

PENFIELD REEF LIGHTHOUSE PRESERVATION COMMITTEE

Thursday, August 11, 2011

4:00 pm

Second Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

FINAL MINUTES

Members Present: Sandye Mann, Jennifer Carpenter, Dave Peck, Sherri Steeneck, Bill Sapone, Mary Jo Cornell, Linda Cote Crowley

Members Absent: Deanna Hoffman, David Agonis, Pat Conley, Steve Elworthy, Dr. Evan Tilley, Mike Jehle, Paige Herman

Others Present: Brian Miller, Craig Smith, Meg Grosso

I. Call to Order

Co-Chair Sandye Mann called the meeting to order at 4:12 pm. Followed by The Pledge of Allegiance.

II. Approval of Minutes

S. Steeneck made the Motion to Approve the Minutes of July 28, 2011. D. Peck Seconded the Motion. W. Sapone Abstained. Motion Passed.

III. Correspondence and/or Communications

Co-Chair W. Sapone made a donation and Co-Chair Sandye Mann donated special lighthouse correspondence stationery for Treasurer P. Conley to write Thank-You notes to all the Friends of the Penfield Reef Lighthouse who donated.

IV. Old Business

a. Discussion and Review of Fundraising Status and Accounting

Co-Chair S.Mann recommended and D. Peck made the Motion that the Members Move to Executive Session to discuss funding matters at 5:01 PM. S. Steeneck Seconded the Motion. All in Favor. No Action was taken. Executive Session Adjourned 5:17 PM.

The Regular Meeting Was reconvened at 5:18 PM.

S. Steeneck reserved the date with Parks and Recreation for a Penfield Reef Lighthouse Preservation Party. W. Sapone made a Motion to Approve Thursday, September 15, 2011 for a Cocktail Party and Chinese Auction/Raffle to be held at the new Penfield Pavilion. D. Peck Seconded the Motion. All in Favor. Save the Date and invitee information to follow at the next meeting.

b. Review and Status of Web Site and Other Promotional Materials

D. Peck introduced Brian Miller who generously volunteered his professional services for our lighthouse technical address. J. Carpenter made the Motion to Approve that Brian Miller provide the hosting and operation of the Penfield Reef Lighthouse Live Website. L. Crowley Seconded the Motion. All in Favor.

V. New Business

Co-Chair S. Mann recommended a Call to Action in order to route information and incoming funds seamlessly placed in a special account via the First Selectman's Office to the Accounting Office, as well as in response to incoming e-mails addressed on correspondence to Sandye@penfieldreeflighthouse.com. Visual Information assists making an inquiry, and how to make a donation with field technology. Brian Miller volunteered to focus on this.

D. Peck suggested placing lighthouse donation containers in local businesses in Town. For example, one will be by the entrance of Southport's Spic-And-Span Market.

Artist and Craftsman Craig Smith plans to announce in the News and TV Media a free lighthouse coloring contest for school-aged children in order to raise interest and awareness of the lighthouse.

S. Mann mentioned that Bruce Williams offered to schedule boat rides around the Penfield Reef Lighthouse.

L. Crowley recommended that the PRLPC Members contact the Coast Guard to inspect the lighthouse as soon as possible.

VI. Public Comment

Fairfield Minuteman Newspaper Reporter Meg Grosso offered to publicize information for the cocktail party and the coloring contest as soon as the information becomes available in time to meet the printing deadlines. Every residence in Town receives The Minuteman for best coverage.

VII. Adjournment

Co-Chair S. Mann made a Motion to Adjourn. Sherri Steeneck Seconded. All in Favor. The meeting adjourned at 5:58 PM. The next meeting will be held in the First Floor Conference Room, Sullivan Independence Hall, on Thursday, August 18, 2011 at 4:00 PM.

Respectfully submitted,

Linda Cote Crowley
Recording Secretary