

Charlton Public Safety Building Capital Campaign Steering Committee Meeting
February 13, 2020
6 PM
Selectmen's Meeting Room
37 Main Street
Minutes

Present: Stephen Coleman; Alli Jenkins; Lois Sugrue, Monique Lemaire, Karen Spiewak
Noreen Johnson Smith joined in remotely at 6:20 PM (en route to the meeting) then physically attended the meeting at 6:50 PM

Co-Chairman Stephen Coleman called the meeting to order at 6:07 PM.

A motion by Karen to approve the minutes from 1/23/20, as amended to record the roll call vote allowing Noreen to participate remotely, seconded by Monique, passed unanimously.

Motion to have Co-Chairman Noreen Smith participate remotely passed unanimously by roll call vote.

The task list was reviewed and deliverables updated. Frequently Asked Questions regarding the capital campaign were reviewed and revised. They will be on the PSB webpage once finalized and approved. Solicitation and marketing material was discussed. The links to be included on the webpage were discussed. Steve noted links to the documents (brochure/donor page) should allow the person to print documents. Noreen requested we look into whether the link could be a bit more user friendly. Steve will send Jeff (IT) information to populate the landing page. The content will be similar to what is on the public safety building landing page (list mission; committee members/volunteers, important links...). Ideas regarding how to obtain a list of employers who match employee gifts were discussed. Official launch date was discussed; however, it is dependent on the ability to accept payments. The co-chairs and members of the committee will attend the next Board of Selectmen's meeting on February 25 to provide an update and announce the official launch date.

Meeting was adjourned at 8:05 PM.