

Topsham Community Center Committee  
Minutes November 10<sup>th</sup>, 2025, Time: 6:00 PM

1. Call to order. Time: **6:06pm**

Members: Leslie Byrne, Steve Kessler, Lynn Sirois, Alison Cary-Blais, Kathy Hunter, Kim Pride, Heather Rogers

Staff: Pam LeDuc, Mark Waltz

Guests present: Maribeth Canning (Canning Consulting)

2. Invitation to guest present to introduce/ make comment to committee: None

3. Any changes to this agenda? No

4. Building Next Steps (Mark W)

- Confirmation of final report received from Harriman – Received 11/10/2025
- Fairgrounds meeting: Preliminary agreement has been reached. Contingent upon the community center being built.
- Selectboard: Approved last week - 18-month period to raise funds (reserve account) – Designated account for capital campaign. Would need to break ground by 12/31/2028 or funds could be returned above \$500
- Potential donors are stepping forward and we now have account for potential deposits.
- Two Tiff's expiring in the next two years- could have impact depending on how the building cost plays out and other potential moving parts within the community.

5. Capital Campaign Discussion – Welcome to Maribeth Canning

- Note: We want to be strategic about how we approach potential donors (Case for support)
- Review of the slides from initial presentation.
  - Success is defined by the \$ goal achieved and the successfully build relationships – relationship building will be the foundation long term success
  - Ideal number of committee members will depend on several factors, including who will manage
  - Timeline depends on the number of donors and level of giving.
  - Consultant vs Committee: Time, Talent, Role and Responsibilities
- Timeline: Example of 2–3-year campaign for planning purposes.
- Completing Research will help to determine capacity, affinity, propensity of potential donors
- Guidelines: Suggestions for each of the timeline phases.
- As part of the strategic planning – will want to review naming opportunities – and programmatic naming opportunities.
- Assess our readiness – conduct our strategic planning process

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- Outline: Case for Support set up
6. Proforma/ Operating Budget Update (Pam, Lynn, Heather)  
Meeting Scheduled: 11/17/2025 9:30am- Pam's Office
  7. Committee Roles Follow Up Discussion  
Will regroup at next meeting.
  8. Review minutes from **October 7<sup>th</sup>, 2025**, Meeting: Approved No Changes
  9. Follow Up Action Steps:
    - Pam, Heather and Lynn to meet on 11/17 to discuss operating budget
    - Maribeth will follow up with proposal to Mark in about a week
    - Committee members to review roles for further discussion at next meeting
    - Pam creating a google doc so committee members can add recommended names for fundraising efforts (per Maribeth's suggestion)
  10. Confirmation of next meeting date/ time: **12/08/2025 (downstairs)**
  11. Meeting adjourned. Time **8:15pm**.

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