

Beebe Estate Meeting – Beebe Estate Trustees**November 1, 2022****Meeting Minutes**

Attendance: Trustees - Bill Butler, Sean Heneghan, Jessica McKenna

Guest – Sarah Besegai

Meeting called to order by Jess McKenna at 7:35 p.m.

Meeting began with recognition of the recent passing of longtime Beebe Trustee Betsy Friedberg. A original Trustee, Betsy was a huge supporter of the Beebe, and the Estate benefited from her involvement and expertise. Betsy's family may plan a celebration of her life to be held at the Beebe in Spring 2023.

Event Rentals:

With the change in duties and trustees, Jessica has volunteered to handle Treasurer duties for the time being. As such, payments for rental fees will be directed to her for processing with the city. Security deposit checks will be shredded at the end of the calendar year.

Sean will be reviewing the current rental agreement as it has been a while since it has been reviewed for any update needs.

Tenants:

A question came up around trash, and how the tenants handle their trash removal.

Trustees:

Sarah Besegai, a potential Trustee, joined us for this meeting to introduce herself and discuss her background and interest. Sarah has worked in the museum field and higher education.

Maintenance:

Some current and future maintenance needs were discussed, including exterior painting touch ups, plaster repair, and other longer term projects. Plan to spend the December meeting discussing capital needs and making plans for 2023.

Mailbox keys – the new exterior mailbox was installed by the Council on Aging, and they hold the master keys. We need to get a key to make copies and return the master to them one day during their business hours. Sarah volunteered; she will be reimbursed for these expenses.

Sean made motion to adjourn, Bill seconded, meeting was adjourned at 8:55 p.m.

Respectfully – Jessica McKenna