

**SQ 250**  
**Budget Committee Minutes**  
Meeting: 11/30/2010 10 am  
Town Hall

Present: Jennifer Peterson, Catherine Irwin, Dave Springer, Meredith Wait and Mayor  
Jim Auxer

MEETING PURPOSE

Meeting with Mayor Jim Auxer to get the answers to unclear issues in regard to the Budget Committee for SQ 250.

QUESTIONS/ANSWERS

**Q:** Does SQ 250 need a separate checking account?

**A:** No—we can have all funds funneled through the town and a specific fund will be devoted to SQ 250. All checks will be made payable to: *The Corporation of Shepherdstown* and in the MEMO: *SQ 250*

**Q:** How do we go about SQ 250 reimbursement?

**A:** Reimbursement will go through the *Corporation of Shepherdstown*. The reimbursement policy developed by the Budget Committee must be followed. All reimbursements will be done on a monthly basis and submitted to the town, prior to submission all reimbursements must be signed off by Catherine Irwin.

**Q:** Does the town have an idea regarding a budget figure for SQ 250 and how much will the town be willing to donate?

**A:** Mayor Auxer did not have a figure at the time. He asked that we send a letter to the Town Council requesting the seed money. He stated that after the Census data is returned, the town will have a better idea in regards to the available funding for this event.

**Q:** Are there any other available “monies” for SQ 250?

**A:** The Mayor suggested that we solicit donations from the private and public sectors. Specifically he recommended that we speak to John Doyle and that we contact the county and inquire about available funding. He also shared that we can write grants under the *Corporation of Shepherdstown* and that he can sign off. Meredith suggested that we contact Mary Jo Brown—she is a good resource for names and available funding opportunities.

NEXT STEPS

The Budget Committee will meet again on 12/22/2010 @ 6:30pm @ SU Center for Contemporary Arts. Topics for discussion will be: sponsorship and fundraising strategy.

