

Chebeague Historical Society
Meeting of the Board of Trustees
February 19, 2024

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

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

Trustees Absent: Evin Erder, Mary Holt

Staff Present: Donna Damon

Beth McNulty, President, called the meeting to order at 7:05 pm EST.

Curator's Report

Permanent Exhibit: Donna gave a status report from the Exhibit Committee.

- The map table: The map is about 4' x 9' with additional 1' edges for the photos and buttons. It will sit at the end of the museum space where the photo album was in the previous exhibit. The committee identified 16 topics for buttons on the table. About half the topics required a database for the points on the map (120 for Stone Slooping) – these databases are going to be available for others to use. Richard made a final image that went to Grapheteria for printing. Doug has spent 100 hours on this project so far. Donna has been writing the descriptions for each of the buttons. Each button has a picture associated with it.
- The old exhibit is being taken down. Photos to be saved are being numbered. Some artifacts still need to be returned to their owners. Also need to dismantle and paint the existing panels.
- The committee came up with Guidelines for each of the sections. Each section will have the same elements: title, artifacts, intro, timeline, graph showing change, quote from primary resource, postcard, maps, photos, folk art, use a key word of innovation/innovate/evolution and talk about change.
 - Donna gave an example of one section that she is working on – Stone Slooping
- To date, about \$1000 in cash has been spent. Donna has put in at least 100 hours. There are lots of distractions every day that slow down progress. For example the museum recently received 5 large boxes from the Bowen house that have to be sorted through. Donna needs to focus her time and cannot continue doing the newsletter. The next *Sloop's Log* is taking up her time now, helping with formatting, genealogies, etc.
 - CIHS needs volunteers who can help with desktop publishing.

Discussion/Comments:

Great work!

How will the map be maintained and repaired?

We need a picture of the development team!

What will be on the timeline? Hit high points, not all the details for each organization.

Donna wants to submit some grants:

- Maine Humanities – to support the exhibit timeline (\$2000)
 - Can't start the project until after the grant is awarded
 - Requires 1:1 match for total project costs, which can include staff time, office space, materials...
- Casco Bay Islands Alliance – toward the exhibit photos (\$1000)
 - Has several of their grants in the past. Give a talk at the end. NO match.
- Historic Preservation Commission Grant – study shell middens

- Collaboration with Nathan Hamilton (USM) and Thomas Bennett who will write the grant proposal.
 - Field school to excavate a midden on Little Chebeague. Opportunities to volunteer time.
 - Survey the middens on Great Chebeague to see how much loss since first surveyed.
- Minimum \$10,000, 25% match required (in kind services, transportation, housing, bookkeeping, donated labor...).
 - Some of the funds would be salary (subcontractor to CIHS). Other expenses C-14 dating of samples. Transportation costs.
- Chris is willing to be the liaison. CIHS would be the grant administrator (track the expenditures).
- Questions:
 - Does CIHS get any \$\$ - administrative overhead?
 - What will CIHS receive - a report, photographs, and perhaps artifacts?
 - Some event at which things are shared with the community.
 - Can CIHS help with dissemination plans?
 - A presentation ahead of time to let folks know the type of work they have done at other locations?
 - What might be needed in terms of logistics support – housing, transportation, etc?

Minutes

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

President's Report

Beth reported on several things:

Board positions:

- Ted Ballard was welcomed to the Board! He will be helping on the new Finance Committee.
- Pat Festino's resignation was accepted by Beth.
- Jeff Drew is willing to serve on the board. He brings great IT experience, lots of technical skills, and handyman talents.
 - **Motion** made, seconded, and voted unanimously to invite Jeff Drew to join the Board.
- Beth appeals to all to think about who we know what might be a good fit for the Board. Let her know!

Kate was thanked for all her work to complete a grant application in a very short timeline!

Annual Appeal

- Donations are slowing down. Received a total of \$40,000+ so far (in membership and donations).
- In April it will be time to send out a second letter to those who have not yet given.

Island Fellow application update

- The application was submitted January 30. Should hear by end of the month.
 - If the decision is yes, the Island Institute begins to look for candidates. CIHS then would interview candidates.
- Living arrangements have been secured for the Fellow – Julie Wright on North Road!
- Recompense thinks that we would have a good chance of getting a grant to help support the program. CIHS has to provide \$14,000 per year for 2 years.

Letter to the community

- A thank you letter to the Chebeague community has been written.
- The letter will go out by March 1 on social media outlets, Bev's page, email to all survey recipients (through MailChimp or other process).

Old Business

Committee Structure (sent as attachment) was developed by the Executive Committee, identifying those committees that we can populate and support at this time. Responsibilities were prioritized. The committees can be populated by both Board members and volunteers.

- All Board members need to pick at least 1 committee that they will serve on.
- Please help to identify volunteers for committees.

Comments/Reactions:

- It would be good to assign people to the tasks/action items
- Some tasks are short term others are longer term. Phyllis will create a survey of the Board to see what is short or long term. Long term will help with strategic planning.

New Business

Schedule of Events

- Annual Meeting June 15
- Exhibit opening July 1 (with a wine and cheese event)
- Event to celebrate Donna – mid-July
 - What fund raising focus/item(s) to recognize Donna?
 - Plaque on the door of meeting room (Donna Damon Meeting Room)
 - Have people share remembrances – put together a book
 - Upgrade the outbuilding – welcome center
 - Scholarship to bring in a student to work on a project
 - Benches, sculpture, granite steps
 - Need a group to work on this project
 - Send out invitations
 - Video/ slide show (Bev to help?)
 - Beth will talk to Mary and Bev Johnson about involvement
- House Tour August 13 – volunteers needed
 - Planning Committee: Executive Committee at this time
 - Docents, help with food – all Board members are expected to volunteer
 - Have commitments,
 - Raymond's guesthouse, Drews, Westras, Bev Johnson, Beans
 - Waiting to hear from others; Grannell
 - Looking for 1-2 other houses
 - This will be a fundraising opportunity – tickets are \$25
 - Sponsors?

Monthly newsletter – volunteer to do this?

Monthly for the Island Calendar

Donna will continue to provide the Mystery Photo.

Bill volunteered!!! Thank you Bill!

Gretchen presented a motion to change the officers who have authority to sign the Morgan Stanley accounts.

Motion made, seconded, and voted to approve the following officers to be the designated officials for Morgan Stanley Accounts: MS#038801 and MS#111799: Beth McNulty, President, and Gretchen Hartling, Vice President.

Gretchen also reported:

- We are preparing for a change in accounting CPA, as Maura Halkiotis is retiring this summer. She will prepare our IRS Form 990, and we already have that agreement with Maura in place. Gretchen will survey other non-profits for CPA's who are willing to prepare the 990. I already have a list from our bookkeeper. The Board will give final approval to the selection.
- Gretchen is going to do a review of our insurance coverage this spring. Our renewal occurs annually in December, and our current Broker is the Cross Insurance Agency. One area for review is the level of insurance coverage for our collection. Any change in Broker will require Board approval.
 - An appraisal of the building needs to be done this year.
 - Coverage of loaned artifacts.
- We will be changing the firm that handles payroll, shifting to the firm that is used by our bookkeeper: Local Economy.

Beth announced that a new museum Shop Coordinator has been hired – Anne Breton!

Other items:

Reminder from David – the Polar Plunge and Chili Challenge is this weekend.

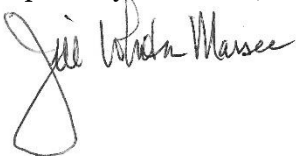
Jackie told the group that Mary Holt has a bit part in a film (47° North?) that will be shown on the island this summer. The director Eric Norcross would be willing to have CIHS benefit from an event – perhaps he can give a lecture?

There were no additional issues from the board.

There being no further business, the meeting was adjourned at 8:45 p.m.

The next Board meeting will be held at 7 pm on Monday March 18, 2024, via Zoom.

Respectfully Submitted,



Jill Whitman Marsee, Secretary