Keeling if that was something that the architect suggested. Paula said yes.

Second, Third & Fourth Item on Agenda:

Member Hildenbrand and Richard Wambach gave a presentation on Facebook and the page they have created for St. Margaret's. Member Hildenbrand advised that there is now a new email address for St. Margaret's which is: stmargaretscommittee@yahoo.com. Member Schoonmaker asked where the emails will go. Member Hildenbrand advised to himself and Richard Wambach as administrators. Member Hildenbrand advised that new pictures will need to be obtained for facebook. Paula advised that she has pictures and will email to Richard. Member Hildenbrand advised that both he and Richard will be fine-tuning the Facebook page.

Member Hildenbrand advised that this Facebook page will bring in new friends, advertise events, show pictures and that our Facebook link will be on the Town of Red Hook website. Member Zengen stated that she felt this was a great idea.

Richard said that those people that we cannot reach out to directly by email or other means, if we just send them to the website and tell them to like the link, they will get there and automatically be linked to it, and they can opt in for what is called an RSS feed, which means if they click on the feed then get can get announcements from Facebook by email and never have to even go to the site. Member Zengen asked about a membership drive, or when asking for donations, we could just put that on there – Member Hildenbrand said that is easy. Member Hildenbrand suggested adding a Pay-pal account on the Facebook site for direct payments. Member Zengen asked where the money goes. Member Hildenbrand said it would go directly to the Committee's bank account. Harry Colgan said that because of government this would need to be restructured. Richard Wambach said this was for down the line, but that RSVP's can be set up for events without the exchange of money. Member Zengen asked if part of Lara's job could be to reparse monthly reports from the Facebook site. Member Hildenbrand said that can be done here directly at the meetings.

At this time Harry Colgan left the meeting for another scheduled meeting.

Member Hildenbrand showed the board members other sites on Facebook.

Member Keeling asked if there was a policy on eliminating people, should there be negative comments. Richard said you should wait to see if there is ever a problem. Linda feels there should be a policy. Richard said he will see how Facebook treats that, and that they may have their own policy that we can adapt to. Richard said there are other government sites on Facebook, so they must provide protection for groups like these. Member Hildenbrand did advise that you can block someone from using profanity and making comments. There are many options with Facebook.

Richard Wambach gave the board member his handout which outlined his Information and Promotion Proposal & Suggestions for the St. Margaret's website and Facebook page. Richard advised the Board that his fee for one year of service would be \$200.00. The board members were very appreciative of Richard's offer. Richard also spoke on memberships and gave this thought on price levels. (Copy of proposal is on file with Committee Secretary, Lara Hart).

Membership fees would be:

<i>Student sponsor/member</i>	<i>\$ 5.00</i>
<i>Individual sponsor/member (adult)</i>	<i>\$ 15.00</i>
<i>Individual sponsor/member (senior)</i>	<i>\$ 10.00</i>
<i>Family sponsor/member</i>	<i>\$ 25.00</i>
<i>Company-Organization sponsor</i>	<i>\$ 50.00 +</i>

Member Douris asked if a corporation/organization did join at \$50.00, should we consider giving them a gift (mug, shirt, etc.). Member Hildenbrand advised no because the cost for membership is low and merchandise is high. Member Hildenbrand suggested that maybe we could offer giving them a discount at events that are held by St. Margaret's. Richard advised that they will get recognition on the website for their donation.

Member Zengen asked if there was \$200.00 in the budget to cover Richard's fee. Chairman Fredricks said there is no money in the budget for this expense, but feels that through the membership fees money will be raised quickly.

Member Rosemary Zengen made a motion to agree and pay to Richard Wambach his fee of \$200.00 per his proposal dated December 28, 2011. Seconded by Member Hildenbrand. All in favor.

Member Keeling asked what the age requirement would be for a senior sponsor/member. The board agreed that the age would be 60.

Secretary Hart advised the Board that she had received authorization from the Town to prepare the minutes from last month and tonight's meeting. Member Rosemary Zengen also spoke with Sue Crane who authorized Lara to do the minutes.

Member Zengen advised the Board that secretary Hart informed her that her family, Mr. & Mrs. Ronald Sleight, would like to donate the \$200.00 to cover Richard Wambach's fee.

Fifth Item on Agenda: (Old Business)

Member Zengen advised the Board that she made her presentation in representing the Committee. She feels it went well. She said there was no outline, and everyone was just speaking pro tem. Member Zengen said she was suppose to pick one person in a group, but she spoke with Nancy Guski and Brenda Cagle and the

general consensus was that no one wants to pick one person out of a group of six members, so she tried to say a little about everyone.

Chairman Fredricks thanked Richard Wambach for adding his name as Chairman of the Committee on the website.

Member Zengen asked since Lara's family is contributing to pay Richard's fee, can her family be given a free membership. Chairman Fredricks said if we did that, we would have to do it for everyone. Member Hildenbrand suggested that the Board approve a one year membership.

Member Zengen made a motion to give Lara's family a free one year membership. Seconded by member Hildenbrand. All in favor.

Secretary Hart asked if the check should be made payable to St. Margaret's or Town of Red Hook. Member Keeling advised that check should be made out to the Town, which will show that the money is coming through.

Sixth Item on Agenda: (New Business)

Member Keeling made a motion to adopt the fee schedule for new sponsor/ membership as prepared by Richard Wambach dated December 28, 2011. Seconded by member Kathy Douris. All in favor.

Member Keeling advised the board that she is preparing a schedule of events. She was in contact with Maryann Latsker of Loose-Kaboose Farms who teaches individuals different things, such as canning. Linda feels that teaching canning is something practical to teach the people and also relates to St. Margaret's. Linda asked if anyone had any other ideas to please let her know. Member Fredricks said that could be added to the new Facebook page. Richard said it is a good idea to post any informational/educational events. Member Fredricks said it is a good thing and people could also get recognition. Linda likes the idea of teaching arts and crafts. Member Douris asked what exactly was taught – Member Fredricks

said they were taught things for girls to become domestic – so member Fredricks feels that this will fit into St. Margaret's.

Member Zengen said that last night the Town endorsed the Agricultural Committee for the Town of Red Hook, and approved to put a type of brochure/almanac listing that would sent quarterly, which will have a list of all the farm locations. Member Zengen was hoping that St. Margaret's could possibly get St. Margaret's on the map in that brochure/almanac. Member Zengen asked if St. Margaret's, as a non-profit organization, could have their own advertisement, or does St. Margaret's have to endorse the new brochure/almanac – she asked how that would work. Member Zengen advised that at the next meeting she will bring the almanac for the member to look at, and that herself and Member Keeling will work on that advertisement.

Member Keeling asked members to please let her know if they have any other ideas for the schedule of events.

Richard Wambach recommended that the calendar of events be given to Sue to be listed on the Town website.

Chairman Fredricks advised that the next board meeting will be Wednesday, January 25, 2012 at 4:00pm.

Chairman Fredricks made a motion to close the Board Meeting for the St. Margaret's Committee at 4:45pm. Seconded by Member Keeling. All in favor.

Submitted by,

LARA HART
Secretary
St. Margaret's Committee