

Wednesday, March 11, 2026  
March CCFM Advisory Board Meeting

In Attendance: Jane Sewell, Tony Richardson, Judy Fortin, Beverly Humbert, Commissioner Joe Vigliotti, Commissioner Tom Gordon, Assistant Carroll County Attorney Elizabeth Moore, Tom Gordon, Jr., Ted McNett, Matt Luzuriaga, Ann Gilbert

Tony Richardson called the meeting to order at 9:33 a.m.

There were no outstanding minutes for approval.

#### Fund Raising Report – Ann Gilbert

- Progressive Dinner. Ann distributed the draft sponsorship brochure for this event which will be held on July 25 (rain date July 26) Santoni's is catering this event which Ann described for us. Tickets are \$185.20 - paying homage to the 1852 date of the Alms House. \$350/couple. Proceeds will be put into the Patron's Fund to fund 2 projects: Smoke House roof replacement, and Blacksten Mill build-out.
- Ann also recapped the great success of the recent Cocoa and Cocktails events which were catered by Collision Course.

#### President's Planning Report – Tony Richardson

- Tony advised that despite deer treatment there is evident of damage. He also advised that he will have a general clean up of the rose garden done.
- Jane advised that the area between the Lyburn Pavilion and the adjoining one is problematic, quite steep with concerns about falls. Jane advised that Public Works will address this and has spoken to Kaylee Haupt, Public Works Bureau Chief about the issue who may be in touch with Tony about it.

#### Commissioner Vigliotti's Report:

- Joe reminded us it is budget season.

#### Commissioner Gordon

- Praised the Cocoa and Cocktails event and is looking forward to the Progressive Dinner. He believes these kinds of events have great potential to showcase CCFM as well as the synergy using local businesses to cater. Our members agree and noted that the ideas for these events came out of a board member's suggestion.

#### Manager's Report: Jane Sewell

- The HVAC system installation is complete and has made the classroom very comfortable for year-round use.

Manager's Report: Jane Sewell - continued

- Jane advised that Jim had become ill with a virus, had been treated and initially seemed to rally, but then worsened and had to be let go. Jack is healthy and gets along well with the shorthorns Sid and Marty. The Hoff Barn group have ownership of Sid and Marty. All three will return to CCFM at a date TBD.

New Business:

- Patron Fund Issues

Jane reminded us of the 4 expenditures that the Advisory Board has hereto approved from the Patron's Fund since she became manager, with #1 & 2 being inherited (in progress) when Jane became manager.

1. Signage/enhancements for the Hoff Barn (grant related)
2. Quilt curation (grant related) owed \$40K
3. Hoff Barn pig (grant related) \$1,800
4. Front fencing replacement \$25K

There is approximately \$284,000 remaining,

The funds are within the County Management and Budget and Procurement.

CCFM's recent request in January for a catering downpayment for an event was denied, based on unsigned CCFM Patron's Endowment Fund document dated June 14, 2010, Revised March 14 2011 stating that CCFM Admin and its Board of Governors (now know as Advisory Board) need to prepare an annual spending plan for the upcoming fiscal year. No such spending plan was created.

Jane distributed this document as well as the Board of Governor meeting minutes that was signed, that showed that the March 14, 2011 revision took out the requirement to provide an annual spending plan. Meeting minutes were signed, but the revised guidelines documents to reflect this was not.

Elizabeth Moore, Assistant Carroll County Attorney has spent considerable time researching this matter. Because this fund is an entity (co-mingled) with County government, we must follow their rules of 2024. We cannot move the funds out because those who have earmarked donation for this fund must reside there.

Elizabeth described how the process will work:

- CCFM provide an annual spending plan by July 1
- \$5K or less expenditure required Advisory Board approval then can be submitted for payment
- \$5K-50K expenditure requires Advisory Board approval plus 2 bids
- \$50K or greater requires Advisory Board approval, procurement approval and approval by the Commissioners

We will be given some leeway for expenditure requests up until July 1, 2026,

New Business – continued

- Patron Fund Issues – continued

There was also a discussion that a new fund “Friends of CCFM” could be established in the future to self-manage, but that also offers up management requirements, bank accounts, officers, investments, etc.

The Advisory Board strongly feels that it will not always know what and when funds will be needed for, and is hopeful that the County will allow broader categories in the spending plan. Elizabeth shared a lot of information and there was much to absorb.

- Intent for Grant for CCFM Enhancement Plan

Jane was just informed by Denise Beaver, that Denise had submitted an intent for a grant for a consultant to develop an enhancement plan for CCFM. Denise was not able to attend today’s meeting but is to come next month. There was considerable concern that this had been done without consulting the Advisory Board and/or the Commissioners. Denise is to attend our April 8 meeting to discuss this.

- CCFM Advisory Board By-Laws

Jane must submit our By-Laws this Friday. She circulated them for our review and approval. Those present approved them.

- State Bond

Jane had the opportunity, while at a state meeting with Delegate Chris Tomlinson and Senator Justin Ready to submit a letter of intent for a Bond. Denise Beaver was in favor of this effort so Jane followed through with a proposal for the badly needed Security system. However, Roberta Windham, Carroll County Administrator, was not in favor so it was pulled.

Judy Fortin suggested a motion to close the meeting at 11:35 a.m., with concurrence by Matt Luzuriaga,

The Next meeting is April 8, 2025 at 9:30a.

Respectfully submitted, Judy Fortin