

MINUTES 11-22-16 MEETING

Present at Meeting: Robert Underhill, Peter Savage, Rebecca and Philip Mandolare, Nicolette Asselin, and Heather Kent.

Robert Underhill opened the meeting by discussing what the needed to be accomplished for the society to become official, which included incorporating, filing tax paper work, and deciding on an official name; setting up the website was also a priority. After a brief discussion, it was decided that the name would be the Historical Society of Clarendon, VT. R. Underhill would be listed as the incorporator, registered agent, and notifier, and the physical address of the Society would be the Clarendon Town Hall.

Insurance was briefly discussed, and whether Director and Officers Liability Insurance would be needed, Nicolette agreed to research the issue.

Peter advised the group that he would be setting up an email for the Society, and that the business code would be 813410, for "historical club".

A discussion followed on using a fiscal year or calendar year; a calendar year was decided upon, with the possibility of an abbreviated tax return having to be filed for 2016. Heather's cell phone was agreed upon as the Society's number for filing purposes. A brief discussion followed on the future finances of the Society, and how money could be raised. A need for an attorney to advise the group was mentioned.

Insurance was again discussed, and the difference between building and D and O insurance. It was agreed that the Vermont Historical Society might have information on what insurances would be needed and where to get them.

Possible locations for the Society, and how to present the Society to the public were discussed. Robert proposed an official opening in conjunction with Town Meeting. Peter commented that potential money collected for the Society would be done through Square.

The need for interim officers for the IRS filing was discussed. The following officers were nominated and accepted until such time as the Society could vote in officers.

- Robert Underhill, President
- Peter Savage, Vice President
- Heather Kent, Secretary
- Rebecca Mandolare, Treasurer

An initial statement of purpose for the Society was established as, "To provide a repository for documents, photography, and other artifacts related to the history of the Town of Clarendon, Vermont, and its residents and to ensure these items are appropriately available for study, research, or general interest."

A discussion of future goals and needs followed, which included the need for bylaws, and approximately \$1000 for initial registrations and tax filing.

The next meeting was established for 4:15 pm, on December 8<sup>th</sup>, with the agenda as follows:

- Updates on filings
- Website update

- Bank account status
- Discussion of possible bylaws
- Any other business that may occur.

Minutes taken and respectfully submitted by Heather Kent, Secretary.