

SQ 250
Budget Committee Minutes
Meeting: 11/16/2010 6:30 pm
SU Center for Contemporary Arts

Present: Jennifer Peterson, Catherine Irwin, Dave Springer

ANNOUNCEMENTS

Catherine Irwin announced the next full meeting will be Dec. 7, 2010 @ 6:30pm @ Shepherdstown Men's Club. The Budget Committee will need to be ready with the financial policy.

Catherine Irwin also announced that she spoke to Peter Smith with the Signature Events and Legacy Committee (SELC) and discussed the tentative ideas of the committee including the kick-off and parade, commemorative book, time capsule, Christmas ornament, t-shirts, posters, brochures, and culminating events. At this point in time the SELC has no idea how much they may need for their budget. Catherine is also helping Peter Smith to get more concrete information about the commemorative book including possible authors (Jim Price or Jim Surkamp) and publishing costs.

Dave Springer spoke with Amy Boyd, the town clerk and shared a copy of the town's spending guidelines.

Dave Springer also announced that he met with Cheryl Mills, who helped organize the Town of Ranson's Centennial celebration. She offered her advice and insight, particularly noting the sale of a commemorative book and the value of "partnership". (Ranson partnered with the Jefferson County Historical Society and the Senior Center) Ms. Mills also mentioned that the city of Ranson designed a "Centennial Park" and sold bricks for \$25/each—partnering with Jason LaRue from Frederick Brick and Block. Cheryl Mills contact information is: (304) [724.3862](tel:724.3862)/cmills@cityofransonwv.net if anyone has questions, she is willing to help. Dave also provided a copy of Ranson's commemorative book and shared how the town used 5 businesses to donate \$5,000 each-- which almost completely funded the event.

Dave Springer spoke with Randy Tremba from the Community Outreach and Coordination Committee. At this point they have no concrete ideas regarding budget expenditures.

SQ 250 BUDGET COMMITTEE PURPOSE

The entire Budget Committee discussed and agreed that the purpose of the SQ 250 Budget Committee is to guide and administer all financial aspects associated with SQ 250. However, the power to approve will lie within the SQ 250 Steering Committee and the Shepherdstown Town Council.

SQ 250 BUDGET DRAFT

Jennifer Peterson put together a 1st working draft of the SQ 250 Budget and Expense Policy and emailed to all committee members prior to the meeting. The committee discussed and proposed changes needed and Jennifer will revise and send out the 2nd working draft to all Budget Committee members ASAP. The 2nd working draft will not be final until all other committees have submitted their budgets and the budgets are approved by the Steering Committee and the Town Council. The Budget Committee set a tentative due date for all committees budgets for Jan. 15, 2011.

The Budget Committee also discussed the need for record keeping--to keep transparency and provide organization for tax reporting. The Budget Committee will maintain and administer all financial records for SQ 250.

CHECKING ACCOUNT

Budget Committee members also discussed the need for a checking account to ease in the distribution of SQ 250 funds and aide in the record keeping process. The committee is still unclear as to how the account would be structured, who will maintain the account, who the treasurer will be. The committee discussed a meeting with the Town Council and Meredith Wait to get answers. Follow-up work will be completed by Catherine Irwin and Dave Springer.

AVAILABLE FUNDS

The Budget Committee discussed getting a clear picture regarding the availability of funds and whether or not the town will support SQ 250 soliciting private sponsors and/or writing grants. Catherine Irwin, Dave Springer, and Jennifer Peterson will follow-up with the Mayor to get answers on Dec 30th @ 10am.

MISCELLANEOUS BRAINSTORMING

The Budget Committee discussed the question:

Does there need to be a Community Outreach budget policy or will this responsibility lie within each organization? The committee decided that unless otherwise directed the responsibility will lie within each participating organization.

The Budget Committee discussed the high cost associated with a time capsule and if there were other more cost effective solutions such as a showcase in town hall, a sculpture or a painting.

Other ideas included a SQ 250 Commemorative Quilt possibly donated as a "gift" from Shepherdstown Elementary or Junior High.

NEXT STEPS

The Budget Committee will plan on meeting the week of Dec. 13, 2010 @ SU Center for Contemporary Arts.

Jennifer Peterson will contact Tara Lowe with the Marketing and Media Relations Committee to get an idea of Budget expenditures, to coordinate the SQ 250 License Plate idea, and to discuss preliminary thoughts regarding the bumper stickers, SQ 250 logo contest, and committee overlap.

Dave Springer, Jennifer Peterson and Catherine Irwin will meet with Meredith Wait, the Town Council, and the Mayor to get all questions answered before Dec. 7, 2010. Meeting is set for Nov. 30th @ 10am.