

**Helping Hands UP
Committee Meeting Minutes
March 23, 2021**

The meeting, via Zoom, was called to order by Loretta at 5:31p.m.
Present: Loretta Vitale Saks, Bob Saks, Peggy Smith, Linda Verrill

1. **Review of Feb 23, 2021 Minutes:** Approved unanimously.

2. **Discussion of HHUP transportation service:** We decided to resume providing transportation to HHUP members with certain stipulations.

- Both the volunteer and the member must have been vaccinated and wear masks.
- If further precautions are desired by the participants, the recommendation is for windows to be opened and the member to sit in the back passenger seat.

3. **Report on meeting with Habitat for Humanity staff members:**

- a. Loretta met with 2 Habitat for Humanity staff regarding having a formal relationship. She will have another meeting, which will also include the Mayor and Town Administrator. This seems to be a win-win partnership for HHUP and UP Town residents.
- b. The current CAPABLE Program project for a University Park resident has been completed. The program itself is ending and will be replaced by a new Habitat for Humanity program.
- c. Habitat for Humanity is currently seeking applicants for its Repair & Weatherization program, which is well funded. This program has no age limit and will be based on assessment of disability and financial needs.

4. **Marketing materials:**

- a. Loretta reported that new refrigerator magnets (reviewed in previous committee email) with HHUP logo and contact information have been ordered.
- b. We reviewed and suggested editing for the new tri-fold brochure. Further review will be done by the Committee through group email.

5. **Website:** Hire Wix designer: Loretta has conducted research and consultation to hire a professional IT to update and optimize the HHUP new web site. The Committee approved the request. Linda will first confirm with the Town treasurer that it is an allowable expense from the HHUP funds.

6. **Treasurer's Report: Linda**

- a. The PG County grant application will be decided in April.
- b. HHUP PayPal account request: The Town treasurer is, instead, working on an E-form process for the University Park Town website, expected to be in place by June 30.
- c. TAF Donations: We discussed the posting of donations to the HHUP website. It was decided that the treasurer will contact the donor before posting their name.

7. **Other Business**

- a. Linda led a review and discussion of the Town transportation Committee recommendations to Council in relation to HHUP.
- b. Peg briefed the Committee on the Newsletter deadlines. Information and ideas need to be submitted at least 5 weeks before publication date.

The next meeting will be held April 27, 2021. The meeting was adjourned at 6:47 p.m.

Respectfully submitted,
Peggy Smith, Secretary