

Topsham Community Center Committee  
Minutes February 24<sup>th</sup>, 2026, Time: 5:15 PM

1. Call to order. Time: 5:17pm

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

Staff: Pam LeDuc, Mark Waltz

Members absent: Kathy Hunter

Staff absent:

Guests present: Ryan Holmes

2. Invitation to guest present to introduce/ make comment to committee: Ryan Holmes, Town Selectman, was interested in hearing more about the committee's progress.

3. Any changes to this agenda? No changes.

4. Any individual committee role updates to share (Kim):

- On 1/9, Kathy, Leslie, Lynn, and Kim met to review Mark Lee's document. Pam and Leslie met the following Monday and sent revisions to Mark Lee, which he acknowledged, but Pam has not received a further response from him.
- On 1/18, Kathy, Steve, and Lynn attended the AI in Fundraising presentation hosted by Project Evident at Bowdoin College.
- Heather and Alison met to go over Secretary responsibilities and procedures.

5. Building Progress / RFP Update (Mark):

- A draft agreement for the ROW with the Fairgrounds Assoc has been sent and Mark W. is waiting to hear back.

6. Final Report – Harriman & Associates (Pam, Lynn):

- As noted in #4 above, Pam sent our revisions to Mark Lee and received acknowledgement, but no further communication regarding the report has been received.
- Once we receive the final report, we are hoping to have two versions 1) the long/complete report prepared by Mark Lee, and 2) a shorter/condensed version to share with the community that Pam will prepare based on the long version

7. Proforma/ Operating Budget Update (Pam, Lynn, Heather)

- The proforma budget has been updated to its final version at this time. It will be uploaded to the shared google drive, clearly marked "draft."

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8. Fundraising/ Capital Campaign Discussion (Team)

- There was discussion around the committee prioritizing fundraising at this time and obtaining information about other capital campaign consulting options.

9. Review minutes of January 5<sup>th</sup>, 2026, Meeting: Approved without changes

10. Follow Up Action Steps:

- Heather to add "Draft" to pro-forma budget and upload into google drive
- Team to continue reading about capital campaigns beginning with website Lynn shared
- Reminder to add names of potential fundraising volunteers to shared list
- Lynn and Mark W. to meet with Erica to discuss grants
- Lynn and Steve will follow up with Matt from Project Evident (see #4 above) regarding potential help in the future
- Lynn will reach out to John Rhodes, independent fundraising consultant, about proposal for capital campaign consulting

10. Confirmation of next meeting date/ time: March 30th at 5:15pm (downstairs)

12. Meeting adjourned. **Time 6:11pm**

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