

***DRAFT***  
**Chebeague Historical Society**  
**Meeting of the Board of Trustees**  
May 20, 2024

A meeting of the Board of Trustees of the Chebeague Historical Society was held on this date via Zoom.

Trustees Present: Gretchen Tonks Hartling (Vice President), Jill Whitman Marsee (Secretary), Phyllis Brunner, Bill Danielson, Richard Hackel, David Hill, Chris Landry, Kate Nyhan, Jackie Trask

Trustees Absent: Beth McNulty (President), Ted Ballard, Jeff Drew, Evin Erder, Ehrhardt Groothoff, Mary Holt, Corie Meehan

Staff Present: Donna Miller Damon

Gretchen Tonks Hartling, Vice President, called the meeting to order at 7:01 pm EST.

**Curator's Report**

**Permanent Exhibit:**

A document shared by Donna on April 17, 2024 that gave an outline of the status of the exhibit. She presented an update.

- The floor in the exhibit room has been washed.
- By Friday dots will be removed from high area on the wall below the clock and the wall will be painted.
- By Friday 8-10 large postcards (2x3) will be hung around the area where the map will be installed.
- The table:
  - Doug will dismantle the table in his shop and reassemble it in the museum. The electronics will be installed after that. Waiting on a piece of plexiglass to protect the bottom.
  - Ordered more plexiglass holders for the 16 description around the table.
  - The tempered glass for the top will be the final thing delivered. It is being donated by one of Donna's cousins.
- The dioramas are in place and will be spruced up by Michael Hamilton when other aspects of the exhibit are in place.
- The photos are at Grapheteria, will be completed by June 10.
- Artifacts and supporting materials are being gathered in each section to determine what will be included and what will be cut from the exhibit.
- Bathroom display will not change before the exhibit opens. At some point it will be replaced with an outhouse theme!
- Things to do – VOLUNTEERS NEEDED:
  - Photo frames – need someone to work on this
  - Subject headings – still working on them – Richard to print them. Finalizing the text and layout. Then need to be hung.
  - Final text and layout
  - Hanging photographs
  - Filling vitrines
  - Getting the Post Office off the balcony
  - Stowing extra panels and bases
  - Dealing with mannequins (contacting owner and determining if they want to donate one or more)

- Returning items from last exhibit as people arrive
- Installing shelving in the shed and hoop house to make space for extra supplies (we have the shelves)

Other Projects that Donna has been working on:

- Sloop's Log has been mailed. Donna spent a lot of unplanned time on it – finding photos, clipping, photoshopping, preparing materials for the designer, preparing the mailing list, and working with the printer and mailhouse.
- Jane's Walk
  - There were 20 participants.
  - It resulted in a request to conduct a private tour in late Aug. /early Sept. The CIHS will receive \$300 from the party who requested it and they are inviting all of their neighbors and asking that they consider a donation.
  - Donna will be volunteering her time to research and conduct the tour estimated to be between 20-30 hrs.
  - Will the CIHS allow the printers to be used to produce a brochure?
- Memorial Day.
  - Last year the Board agreed to take over the Memorial Day program that has been held on Chebeague for more than 100 years. It will be a moving program. 70 Vietnam era veterans will be included in the slide show. Not sure how many vets will attend but some are coming from as far as Old Town. The vets and families have thanked us over and over for reaching out.
  - Lots of people have been involved in the planning and preparation:
    - Binkie Boxer and Beverly Johnson deserve thanks from the Board for their work on this project. Binkie worked on contacting vets and Bev has created a moving slide show.
    - Donna did the researching and prep of photos for Bev.
    - Cheryl Stevens will be running the projector. This is not on Zoom.
    - Donna has put together the program and Kathy Kuntz is printing and folding the program.
    - Mary Holt is working with the school children who will sing. But now she has Covid.
    - Kate Nyhan is playing the piano.
  - **But we still need more help.**
    - We need someone to work with the school kids (Mary sick) – **KATE!**
    - We need someone to film the program
    - We need someone to gather lilacs and make some big bouquets
    - We need someone to coordinate with Chip who has a video that will be played at the end. That needs to get to Cheryl Stevens asap.
    - We need a publicity person to spread the word, make posters and contact social media
    - We have 8 readers of names but may need some more - **PHYLLIS**
    - We need someone to follow up with people who we have contacted but haven't heard back
    - We need greeters to pass out programs - **JACKIE**
- Annual Meeting: Donna is presenting the program at the Annual Meeting.

Discussion/questions:

Assistance needed

Gretchen requested that Donna send her report to Jill

Jill will then circulate it to the Board.

Can someone take the list and coordinate it? Gretchen, Jill and Beth will confer.

Please volunteer!

Make a real time sign up – Google Doc!  
Great report! Thank you Donna!

### Minutes

**Motion** made, seconded, and voted to approve the minutes of the April 15, 2024 Board meeting.

### President's Report

Beth was not present for the meeting but had sent her report. Gretchen reported on several things:

#### Museum Shop

- Anne, Anna, Cathy and Beth have been working very hard to fill the Shop with new items.
- The shop will open over Memorial Day Weekend, Saturday 10-4, Sunday 1-4 and Monday 10-12:30, close for the Memorial Day event and then reopen at 2-4.

#### Memorial Day Event

- CIHS has taken over the planning and presentation of the Memorial Day Event. Beth and Gerry Wiles have been organizing this for many years and approached Donna last year to ask if CIHS would like to take this over. Donna jumped in with both feet, and she has been busy planning this much loved Chebeague Event.
- The event will be held at the Church on Monday at 1pm. This year the event will be covering the Vietnam War and those with Chebeague connections will be honored.
- Need to get publicity on Bev's website. A notice was in the May Calendar.

#### *Sloop's Log*

- The Sloop's Log was mailed! It has returned to the original format with just 27 pages.
- Jan Frizzell covered the content this time and focused on Camps and how Chebeaguers enjoyed an escape from the island, to many places in northern Maine. Jane dedicated this edition to Judy Doughty who had many stories about Camp. The title is "Chebeaguers go Upta Camp". Stories also included are: "How the Danielson's Came to Live on Chebeague" and "The Last Word" written by Donna about her retirement.
- This issue was mailed to all Postal Patrons on Chebeague and to all of our members. We will also be selling copies in the Museum Shop.

#### Computers

- We are in the process of purchasing two new computers from PCS. This will help us to add additional computing workspace for accessioning and Museum volunteers.

#### Operations Coordinator Search

- We are well into our search for the new Operations Coordinator.
- The Executive Committee has been collecting applications and putting together steps for hiring and we would like to ask all of you for input on the selection criteria.
- The plan is to conduct interviews here on Chebeague toward the end of June.

#### **Will send out the job description and criteria to the Board**

#### **Hoping to have board members participate in the interview process – more information later**

**Donna Celebration** – The EC has decided that we would honor Donna and recognize her retirement during the opening cocktail reception of the Exhibit on the evening of July 1. We know that she is hesitant to be recognized but we really feel that she should be honored for everything that she has done for the Historical Society. We will be discussing a gift to give her that evening but any suggestions from the board would be great. We also have been discussing naming the Exhibit Room after her. Do you have any feedback about that?

## **Naming a room**

**Exhibit space – plaque by a door**

**– a space not quite as public as the exhibit room**

**Gift – travel funds**

## **Committee Reports**

### **Finance Committee**

- **Motion** made, seconded, and unanimously voted to authorize Gretchen Hartling to withdraw \$2901.95 from Morgan Stanley (MSSB) Account # 606-038801-553 and to then deposit to the CIHS Operating Account.
- **Motion** made, seconded, and unanimously voted to approve the 2024 Budget Revision (05/20/2024).
- **Motion** made, seconded, and unanimously voted to approve the policy regarding donations of of stocks/securities and authorize the Vice President or Treasurer to:
  - Accept donation of stock/securities by gift or bequest in the CIHS Capital brokerage account.
  - In accordance with the terms of the donation.
    - Sell or exchange any stock/securities donated;
    - Allocate proceeds and/or securities to applicable CIHS general or special Investment Funds; or
    - Withdraw/transfer proceeds to the CIHS bank Operating Accounts.

### **Nominating Committee**

- **Motion** made, seconded, and unanimously voted to approve the nominations of the following persons to serve a three-year term on the Board of Trustees, ending in June 2027: Ted Ballard, Jeff Drew, Gretchen Tonks Hartling, Jill Whitman Marsee, and Corie Meehan
- The vote to elect these nominees will take place at the Annual Meeting on June 15.

## **Old Business**

- Schedule of Events/Commitments
  - Annual Meeting Saturday June 15, 7 pm
    - This evening will also include a short Board meeting
    - Board members are asked to contribute goodies/refreshments
    - There will not be another Board meeting in June (on the typical 3<sup>rd</sup> Monday)
  - Exhibit opening July 1
    - Exhibit opens at 10 am
    - We hope to have an evening Open House with a wine and cheese
  - House Tour August 13
    - All Board members are expected to volunteer for activities during the day of the house tour and additional volunteers will be needed.
    - Board members need to help recruit sponsors for the event
    - In late May, serious planning will begin.
    - This is our major fund-raising event for the year.

## **New Business**

- Maine Community Foundation Grant:
  - CIHS received a notice on May 20 that we are receiving a grant from the Maine Community Building Program. This grant was for \$10,000.00 and thanks to Kate for writing it.

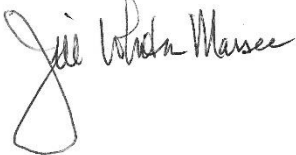
- The foundation will be sending the formal letter and check in about three weeks.
- Chedemption:
  - Chedemption week for CIHS is August 21-26.
  - Board members are expected to sign up to work a couple of slots during that week. Beth will be sending out the sign up information soon.
- New Sign:
  - Doug Damon is building a new sign for the front lawn. It will be Blue with a gold pinstripe around the edges. It will read “Chebeague Island Historical Society and Museum” Establish 1984. It will also have an area at the bottom to hang a “Museum Shop Open” sign.
  - The granite posts and installation costs are being donated by Nathan Doughty. If you see him, please thank him for his generous donation.
- 43 Degrees North Movie Showing:
  - CIHS is hosting the movie showing of 43 Degrees North. It is a film by Eric Norcross filmed in and around Casco Bay. Many scenes in the movie are from Chebeague along with our own Mary Holt, playing a caretaker.
  - The movie will be shown at the Island Hall on Saturday August 24<sup>th</sup> at 6pm.

There were no additional issues from the board.

There being no further business, the meeting was adjourned at 8:16 p.m.

The next Board meeting will be held at 7 pm on Saturday June 15, 2024, at the Island Hall.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jill Whitman Marsee". The signature is written in black ink and is positioned above the printed name of the signatory.

Jill Whitman Marsee, Secretary