

**Greater Wakefield Resource Center
Minutes of Meeting for 02/02/2007, 9:00 A.M.**

Present: Chairman Bob Glidden, Liz Olimpio, Debra Joyce, and Bob Wyman

Guests: Anne Martin

Not Present: John Ciardi, Joe Kenney

Andrea Cowdrey Secretary – (Taking Minutes)

Chairman opened the meeting with the Pledge of Allegiance.

Vote on minutes from January 5, 2007 meeting. Moved to accept minutes, motion accepted, other than to change that John Ciardi did not attend a Texas Hold Em' with Liz and Deb.

Treasurer's Report:

Profit & Loss Report: The board looked over the profit/loss report for January, the senior meals showed a dramatic loss, as well as the Aerobics program showing a loss. Andrea stated part of this is because of cancelling out programs due to weather.

Directors Report: Liz O. introduced Anne Martin to all members and proposed that Anne become a member of the board. Bob W. seconded proposal. Board members asked Bob G. to accept proposal. Bob G. asked all board members in favor of accepting Anne M. onto the board, the board accepted motion unanimously. Bob G. explained to Anne what a board member is expected to do, as well as what the position consists of. Bob W. made a motion to reimburse Jim Miller for the brackets needed to hang the new signs, Deb J. seconded the motion, motion accepted to pay \$25.00 to Jim. Bob G. also brought up the GWRC website, as in the past, the site has been paid for on Jim Miller's credit card, and now that Jim M. is no longer a board member, he will no longer allow the site to be paid for on his credit card. Anne M. suggested looking into possibly having our web page for free, that as this building is the Town's, than the Town should allow us to be put onto their website. Andrea stated she would look into it. Anne M. also stated that she would talk to a friend in Berlin to see if we can have the website for free. The board agreed that we will check into other avenues before deciding to pay for the site for the year.

Anne M. also asked about looking into grants for the Aerobics class to offset loss the program is currently showing, she will look into what grants are available.

Andrea discussed the upgrade for the quickbooks program, and Joelle stated an upgrade would cost about \$150.00, plus the cost to have Paul N. come down and upgrade the system. Andrea had to have Paul come down and get the information needed for the accountant to do 2006 taxes. Paul stated that it would be in GWRC's best interest to purchase their own Quickbook's program designed for Non-profit organizations.

Greater Wakefield Resource Center
Minutes of Meeting for 02/02/2007, 9:00 A.M.
Page 2

Paul stated that it would protect GWRC, and it would also have built in upgrades, the cost to purchase the correct program ranges from \$250.00 to \$400.00. Anne M. stated that we may be able to get this program at no cost by contacting different people who are familiar with non-profit organizations such as ours. Anne M. gave Andrea several names and phone numbers to contact prior to purchasing the program needed. Liz O. move to accept motion to purchase the upgrade if required, Deb J. seconded the motion. Board accepted motion to purchase correct program if needed.

Deb J. talked about the Texas Hold Em', and met with the Local Yokel, Carl DeSimony in reference to all paperwork needed to start this fundraiser. Carl gave Deb a list of papers needed, the paperwork has to be up to date, and Carl also told Deb that it is \$25.00 per fundraiser game, and the fundraiser runs for a 10 week period, so the cost to GWRC would be \$250.00 for the 10 week period. Carl also told Deb that this fundraiser money should go into a separate "checkbook of review", 3 people should be designated to this account, name the fundraiser account, and gave Deb a Criminal Record Release Auth Form, that all 3 people will have to fill out, get notarized, along with 2 passport type photos. Carl stated that GWRC should see anywhere from \$7000.00 to \$10,000.00 raised by this fundraiser. Deb stated that the papers Andrea had given her were out of date, that Liz and herself could come down to the center on Friday at 10:00 am and help Andrea find the proper paperwork needed for this fundraiser.

Andrea asked about what happened on Thursday, February 4th, because a senior called Andrea at home in reference to another senior's granddaughter being present when the drawings took place and the granddaughter won one of the prizes. The senior stated that the granddaughter was not 18, and had no right to be in the drawings. Bob W. stated that he did not know how she got a ticket, but it was a mistake and it won't happen again. Andrea stated that she would make an announcement on Thursday February 8th about the age limit.

Liz O. moved to have the building project money put into its own account, possibly a 3 month CD to gain some interest, Anne M. seconded motion, board moved to accept motion.

Anne M. gave Andrea names and numbers of people who might be able to help with more funding, grants, and possibly free programs available to GWRC. Anne also gave Andrea the number to the TANF program, as the people on this program volunteer to get them more work experience, as well as a job history, and this would help our lack of volunteer problem in the kitchen.

Anne also suggested looking into the NH Charitable Foundation to see what grants/funds might be available to GWRC as well.

Anne also asked us about LCHIP, and Andrea stated that Joe Kenney had filed the paperwork and we are awaiting an answer from them, the reason Anne asked about the LCHIP is because our building is not correctly handicap accessible, Anne suggested cutting part of the curb, to make it handicap accessible, or having a ramp made. Bob G. said he would get in contact with John to see what could be done.

**Greater Wakefield Resource Center
Minutes of Meeting for 02/02/2007, 9:00 A.M.
Page 3**

No more business to discuss, meeting adjourned at 10:45 am.

Respectfully submitted,

Andrea Cowdrey
Office Administrator