

**Wenham Issues of Social Service and Help (WISSH)
Board Meeting
November 9, 2010**

Board Members Present: Jane Pedersen, Don Luxton, Cal Perkins, Melanie DiOrio, Don Killam, Susan Carp, Maribeth Ting, Maureen Whitman, Trudy Reid.

Minutes of the previous meeting of October 7, 2010 were approved. Cal Perkins moved and Don Luxton seconded the motion. All in favor.

ITEMS DISCUSSED:

1. There were no additional requests since our last scheduled meeting and therefore the balance available is \$27,488.66.
2. There is no updated information on the pending grant from the First Church of Wenham.
3. Everyone was asked to review an updated email and phone number list. Corrections were made.
4. Susan Carp reported that Town Accountant, Catherine Gabriel had indicated that she maintains all of our records in a confidential manner. It is not necessary to maintain any files with Town Clerk. Catherine Gabriel will make sure files are coded with a numeric system to maintain confidentiality of recipients. Along with the files, we discussed record retention. After some discussion Cal Perkins moved and Jane Pedersen seconded the motion to have a rolling 18-month record retention for the Chairs notes regarding a request. All in favor. The Town will maintain their records based on required accounting record retention.
5. The Chair has commented previously that some requests exceed the \$500 maximum amount set by the board. Pat had requested the board to discuss the possibility of increasing the amount. Board discussion ensued. Susan Carp suggested that in lieu of increasing the amount per person, we should work on increasing the number of requests. The board will continue discussing this and looking for ways to continue to increase our visibility.
6. Given that there are a number of items the board is working on, the Chair had asked us to consider meeting an additional time. We agreed that meeting in February would allow us to discuss the maximum amount set per request as well as changing our brochure for marketing purposes.
7. Melanie DiOrio discussed the need for a new brochure. She will be requesting members to consider joining a sub-committee to review/update the existing brochure. Susan Carp reminded everyone that last year, we joined forces with the Hamilton Group and created a 2-sided flyer to be placed at ACORD.
8. With all matters addressed, Don Luxton moved to adjourn the meeting at 9:20AM, and Cal Perkins seconded the motion. All in favor.

Respectfully submitted,
Susan Carp, Sect.