

Approved BASIC Meeting Notes 3/20/14

Members in attendance: Joe Bushey, Joe Bushey III, Jeff Clark, Melissa Clark, Spencer Crispe, Linda Whelihan (Quorum has been met)

Others in attendance: Carol Lolatte

Members not in attendance: Francine (Jeff was notified)

1. Approve notes from 2/27/14 – Approved
2. Public Participation – no participation
3. Discuss letter to donors – the committee approves of the letter written by Melissa and Linda to send out to all donors, keeping them up to date with the status of our group.
4. The Town of Brattleboro Advisory Committees Policies and Procedures Handbook review – Carol has handed out the policy for us to discuss.
 - a. Committee Expectations- Joe Bushey III expressed his desire to stay on the BASIC committee and plans to fully participate from this point forward. Lacey has requested to be removed from the committee. Eric has not responded to multiple emails and phone calls regarding the committee. At this point BASIC is considering him no longer an active member. Jeff will write a letter to the town manager asking if the board would consider reducing the BASIC committee to 7 members to help us with meeting quorum. This would leave only one open position to fill instead of three. Jeff has gotten updated contact info from all members in attendance this evening. Specific expectations of our members that we discussed are:
 - i. 75% of meetings must be attended over the course of a year
 - ii. If a member cannot be present, they should notify the committee chair so we can be sure we can still make quorum.
5. Fundraising next steps – We have discussed how to contact continued supporters, new supporters and angel donors to seek donations. We will also think about some fundraising events. BASIC will continue to meet in subcommittees to work on fundraising, grants and events. Spencer will meet with Luke on Monday to update our website.

Next meeting is not scheduled at this time and will be announced.