

Chebeague Historical Society
Meeting of the Board of Trustees

August 21, 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, Meg Greene, Richard Hackel, David Hill, Mary Holt, Chris Landry, Kate Nyhan, Jackie Trask

Trustees Absent: Pat Festino, Ehrhardt Groothoff

Beth McNulty, president, called the meeting to order at 7:33 pm EDT, following technical difficulties that delayed the meeting start time. A quorum was present.

Minutes

Motion made, seconded, and voted to approve (with typo corrections) the minutes of the July 17, 2023 Board meeting.

President's Report

Beth reported that, in response to requests from some Board members, the Trustee meetings will be kept to 90 minutes or less in length whenever possible.

Beth reported that, on the Board's behalf, she has formally acknowledged Donna's resignation effective June 30, 2024. In her resignation letter, Donna stated that she plans to work no more than 80 hours per month (with no more than 20 hours per month on the exhibit).

After June 30, 2024, Donna requested to be granted access to the CIHS photos and archives. She stated that she plans to write a comprehensive history of Chebeague. CIHS grants her access to photos and archives.

Donna would like to continue volunteering at the Museum after her resignation. CIHS welcomes her contribution.

Beth reported that a Transition Committee has been formed as a result of Donna's future resignation. The Committee members are Beth, Gretchen Hartling, and Phyllis Brunner. Board members who are interested in joining the Transition Committee should contact Beth. Meg stated she will join the Committee.

The committee has met twice - on Aug 2nd and 8th. At the first meeting a "readiness document" was drafted which is intended to address factors which will help CIHS and Donna make a successful transition over this next year.

- Questions around Strategy, financial, systems, leadership and board readiness were drafted and will be refined in the coming months.
- Board committees need to support the transition effort and specific tasks will be identified and coordinated with the Executive Committee.

The second meeting on Aug 8th included Donna. The goal was to understand her goals and expectations for the transition. Topics covered were: transition of Donna from her curator, role, what the future of CIHS might look like, state of the organization presently, areas needing attention, and criteria for a new hire. Also discussed were:

- Strategies and tools that could be used gain perspective and data from the community.
- Ways to build upon the most recent strategic plan.
- Updating an existing (but outdated) capital improvement plan
- Invigorating committees that have been inactive
- The importance and visibility of CIHS in the community and the hub for historical knowledge.

Donna presented to the Transition Committee a graphic which illustrated how CIHS is organized around Administration, programs, exhibits, collections, and facilities. This will be useful in

visioning CIHS of the future, building on the current, and addressing the needs going forward.

In the coming months, the Transition Committee will meet with the Executive Committee to identify and prioritize transition efforts, clarify committee needs, and develop a Chebeague community wide survey. These efforts will be performed in partnership with Donna as she transitions away from her employment at CIHS.

Updates from the Transition Committee will be reported to the Board at each monthly meeting.

Additional comments were made:

- Phyllis expressed her optimism about this process.
- Bill indicated that he will work with Donna on the archives
- Kate wants to investigate involving graduate students in the historical society.
- Meg wondered if there is the possibility of getting a “large” grant to encapsulate Donna’s knowledge. There seem like endless possibilities on the island to help in the process.
 - Phyllis said the survey will be really important.
- Gretchen says this presents a great opportunity for the future – partnerships, volunteer cadre, etc. This transition occurs at a time when we need to examine our future needs.
- Richard would be happy to help with the photo database.
 - Gretchen said that she and Chris Landry have been talking about the website and she has been talking with others about management of the photo collection. They would welcome his help.

Beth reported that the Recompense Celebration was held August 21st and she gave a presentation and expressed thanks to Recompense for its financial support. Recompense awarded grants to help with the permanent exhibit and with the printing of the *Sloop’s Log*.

Treasurer’s Report

Carol distributed the **March Treasurers Report**, Balance Sheet, Profit and Loss Statement, and Budget versus Actuals in advance of the meeting. She highlighted a few things and talked about her process, focusing on the P&L, and comparing this year’s numbers to the previous year.

- There are three deposit accounts: Bangor Savings Bank (operations account) and two Morgan Stanley accounts (investment and named special funds).
- We must file a 990 each year and the accountant always files an extension to file it in November. The CPA provides the entries for capitalization (expenses that are expected to have a life of 3 years or more and cost more than \$3500).
- Things to note:
 - The annual appeal is critical and improved, but we need to refocus this in the future.
 - Can the board be educated about this process and discuss how to make it more robust? Carol will add this topic to the September meeting – followed by a special meeting if needed.
 - Carol will distribute a report of grants received since 2013.
 - Carol will distribute a report identifying the purposes of the Named Special Funds.
- Year to Date, gross profit (income) was a profit of \$32,300, an improvement of \$17,700 when compared to the gross profit year to date for 2022. Donations were greater than last year by \$9,600. The sponsorships received for the Sloop’s Log, some “In Memory Of” donations, and the donations received from our May follow-up mailing explain the difference. (Note: the sponsorships received for Sloops Log will be moved to Program income for the September report). Grants year to date were \$7,425 - \$6,500 from Recompense for the permanent exhibit and \$925 from Maine Humanities Council for Dwayne Tomah program. Grants year to date were \$6,600 less than 2022. Membership dues was \$2,400 - \$1,400 over 2022. Program income was \$9,900 greater than 2022 – due to the income from the 150th Celebration. (Note: not all income and expenses for the 150th were booked as of 7/31st. I will have a final report on this event at the September meeting). Shop sales (sales minus cost of goods sold) were a net of \$3,600 better than 2022.
 - Donations are up but some of that is for the Sloop’s Log and will be moved to programs.
 - Carol does not have the final numbers on the 150th celebration numbers.
- Our year-to-date operating expenses were \$46,200, a decrease of \$9,300 compared to the year-to-date 2022 figure. It is important to remember that some of 2022 expenses will be capitalized

when the accountant makes year-end adjustments. This will result in the expenses for 2022 decreasing.

- Last year Marketing and Advertising was higher
- More payroll this year
- Purchasing of Ira Hamilton paintings
 - These expenses come from a special fund. A Collections Committee is needed to make collective decisions in the future. Some of the funds have requirements, but not very specific. Carol will send out the information to the entire board.
 - This seems like an important place for trustees or others to help fund these purchases.
 - A lot of the sales are through e-Bay auctions that are often time sensitive. It makes sense to have a process in place.
- Net operating income year to date was a loss of \$13,900, compared with a loss of \$40,800 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 \$23,600 compared with a loss (\$51,700) for the same period in 2022.
- Net Income year to date was \$10,400 – compared with a loss of \$90,900 in 2022 – largely due to investment losses last year.
- Total funds in bank accounts on July 31st totaled \$203,400 compared with \$162,600 on July 31, 2022. The operating account at Bangor Savings Bank had a balance of 46,100. Cash on hand was \$3,000. The Morgan Stanley savings account’s balance was \$127,700. Named Special Funds accounts had a balance of \$26,600.
- Month by month budget was assembled this year and she attached the process. The numbers as of the end of July 2023 are:
 - Gross Profit was \$25,000 greater than budget. Actual results were higher than projected in nearly all income areas.
 - Operating Expenses exceeded budget by \$15,500. 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 \$9,500 greater than budgeted. We budgeted a loss of \$23,300. Actual loss was \$13,900.
 - Investment income was not budgeted.
- **Motion** made, seconded, and unanimously voted to approve the treasurer’s report.
- Carol explained that among the possible committees listed in the Bylaws is the Audit Committee. The Executive Committee has fulfilled this role., If anyone wants to join, please contact Carol by email.

Committee Reports

Museum Shop

- Beth reported that the hours are shifting the week of Labor Day weekend. After that the shop will only be open at the weekends (Saturday 11-4 and Sunday 1-4). Binkie will work through September 2; Beth is looking for people to fill September Saturday slots on September 9, 16, 23, 30 and October 7th. Please contact Beth if you are willing to volunteer.
- There will be a 20% off a sale Labor Day weekend and Indigenous Peoples/Columbus weekend Day.
- Beth is stepping down as shop coordinator as of the end of this season. If anyone is interested in stepping into the role or knows of anyone who might be, please contact Beth.
 - Mary commented that before Beth took on the shop during the pandemic, the shop was run by a committee, some of whom were not Board members.

150th Anniversary Celebration Committee

- Beth reported that the celebration was a huge success! A huge thank you to the organizing committee for all their planning. Ehrhardt saved the day with the tent and band.. The day program was celebrated between lightning and rain but still was a great time for the children’s program and the rededication of the building. Big thanks to Bill for consulting on the weather.

- The evening program was fantastic. Erhardt and volunteers did a great job with the tent and lighting. BJ's lobster bake was wonderful, and the entertainment was so professional and enjoyable. Thanks to all!
 - Beth was specifically thanked for all her work.
- The income from the event will be reported at the September meeting.
 - Phyllis hopes there will be a summary at the end to acknowledge all the contributors.
 - Thank you notes will be going out.
 - This could be a good subject a monthly newsletter – to acknowledge the sponsors (can use the Rec Center email thank you as a template).
- We learned a lot from this event and the Executive Committee will be putting together procedures to help future events run smoothly.

Building Painting/Window Restoration Projects

- Beth said that we need to have an in-person vote on the roof proposal.
- **Motion** made, seconded and unanimously voted to approve the bid by BFR Constructors Inc. for \$17,570 to replace the roof and an additional \$2500 for repairs and to authorize CIHS to enter into the contract, and to remove the gutters.

Old Business

There was no Old Business

New Business

Richard mentioned that May Hall has offered the tent to either the Rec Center or CIHS. We could then rent out the tent and there will be future expenses. This will be discussed at the next meeting.

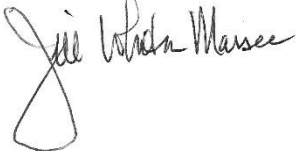
At the September meeting, Beth said that we need to discuss expenses for storage space, shelving, and picture hanging.

There were no additional issues from the board.

There being no further business, the meeting was adjourned at 8:29 p.m.

The next Board meeting will be held at 7 pm on Monday September 18, 2023, via Zoom.

Respectfully Submitted,



Jill Whitman Marsee, Secretary