

Chebeague Historical Society
Meeting of the Board of Trustees
September 18, 2023

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

Trustees Present: Beth McNulty (President), Gretchen Tonks Hartling (Vice President), Carol Sabasteanski (Treasurer), Jill Whitman Marsee (Secretary), Phyllis Brunner, Bill Danielson, Evin Erder, Pat Festino, Richard Hackel, David Hill, Mary Holt, Chris Landry, Kate Nyhan, Jackie Trask

Trustees Absent: Ehrhardt Groothoff

Beth McNulty, President, called the meeting to order at 7:04 pm EDT.

Minutes

Motion made, seconded, and voted to approve the minutes of the August 21, 2023 Board meeting.

President's Report

Beth informed the Board that Meg Greene submitted her resignation to Beth on September 4th, stating that she (Meg) felt she was not a good fit for the Board. Beth accepted her resignation.

Housekeeping-

- A reminder to all that Board members should attend all meetings and no more than 4 meetings can be missed in a 12-month period according to our bylaws.
- The Executive Committee was asked to consider moving the time of the Board meetings to earlier in the day and they determined that it was not appropriate to move the time because two of our Board members live on the West Coast and that would not work for them.
- Beth explained the current Chain of Command. The Executive Committee wants to give Donna the ability to accomplish all that she has on her plate with the transition over the next 9 months. We want to help her focus on the Permanent Exhibit and working with the Exhibit Committee. To help with this Beth is asking Board members (and anyone else) to reach out to her with any questions, decision making, proposals or requests. The Board and community must join the shift in thinking about how the Historical Society operates and what that looks like.

Transition Planning

- The Transition team has been hard at work and with the help of Ted Ballard, it has put together a Survey which will be going out to our community, hopefully the week of September 25. Ted has been helping to construct this and the hope that this survey will give us a better understanding of what the community is looking for in a Historical Society. The survey will be emailed with a link online to fill it out. There will also be hard copies left in different places on the island for those who prefer a paper copy.
 - The plan is to send the survey out the Week of September 25th. The survey will be open for two weeks and during this time all Board members are asked to promote it. Make sure your friends and family are filling it out. Please try to reach out to at least 10 people.
 - The survey will be sent to all people listed in the PastPerfect database as well as all other year-round and summer residents who have an email address in the Island Directory.
- After all the data has been collected, the information will be shared with the Board, in the hopes of informing a clear path for our future.

Donations

- Beth reported on two significant donations received by CIHS: a \$4000 donation toward the new roof installation and a \$10,000 donation toward the Permanent Exhibit. Both donors wish to remain anonymous.
- The Rogers Family named CIHS as a recipient for donations in memory of Elizabeth" Biz" Rogers. She and her husband were longtime supporters of the Historical Society.

Annual Fall Open House

- CIHS traditionally holds an Annual Open House in October. This year it will be Sunday October 22, 1-4pm. The community will be invited, and the Open House will include refreshments and snacks.
 - Sunday October 22 will be the last day that the exhibit will be open. After that date, dismantling the exhibit will begin. At the time of dismantling, visitors will have the opportunity to take available pictures from the exhibit.
 - All the photos displayed in the exhibit are copies of original photos that were either loaned or donated to CIHS. Some of these pictures on display will be retained for use in the permanent exhibit.
 - A procedure is being finalized, which will allow the people who donated photos to have the first opportunity to pick the picture copies that they would like to have. After that, others will have the opportunity to select from the remaining picture copies.
 - Members of the Board who will be around on October 22 are strongly encouraged to attend the event (to help host for the 3 hours).
- The Executive Committee has taken on the planning of the open house and is utilizing the draft Event and Program Planning Procedures that Beth mentioned at the last Board meeting. The Executive Committee wants to see how the procedures work and determine if any tweaking of the form is required before distributing it to the Board.

Treasurer's Report

Carol, Treasurer, distributed the **September Treasurers Report**, Balance Sheet, Profit and Loss Statement, and Budget versus Actuals in advance of the meeting. She highlighted a few things:

- Year to date, gross profit (income) through August was a profit of \$54,500, an improvement of \$24,000 when compared to the gross profit year to date for 2022. Donations were greater than last year by \$14,800. The sponsorships received for the Sloop's Log and the 150th Anniversary account for nearly \$9,000 of the difference. Some "In Memory Of" donations and the donations received from our May follow-up mailing largely explain the rest of the improved performance. Grants year to date were \$7,425 - \$6,500 from Recompense for the permanent exhibit and \$925 from Maine Humanities Council for the Dwayne Tomah program. Grants year to date were \$6,600 less than 2022. Membership dues were \$2,500 - \$1,300 more than 2022. Program income was \$13,700 greater than 2022 – due to the income from the 150th Celebration. Museum Shop sales (sales minus cost of goods sold) were a net of \$6,500 - \$1,100 better than 2022.
- Our year-to-date operating expenses were \$62,100, a decrease of \$500 compared to the year-to-date 2022 figure. It is important to remember that some of the 2022 expenses will be capitalized when the accountant makes year-end adjustments. This will result in the expenses for 2022 decreasing.
 - Beth asked about the supplies as it seemed like a large number.
 - After the meeting ended, Carol sent the Board an email with an attachment listing all the supplies purchased. The number is higher than usual due to the expenses for the 150th celebration and the new shelving units.
- Net operating income year to date was a loss of \$7,500, compared with a loss of \$32,000 for the same period in 2022. However, the variance will be less when 2022 capitalization entries are made.
- Unrealized investment gains through May 2023 were \$19,600 compared with a loss (\$51,700) for the same period in 2022.
- Net Income year to date was \$12,700 – compared with a loss of \$82,900 in 2022 – largely due to unrealized investment losses last year.
- Total funds in bank/investment accounts on August 31st totaled \$210,100 compared with \$171,200 on August 31, 2022. The operating account at Bangor Savings Bank had a balance of \$56,200. Cash on hand was \$3,600. The Morgan Stanley savings account's balance was \$124,500. Named Special Funds accounts had a balance of \$25,900.

- The comparison of the Actuals versus Budget for the end of August 2023 are:
 - Gross Profit was \$26,900 greater than budget. Actual results were higher than projected in nearly all income areas.
 - Operating Expenses exceeded budget by \$25,900. The variance was due mostly to higher than budgeted building expenses (painting and restoration project) and unbudgeted collection purchases, \$9,100 and \$3,800 respectively.
 - Net Operating Income Year to Date was close to budget. We experienced a loss of \$7,500 and budgeted a loss of \$8,500.
 - Investment income was not budgeted.
- **Motion** made, seconded, and unanimously voted to approve the Treasurer's Report.

Annual Appeal Process

- Carol provided a document about the Annual Appeal process in advance of the meeting.
- Total donations included more than the Annual Appeal; they include special event support and targeted donations toward projects.
- Trends (2013-2022):
 - Donations are up, dues are up.
 - Program income was down, mostly due to the pandemic and holding fewer events.
- The document included a projection of what the budgetary needs would be if a part-time administrator were hired after Donna's retirement.
 - The Board was appreciative of this and indicated that this will be helpful in shaping future income goals.
- The yield from the Annual Appeal was not as high as hoped, both in terms of numbers who gave and how much they gave.
- Comments:
 - Phyllis appreciated the report and the projected future budget. It is important to make sure the mailing list is as large as possible. The Board should take responsibility for bringing in new members and encouraging giving.
 - Beth asked if anyone was interested in getting involved in helping with the Annual Appeal. They should reach out to Carol or Beth.
 - Beth commented that the Annual Appeal letter will be tailored to the responses that are received from the survey.
 - Beth reported that the *Sloop's Log* is back in hand back with CIHS, after being formatted by professionals in the Netherlands (David Hill's daughter). A few people on the island are doing last minute checking of the document. The plan is to mail it out shortly before the Annual Appeal is mailed in the hope that this will help in soliciting donations.
 - Jackie commented on how great it looks and reads. It should be a big hit!
 - The plan is to send out the Annual Appeal close to November 15, using the mailing service.
 - Gretchen said that the questions at the end of Carol's Annual Appeal report are provocative and encouraged the Board to think about their own giving patterns and what would make one decide to give more. Gretchen suggested that it is very important to convey the message that this organization depends on donations for all its operations.
 - Phyllis questioned how to reach out to past large donors and what would sway them to give more. It is also important to identify potential new large donors.
 - Get a list from the town offices and find out who are the new homeowners who might not have given in the past.
 - There have been special outreaches to these donors for specific needs – such as the permanent exhibit, capital plans.
 - It is important to highlight the great recent accomplishments of the organization.
 - Carol encouraged people to reach out to her if they have any questions or suggestions.

Audit Committee Roles and Responsibilities

- Carol reported that the Roles and Responsibilities for the Audit Committee has been created and she will send it out. (She sent it after the meeting.)
- The committee will be looking at the finances in preparation for sending them to the CPA for the creation of the 990.

- The committee will also help to oversee the controls and compliance with policies and procedures, to make sure they are adequate.
- The committee will start meeting soon.
- As of now the Executive Committee will serve as the Audit Committee. If anyone wants to join the committee, please contact Carol.

Committee Reports

Museum Shop

- Beth reported the Labor Day weekend sale was very successful at the Museum Shop, with total sales of about \$4,800. The Museum and Shop are now closed during the week but will be open Sat 11-4 and Sunday 1-4 through the long weekend in October. The 15% off discount continues until the long weekend. The Shop will close for the rest of the fall, except it will be open again for the Open House October 22. There will be a 20% off sale in the Museum Shop 10/9 and 10/22. with a sale of 20% off.
- There is still a need to identify who would like to take over Beth's role – either an individual or a committee!!

150th Anniversary Celebration Committee

- Carol reported the final numbers are not complete. The gross income is about \$19,000. There are still a few outstanding charges, including the charge for the lobster bake.
- Mary reported that the event was so successful because there was a great team – the committee and volunteers! Thanks to all!

Building Painting/Window Restoration Projects

- Beth reported that Erhardt is away for a few days, but he reports that the painting is almost completed on the back side of the schoolhouse. The new roofing should start the week of September 25. The windows are back on the island, and they look great! Beth is not sure when Erhardt will be re-installing them, but he is excited to get them in.

Exhibit Committee

- Beth said that the Exhibit Committee has resumed its efforts, and will meet on September 29.
- The first thing that the committee will tackle is creating a kiosk outside the building to explain the organization and the building. Richard shared a great example from Portland.
- Donna has been given the Event/Program Procedures and she is working on filling it out for the Permanent Exhibit.

Old Business

At the last Board meeting, Richard had said that May Hall had offered up the tent, chairs, tables, truck, etc. to the CIHS and/or the Rec Center. Beth reported that the Executive Committee decided not to accept this offer. Richard reported that the Rec Center also made the same decision not to accept it.

Beth reported that the Executive Committee approved the purchase of shelving for storage of materials in the archives. They also approved that purchase of materials for hanging artwork.

Jackie asked about the raffles of the Giclee artwork. Beth said that the drawing will take place on the Monday of the long weekend in October (Columbus/Indigenous Peoples Day).

There was no additional Old Business.

New Business

Volunteer Hours Report

- Carol sent out a report on volunteer hours. She noted that Kendra indicated that it is not

100% up to date.

- All Board members are encouraged to report their hours. The members of the Exhibit Committee should be encouraged to report their hours.
 - The form was attached to Carol's email.
 - The form should be sent to Kendra by the 5th of the next month.
- CIHS can put a "value" on volunteer hours for the organization, which can be important in grant writing. Thus, it is important to have complete documentation.

Phyllis asked about the dues levels and whether they were going to be reexamined. Carol said that they will not be reviewed until the next Members Meeting (June 2024). The dues do not make a big difference for the bottom line because most people just give a donation and dues are then subtracted from the donation.

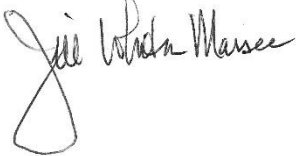
- There have been comments that the dues are very low.
- We need to research what other organizations have for their dues structures.

There were no additional issues from the board.

There being no further business, the meeting was adjourned at 8:13 p.m.

The next Board meeting will be held at 7 pm on Monday October 16, 2023, via Zoom.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jill Whitman Marsee". The signature is written in a cursive style with a large loop at the end of the last name.

Jill Whitman Marsee, Secretary