

The December 6, 2009 meeting of the Board of Trustees of the Manning Association was called to order at 12:10 pm by President Leonard Manning. Trustees in attendance: Leonard Manning, Peter Stuart, Nathaniel Manning, Lee Manning, David Warren, Tawny Beckmann, Jeffrey Manning, Becky Warren, Carolyn McLean. Absent: Melanie Claeys.

Reports

Minutes of the June 27, 2009 meeting were read by Secretary Becky Warren; on a motion made by Peter, seconded by Lee, the minutes were approved.

Treasurer's report with a copy of the Manning Association Balance Sheet and Annual Budget overviews were submitted by Peter Stuart; on a motion made by David, seconded by Becky the report was approved and placed on file. We briefly discussed the tenancy of our current client.

Assistant Treasure Melanie Claeys forwarded a report stating a current balance of \$6,694.09 in collection of dues for calendar year 2009. There are 91 member names listed with 65 paid for 2009 and 39 have paid for 2010.

Old Business

Peter reported on the status of the Manning Association stock certificates issued between 1962 and 2005. He mailed 358 letters to stockholders; received 44 answers, 68 letters were returned, and 25 stockholders were noted as deceased. Peter proposes cancelling all returned certificates and issuing a new certificate and new number to those stockholders.

New Business

Manning Manse Messenger – Tawny requested materials to be included in the March edition of the newsletter, including a Treasurer's Report, Secretary's Report, President's Report, an updated list of sales items, and Carolyn's tour information.

Sales Items – Carolyn offered to compile an inventory the Association's sales items. Tawny has done research on producing t-shirts and polo shirts with the Manning Association crest. It was decided to place an order of 50 t-shirts and 50 polo shirts – 10 XL, 20 Large, 10 Medium, and 10 Small. On a motion by David, seconded by Peter, the Treasurer is authorized to pay up to \$2,500 for the t-shirt and polo shirt order. Motion passed. On a motion by Becky, seconded by Peter, Carolyn is authorized to pay and procure Manning Manse cup plates from Peter Cooper and to purchase two plastic storage bins. Motion carried. It was suggested that some sales items be available for sale at the restaurant's front desk.

Website – Lee has begun creating a Manning Association website. He has procured the domain name of www.ManningManse.org for a period of 5 years (November 2009 – 2014) at a cost of \$135. The site has many available options, including PayPal for sales items. Lee asked that the Board review the site and provide feedback for items to include and format. It was agreed that personal emails would not be posted and Lee will determine if an address such as president@manningmanse.org can be used. Sales items

are on hold for now. It was agreed that the minutes of Manning Association meetings will be posted on the website and included in Manning Manse Messengers.

Upstairs organization – Carolyn has volunteered to organize artifacts in the upstairs storage area as weather and time permits. It was also noted that several boxes belonging to the Livingstones need to be removed.

Manse – Len reported that the town of Billerica notified the Association regarding a water back flow problem. It ended up that the tenant had already taken care of the issue. The tenant is having problems with his current septic contractor as the grease trap is not being cleaned. Len to hire a contractor to place heat tapes on the roof.

Artifacts – David and Becky removed all the Manning Association artifacts from their parent's henhouse in Chelmsford on November 8 and placed these items in the Manse basement. Jeff reported that he has been looking into the Manning Association archives at the Mogan Cultural Center in Lowell and working on organizing the artifacts upstairs in the Manse. He will contact Pamela Hartford to retrieve the Manning trunk and papers.

The next meeting is scheduled for March 14, 2010 at 12 noon at the Manning Manse.

Meeting adjourned at 2:45 pm.

Respectfully submitted,

s\\ Rebecca A. Warren

Rebecca A. Warren
Secretary