

November 18, 2025 Meeting Minutes ~ DMCC

60 Conklin Hill Rd, Damascus PA 18415

1. Call to Order

The meeting was called to order at 7:04pm.

2. Financial Approval and Website Development

- Last month's financial statement approved.
- Approved payment of \$457.92 to Emily Herrick for three years of website setup and maintenance.
- Website engagement is growing; continued updates will enhance community communication.

3. Officer Elections and Governance

- December officer elections confirmed; officer responsibilities reviewed & terms set at four years and two years.
- Eligibility: five meetings attended in last 12 months, committee work, or volunteering.
- Proposal for staggered terms (two- and four-year) received positively; requires bylaw revision. To begin the President, Treasurer and Historian will preside for two years.
- **Nominations collected for all officer positions.**

PRESIDENT

Linda Dexter

VP

David Landis

SECRETARY

Laura Mills

TREASURER

Bernadette Miller

MEDIA OFFICER

Emily Herrick

HISTORIAN

Tina Geer

Deputy Dustin Wills

- Board of Directors to be selected post-election; must consist of at least five members, including two officers and three township residents.

4. Community Engagement and Communications

- Discussion on shared photo repository and optional contact list.

- Book swap proposed for community center pending township supervisor approval.
- Past programs such as the winter coat drive highlighted successful community support.

5. Health and Safety Programs

- CPR/First Aid course organized with instructor Robert Morcom; \$50 fee (half subsidized for residents). Fourteen people at the meeting showed interest. Dates TBD.
- Course includes infant, child, and adult CPR; capped at 20 participants (2 meetings of 10 each)
- Discussion on purchasing a defibrillator for the community center.
- **Reminder of December 8th 2025 from 1:30-6 PM Blood Drive with Amazon gift card incentive.**

6. Operational Improvements

- Proposal to install smart plug on facility fan to prevent accidental shutdowns and improve comfort. Coordination with township supervisors needed.

7. Community Support and Local Resources

- Willow Wisp Farms produce pantry available Monday 3–6pm for families in need.
- No holiday toy drive this year due to lack of partner response.

8. Action Items

- Payment processing, election planning, website updates, historian recruitment, vote tallying, communication tool management, CPR class logistics, defibrillator research, blood drive promotion, book swap proposal submission, facility improvements, and distribution of minutes.

9. Adjournment

Meeting adjourned at 8:00pm

Next Potluck Dinner Meeting to be held Tuesday December 16th 6:30 PM