

**Chatham Marketplace  
Board Meeting  
April 1, 2014**

**Members Present: Kathy Mohr, Sarah D'Amato, Paul Griswold, Jamie Saunders, David Simmons, Kathleen Conroy**

***Board Decisions in Bold Italics***

- 1) Reading of the ends
- 2) ***February 28, 2014 Minutes Accepted***
- 3) Finance Committee Report (Kathy): No formal finance committee. Committee members did not have any concern, so no meeting.
- 4) General Manager's Report (Paul)
  - a) Marketing: App and Rewards program would cost \$335/month and would require a 2-year contract. There is a set-up fee, but it could be broken into fees.
  - b) Train Eryn on finances in interim so that she continues on management track.
  - c) Paul offers to supervise financials for a period of 45-90 days as a consultant if the Board chooses.
  - d) Paul: biggest challenges are debt, location, staff, terms of lease/moving forward
  - e) ***B1 and B3 are accepted as submitted and Paul is in compliance.***
- 5) CAM (2013 and 2014): Tom submitted CAM request for 2014 on March 28, 2014. Tom is requesting \$2.89 per sq ft. Requests that beginning April 1, 2014, CAM is \$1423.93. Board authorizes this payment moving forward due to the legal obligation under the lease to do so. Arrears for 2013 are \$3961.38. Paul to write check for half of the 2013 arrears by Monday, April 7 and the other half when the sign is approved.
- 6) Board Recruitment: Need to get the word out, talk to people. Interested applicants would need to attend April meeting.
- 7) 2014 Board Calendar: Will discuss next meetings once new board is established, based on member availability.
- 8) Annual Meeting: Have not heard back from Paul regarding availability, but now it's irrelevant. Tentative date is 5-17.
- 9) Letter to Ownership: The Board had previously approved a letter to ownership, but will need to edit and update in light of Paul's resignation. Board will discuss edits via email.

10) Letter to Investors: The Board had previously approved a letter to investors, but will need to edit and update in light of Paul's resignation. Board will discuss edits via email

11) Executive Session

12) Adjourn