

Property Coordinator & Book Fair Steering Committee Clerk Memo

On February 21, 2016, after Meeting for Worship there will be a gathering of interested Westport Monthly Meeting members and attenders to thresh out some Property Coordinator and Book Fair issues. The threshing Westport Monthly Meeting did around the sale of the Parsonage was transparent and thoughtful, and is the model being used for this discussion.

Issue #1: Book Fair Clerk. Greg Marsello, the Book Fair Steering Committee clerk, will be available to manage the 2016 and 2017 Book Fairs, but will not be available for the 2018 Book Fair as Greg and Melinda will be cruising in their sailboat. After the 2018 Book Fair, Greg may be available to work on the Book Fair but most likely will not be able to commit the time he has been committing to Book Fairs.

Presently Greg spends upwards to 250 hours a year on the Book Fair. He is supported by Gretchen Baker-Smith, as Property Coordinator and Children's Book Fair Coordinator, at 75-125 hours a year; Ken Winland as book sorting, pricing, and boxing support at 50-100 hours a year; and Buddy Baker-Smith as Tag Sale coordinator at 50-100 hours a year. All Westport Monthly Meeting Committees support the Book Fair with specific tasks and duties.

By July 2016, Greg will document everything Book Fair. Starting in July 2016, Greg will need to begin training the person/people who will be coordinating the 2018 Book Fair, by working with him on the 2017 Book Fair. The new person/team would take over the Book Fair at the conclusion of the 2017 Book Fair.

Issue #2: Property Coordinator. Gretchen Baker-Smith, the Property Coordinator, in conjunction with the Westport Monthly Meeting Clerk and Property Committee, has been managing the tasks outlined in the Property Coordinator job description. Responsibilities range from supporting maintenance/building projects; Book Fair support; rental management; property maintenance such as snow removal, heat control; and much more.

With Gretchen living 20 minutes from Westport Monthly Meeting, it is challenging to be available as needed for contractors, heat issues, and shoveling, and other important Property Coordinator tasks. After August 2016, Gretchen will not be able to handle all Property Coordinator tasks and responsibilities, thus requiring Westport Monthly Meeting to find a new Property Coordinator or provide Gretchen support, thus reducing her need to travel to Westport Monthly Meeting each and every time the Property Coordinator is needed.

One discussion point that is most likely being addressed before February 21 is adding Internet access in the Community House so Gretchen can work while at the Community House and thermostats can be managed remotely. These two actions will help Gretchen with her present workload, but do not solve all the areas where Gretchen needs support.

Threshing Meeting

The Threshing Meeting on February 21 will be the chance for all interested parties to discuss the two issues and actions that can be taken to ensure the Book Fair and the Property Coordinator tasks can continue to be accomplished with the most minimum stress on the Westport Monthly Meeting community.

Note: This document was prepared by Greg Marsello at the request of Monthly Meeting for Business on 11.15.15.