**ATHENS COMMUNITY CENTER ADVISORY COMMITTEE**

**Draft of Minutes of August 3, 2023 meeting**

The meeting was **called to order** by chairperson Sandi Capponcelli at 6:33PM. Present were Sandi, Krista Gay and Matt Shea, committee members. Also present was Don Capponcelli.

The draft of the June 1, 2023 meeting minutes was not available for approval.

**Discussion of Upcoming Events, Calendar:**

* **Chili Cookoff** - September 30, 2023, 5PM was the date & time chosen for the first Chili Cookoff event (which would be 1 week after the Harvest event at the Athens Brick Meeting House). Krista Gay offered to donate gift cards of $100.00, $50.00 and $25.00 as prizes for 1’st, 2’nd and 3’rd prize winners, respectively. In discussion of sources of gift cards, there was a preference for locally-owned businesses such as BF (coffee) Roasters and J&H Hardware, vs. chain stores.

Advertisement would include, but not be limited to the Athens Facebook page and the Athenian. Krista offered to make up a sample flyer for the Committee to review.

A $5.00 entry fee was decided upon for members of the public to receive a sampling bowl of the different recipes. It was decided that the sampling public would vote their preferences for the winning recipes, vs. having a judging panel to decide.

There is a goal of enlisting at least 10 chili cookers for the event. Krista will be the contact person for the entries.

Krista also suggests a plaque listing each year’s cookoff winner to be displayed in the Community Center.

* **Bake Sale at Tractor Festival** – There was discussion of the Committee getting a bake sale booth at the Sept. 2, 2023 Tractor Festival in Grafton. Vendor fee is $25.00. Athens residents will be solicited for baked goods. This would also be an opportunity to hand out flyers for the Sept. 30’th Chili Cookoff.

**Other Business**:

* There is a family in town that will be **renting the Assembly Room area** on Oct. 22’nd. :

Sandi will contact Tina White for a copy of the sample renters contract that Tina has referred to in the past. Sandi also has a sample contract from VLCT.

Sandi suggested that the Committee find a way to improve the foyer outside the rest rooms before the 10/22 gathering.

Don suggests that we need a system for keeping the restrooms cleaned, stocked and in-order. He notes that Lynn Morgan had a large cleanup job with the restrooms prior to the use of the building by the Athens Community Christian Church in July.

* **Key distribution** – The former Town Clerk, as well as a recent event coordinator currently hold keys to the building. The Committee does not know if there are other key copies loaned-out. There have been instances where doors have been found to be unlocked, as well as heat and lights left on.

The Committee sees possible liability issues. It is agreed that there should be as few keyholders as possible. Event coordinators should return keys after their events have ceased, and re-apply for a key for future events. Sandi will approach the Selectboard and the Town Clerk on this issue.

The **meeting was adjourned at 6:57 PM** (Krista Gay moved to adjourn; seconded by Matt Shea).

Respectfully submitted,

Donald Capponcelli