

**Chebeague Historical Society
Meeting of the Board of Trustees**

August 15, 2022

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

Trustees Present: Mary Holt (President), Beth McNulty (Vice President), Jill Whitman Marsee (Secretary), Evin Erder, Pat Festino, Ehrhardt Groothoff, David Hill, Sarah Hopkins, Jackie Trask

Trustees Absent: Carol Sabasteanski (Treasurer), Richard Hackel, Gretchen Tonks Hartling, Marjorie Munroe

Staff present: Donna Damon

Mary Holt, president, called the meeting to order at 7:04 pm EDT.

Minutes

Motion made, seconded, and unanimously voted to approve the minutes of the June 20, 2022 Trustee meeting.

President's Report

Mary shared that Jill, Beth, Sara, and Donna attended the Recompense event today at which we recognized the two grants from them in 2021 and 2022.

Treasurer's Report

Carol distributed the Treasurers report, with profit and loss and balance sheet, by email prior to the meeting. There were no questions or concerns raised.

Year to date, our "gross profit" was \$12,300. For the same period in 2021, our gross profit was \$64,700. The major differences were: Grants YTD 2021 were \$30,500 greater than in 2022; Donations were less than YTD 2021 by \$12,200 (timing of donations for the 2022 annual appeal compared to donations for the 2021 annual appeal was a significant factor; donations for 11/1/2021-7/31/2022 were \$4,000 greater than the same period last year); Retail sales in the museum shop year to date are trailing 2021 by \$7,800.

Our year-to-date 2022 operating expenses were \$52,400 - compared to \$33,400 in 2021. The major differences were: Higher building expenses (\$2,800). Higher IT expenses (\$14,700.), Lower Payroll expenses (\$5,200), and Higher Professional Fees (\$1,400).

Year to date, the savings in fuel oil was offset by higher electricity costs.

Net operating income year to date was a loss of \$40,100 compared with a gain of \$31,400 in 2021.

Net other income was a loss of \$37,600 due to unrealized losses in our investment accounts.

Total cash on June 30th was \$173,600 compared with \$216,600 in 2021 – a decrease of \$43,000.

Note: The following adjustment is pending: Transfer \$6,539.88 from the Morgan Stanley Named Special Funds (NSF) account to the operating account to cover NSF expenses paid in 2021 from the operating account.

Motion made, seconded, and unanimously voted to approve the Treasurer's Report.

Committee Reports

Collections:

- Donna reported that she been cleaning out and organizing spaces in her office and the back room to get to a point where the accessioning backlog can be addressed.

Exhibit:

- The exhibit opened on Friday July 22! Donna reported there are about 500 photographs in the exhibit. She said that she has been asked how many people are featured in the exhibit – she has no idea. But if anyone wants to come and create a database to count, they are welcome to do so! People are liking it; others have said “if I had known about the exhibit, I would have sent in some” (despite all the soliciting that happened). The exhibit is all about showing how people are connected to place. Donna thinks that exhibit cost close to \$25,000.
- Carol reported (in absentia) that the donation box has already received over \$800 in contributions! Beth reported it is up by almost \$100 since then.

Museum Shops:

- Museum Shop: Beth shared that people are coming in all the time. Net sales to date are about \$21,000. Janelle is doing a great job. The biggest sale items are tee shirts and sweatshirts. There will be a sale over Labor Day weekend. She requested a volunteer for Friday August 19 – Sarah raised her hand!
- Artisan Shop – Mary had nothing new to report. One artist (Beth) did sell an oil painting and 2 giclée’s since our last meeting. Mary thinks it is time to order more of the giclée’s.

Publications:

- Donna said that there will be a second edition of the *Sloop’s Log* “Growing Up on Chebeague” in the fall. Contributions are welcome until September 1. Donna is thinking that we should apply for a mini grant to Recompense to cover the printing and postage costs.

Technology:

- Mary reported that Richard and Carol met at the museum. They discussed all the updates to technology and relevant issues. Richard seems very happy to have taken on this role.
- Bill Danielson is interested in helping with PastPerfect. Evin has the book that Toby Webb loaned it to her. She is willing to pass it on to Bill.

Buildings & Grounds:

- The work plan for the painting, schoolhouse windows restoration, and showcase window replacement was discussed before a vote was held.

Motion made, seconded, and unanimously voted to approve the workplan.
- Ehrhardt reported that 6 windows have been taken out and are nearly completed. He will then paint and reinstall them. He will also contact Portland Glass about the showcase window replacement.
- Donna suggested that we have an air quality monitor (for about \$100) and 4 air filters (at \$100 each). Kate Nyhan has been the consultant on this and did some initial testing of CO2 levels. Donna will share the filter info with Ehrhardt before the board makes a decision about purchases.

Membership/Annual Appeal:

- Donna reported that the plan for fall is to have the *Sloop’s Log* ready to mail in early November. The annual appeal should go out at the same time.
 - Carol was planning to investigate if a mailing house could prepare the *Sloop’s Log* for mailing. This cost would be good to include in the Recompense mini grant.
- Donna suggests that the board re-evaluate a new membership rate for senior citizens as the \$5 fee does not cover the cost of the printing and mailing. The decision to recommend a new membership fee should be made by the board in advance of a vote at the annual meeting.

Programs:

- Mary reported that not all recordings of the lectures have been uploaded to the website yet. There are technical issues with the Chuck Radis lecture and the Shell Midden discussion. The lecture committee and technology guru will follow up.
- The lecture committee will resume meeting in September.

Old Business

Conflict of Interest form – Jill reported that there are still several board members who have not returned the form to her. Blank copies of the form will be available at the Museum Shop. Board members can stop by, ask Janelle for a copy, sign it, and leave it there.

CIHS stickler update – Beth said that the stickers have arrived. They will be mailed out with the annual appeal. Board members are welcome to stop by the Museum Shop and pick one up to display on your vehicle!

Articles for board members to read – Mary reported that the missing articles have been located and will be scanned soon. After that they will be emailed to board members for reading pleasure.

Fish house – Mary reported that the Kerns own the fish house that sits on their property, on the eastern shore west of Springettes. The Kerns reached out to CIHS to see if the organization was interested in preserving the fish house, either at its current location or having it moved to the museum property. Mary and Donna met with the Kerns to discuss the possibilities. The next steps are that Mary will contact Bo to ask about the feasibility of moving it and for the Kerns to contact Mary Ann Hales so that she knows why there is lots of activity at the fish house. Donna spoke with the Kerns again and reported that Mary Ann Hales does not want it restored at that location. More information will be gathered before bringing this back to the board for discussion.

Planning/assessment update – Jill described the process that Mary, Beth and Jill have been going through. They have developed a list of all the activities (past, present, future) that CIHS does, ranging from lectures, to accessioning new items into the collection, to the regular operational activities of the organization. They have done a preliminary “seat of the pants” evaluation of these activities, in terms of tying them to mission statement, effectiveness of the activity (both process and product), and priority of the activity. The final part of the process is to determine who is responsible for accomplishing the activity (board members, committee, volunteer...). Before the September board meeting, this document will be distributed to the board along with questions to consider. Board members will be asked to review it and come prepared to have a structured discussion at the board meeting.

New Business

2022 Maine Archives and Museums Annual Conference, “How Did You DO That?” Friday, October 7, 2022, 8:30 am – 5:15 pm, IN-PERSON AND ONLINE: University of Southern Maine, Portland (Damon) – Donna said that this annual conference that happens each year. This year it is in Portland (in person or hybrid). She finds it very informational, includes a wide range of topics, and attendees come back very energized. She would encourage as many people to attend as possible.

Donna will send out a link to the conference website so board members can decide if they are interested.

The cost of attending is less if one preregisters. Perhaps CIHS can help defray the cost of attending?

Capital campaign – Beth reported that the Executive Committee has just begun discussing the capital campaign and about possible projects to seek funding for (one example is an addition to the schoolhouse building to provide storage for the ever-growing collection). The campaign would coincide with the 150th anniversary of the opening of the CIHS building and the 40th anniversary of ICHS in 2024. There will be a discussion of this at the September board meeting.

Kids walking/bike tour of Chebeague – Sarah reported that Donna reached out to her about the

possibility of creating a self-guided tour of the history of Chebeague, for children and adults. They did a drive around tour of the island and a lot of brainstorming. Some ideas were to create a brochure and it include QR codes at locations, include kids to help design the tour, perhaps create a scavenger hunt, and work with the school. It sounds like an exciting project. There are lots of possibilities! It would be great to have other volunteers to help with the project. The board was enthusiastic – perhaps it is an opportunity Recompense grant. Ehrhardt volunteered and Mary suggested a brainstorming session.

Issues from the Board

Jill brought up the issue of the lack of adequate signage to identify the museum as visitors don't know what the building is. There was discussion about location of such a sign. Should this be part of the capital campaign? Perhaps a committee should be formed.

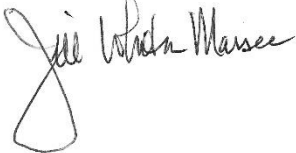
Donna said that the American flag needs to be replaced. It should be a veteran quality flag. Beth said that the flagpole also needs a light since the flag currently flies 24 hours a day.

There were no additional issues from the board.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:13 p.m.

The next Board meeting will be **7 PM on September 19th, 2022** via Zoom.

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.

Jill Whitman Marsee, Secretary