



Web Site – www.mcam.org

Board of Directors Meeting – November 22, 2005 - 7:00 a.m.

At the Home of MCAM
540 Commercial Street
Tel. No. 622-3023 - Fax 622-9323

Attending: John St. Hilaire, James Stewart, Joe Lahr, Arthur Gatzoulis, June Craig, Chris Proulx, Carol Williams and Ray Buckley. Missing were Lorraine Lamontagne, Lou D'Allesandro, Hubie McDonough and Jean Jeudy.

Meeting was called to order at 7:00 a.m. and run according to Robert Rules of Order; Minutes of the prior meeting on November 10, 2005 were forwarded via email on November 11, 2005 to each Board Member by June Craig, Secretary, with the exception of Carol Williams who was to advise of her new email address as soon as she gets it. Minutes were not reviewed or voted on and a Treasurer's report was not given due to need for an expedited meeting.

Board President John advised that the meeting is specifically for the purpose of voting on a new member of the Board of Directors and to further the plans of the Dec. 15th Grand Opening of the MCAM Facilities at 540 Commercial Street. It will be an abbreviated meeting due to several Board members having prior commitment.

Election of New Member of Board of Directors

All directors have received a copy of the resumes of four candidates for the Director's position. We were specifically looking to find a qualified candidate to assume the position of Treasurer of the Board. Carol Williams made a **Motion to nominate Gene Mackie as a Director on the MCAM Board of Directors**, seconded by James Stewart, discussion followed. June noted that Gene was aware that he would most likely be taking the Treasurer position and MCAM does have an accountant. **Motion passed.**

John made a **Motion to nominate Gene Mackie as Treasurer of MCAM**. Carol Williams seconded. Ray suggested that he would like to meet the person before we elect him as Treasurer. Artie made a **Motion to table the election of Gene Mackie as Treasurer of MCAM until the next Board meeting to allow the Board to meet Gene prior to the vote**. Jim Stewart seconded. **Motion to table the Treasurer appointment passed.**

John advised the Board that Joe has posted the By-Laws and the Minutes of Board of Director's Meetings on the MCAM Web Site. John feels that the By-Laws are not

perfected to the needs of the MCAM organization since they were a generalized version prepared by Attorney Jim Merrill in our first months of organization. The Board has since become aware of revisions to the By-Laws necessary to more accurately reflect the operations of MCAM and its Board of Directors. Joe will remove the By-Laws from the website indicating that they are under revision.

Regarding the Minutes of Meetings, it was noted that the most recent minutes of the Nov. 10th meeting were posted to the web site **prior** to their approval by the Board at a subsequent meeting. Joe will remove the Nov. 10 minutes until they have been approved by the Board.

Plans for Dec. 15th Grand Opening

Invitations

Chairman of the Grand Opening, June Craig presented the members with a report of the general plans for invitations, program book, food/caterer, ceremony, set up, servers, cleanup. Copy attached. June noted that we have the opportunity to hand deliver the invitations to many City employees, department heads and various Board members through City Hall and the School Department. We speculated that we will send out 1000 invitations. The cost of the invitation will be absorbed by GS&E. \$800 was allocated to cover the cost of mailing, etc. The deadline for mailing is December 2nd. Carol will assist June with mailing, etc.

John noted that he was delayed and does not have the final version of the invitation that he is preparing. It will be printed on an 8 ½" x 11" folded invitation.

At this point of the meeting, Mr. Steve Vaillancourt came into the meeting room. He was acknowledged by Secretary, June Craig so she could make note of his attendance in the minutes. He had copies of a letter on State of New Hampshire, House of Representatives letterhead that he passed out to the Board members in attendance. A copy is attached hereto. Mr. Vaillancourt also was equipped with a video camera with which he proceeded to tape the ongoing meeting. No one objected.

Program Book

John will arrange the ads,

Joe will design and write the cover, program agenda, genesis, letters from President of Board, Joe as Executive Director, feature pages including the Volunteer Jeff Lubkurk, the stages of fit up of facilities, staff members, Board of Directors acknowledgement of donations for the event and companies and individuals who contributed to the fit up of the facilities. Artie indicated that he has commitments for 4 ½ pages of ads, John has 2 ½. Deadline for camera ready ads is December 2nd.

June inquired of Joe if he had advised the Producers of the opportunity to place a business ad in the program book. He will send out an email advising them.

John noted that he will select the printer based on his doing business with many who he feels will provide a very favorable job cost for the book.

John noted that we originally hoped to take a group picture of the Board of Directors at today's meeting, but several members were not present. We will attempt to gather everyone on Monday November 28th at 7:00 a.m. for the photo. An email will be sent out to all members and a telephone call will be made to follow up. Carol Williams agreed to make the phone calls. Gene Mackie will be invited to attend the meeting where Board members can meet him. Members may then vote to approve Gene as Treasurer and he can be included in the photo.

Food/Caterer

A list of menu items with amounts and costs was shown reflecting Pappy's Pizza base prices. This list will be discussed with Ron Pappas by Lou D'Allesandro and June. We hope to obtain a discount and Ron's suggestions for the menu to enhance the occasion. If not included in Ron's quote, other donations will be sought for desserts, drinks, and fruit platters. Based on a donation by Kay's Bakery of a 60 pc pan of pita, we plan to purchase an additional 160 pcs. Additional donations may be sought from Hannaford's, Sam's Club, etc.

We did not discuss Set Up, Servers, and Cleanup.

At this time SteveVaillancourt inquired of June Craig the MCAM Secretary if she had a copy of the MCAM minutes of Board of Directors in which he was named as inquiring about superfluous space in the MCAM facilities that may be rented out. June indicated that she did not remember at the moment if and where there may be such a notation. She advised him it would be helpful if he could be more specific about which meeting it was; otherwise she will do a review of the minutes of 2005 for such an entry. He said why would anyone advise him that there was such an entry if it didn't exist.

June and Artie were scheduled to attend another function and were already late, Chris had to leave for work. A **Motion to adjourn the meeting** was made by Ray Buckley, and was seconded by Artie. Motion passed.

Respectfully submitted,

June E. Craig, Secretary
MCAM Board of Directors

November 22, 2005