

CAAC aka Town of Charlton Activities Council Meeting Minutes - Meeting Date 3/5/2022

Meeting Start: 9:00am

Meeting End: 11:02am

Board Members Present In-Person: S.Bacon, B.Benoit, J.Butler, D.Konopacki, K.Fengler

Board Members Absent: none Others present:

1. Review and approval of minutes of 2/05/22 meeting. All approve.
2. Treasurer Report of 3/5/22 presented.
3. Old Business: and action item updates. Action items not discussed will be addressed at the next meeting.
 - **DK** to print photos for JB to make collage.(outstanding); not discussed
 - **DK and SB** to collaborate re: HVAC (ongoing)
 - **DK and SB** to collaborate re: shelving in lower barn (outstanding); not discussed
 - **AED status (not discussed)**
 - **Action: JB** to locate/update and make available farmhouse Rental Agreement (outstanding). **KF** could not locate.
 - **MOUs. Update/Action: JB** to provide MOUs for review in March (currently revising MOU for Lee Irish Dance).
 - **DK** PPP needs to remove stored materials from behind stage (Outstanding); not discussed
 - Festival Cultural Council grant. **DK** to investigate.; not discussed

4. Review Roles and Procedures

- Complaints re: Mechanical/heat/oil issues will be handled by D.Konopacki
- Complaints from tenants will be handled by B.Benoit
- Emails at charltonarts7@gmail.com will be handled by D.Konopacki
- Rentals will be handled by J.Butler; will communicate w/DK if theater might be involved. JB does not need to notify all of each booking; they are posted on the wall calendar.
- Event emails (e.g.vendors, BBF, TorT, etc) will go through Charlton.aac@gmail.com and will be handled by K.Fengler
- FaceBook messages will be handled by K.Fengler.
- Meeting Minutes will be recorded by K.Fengler
- Bills and deposits (accounting) will be done by K.Fengler.
- Agenda and meeting postings will be handled by B.Benoit. Notify BB of agenda items no later than the prior Saturday.
- All are asked to improve communication to ensure all members are aware of inquiries, complaints, bids, etc by use of email. Those lacking email can phone someone to post email for them.
- Restocking of disposables will be done by B.Benoit. (bandaids, abx ointment and paper towels are currently needed).

5. Blueberry Festival 2022 update

- All reviewed revised Vendor Application. (Motion to approve DK, 2nd SB, all assent)
- All agree that BB and KF will review and approve vendors.
- All reviewed Animal Adventure offerings. Will add 3 additional animals (kinkajou, bush baby, and coati) for additional \$115 Motion by DK, KF 2nd, all assent.
- Animal Adventure show will be in the theater
- Lee Irish Dance agreed to perform.
- Slims will give us 1 handicap and 1 regular porta potty for (225+125-100 discount) \$250. 2 porta potties are sufficient since we have 3 other bathrooms. BB will get a quote from D.Stevens.
- Will waive 2022 vendor fee for R.Oliviero since he purportedly paid for 2020 canceled event.

6. Plant/nature presentation and other potential facility use requests

- DK will contact Root (plant presenter). Will request rental fee of \$100 (Motion: DK, 2nd BB, all assent)
- We have 2 upcoming parties booked for April farmhouse rental.

7. Lee Irish rent (for MOU revision)

- Lee Irish Dance wants exclusive use of upper barn. Rental fee will be \$800/month for exclusive use. Motion: B.Benoit, 2nd:DKonopacki, all assent. Judy Butler to contact Lee Irish Dance.

8. Theater rental

- Theater rental fee will be \$100/day (Motion DK, 2nd BB, all assent)
- DK proposes possibility of catwalk construction to be discussed more at later date.

9. Barn floor and heat update

- DK seeking bid to provide heating system. Awaiting response.
- SB seeking bids, will email heat/electric system estimates to all when obtained.

CAAC aka Town of Charlton Activities Council
Meeting Minutes - Meeting Date 3/5/2022

- SB indicates barn floor installation might commence Wed March 9, to be complete by 3/12.
- SB will obtain estimate to sheetrock the barn (windows and up) for insulation purposes.

10. Craft classes and homeschooling

- Homeschool family approached CAAC re: offerings; JB handling.
- JB and DK will contact Pasture Bedtime Players for potential theater offerings for homeschoolers.
- JB to conduct /host craft classes for homeschoolers. (Motion DK, 2nd BB, all assent).

11. New Business/Open Forum

- DK is president of Friends of Rec. Urges CAAC board to attend respective meetings and/or become part of committee.
- DK to convey Rec Friends info, minutes, and agenda to CAAC board
- DK will pursue a band to utilize our current Cultural Council Grant.

Motion to Adjourn (KF), seconded (DK). All assent.

Next Meeting: Sat 04/09/2022, 9am, CAAC farmhouse

Minutes respectfully submitted by Kristin Mier-Fenoler, this 9th day of April 2022.

