

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

July 17, 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), Jill Whitman Marsee (Secretary), Phyllis Brunner, Bill Danielson, Evin Erder, Meg Greene, Ehrhardt Groothoff, Richard Hackel, David Hill, Mary Holt, Chris Landry, Kate Nyhan, Jackie Trask

Trustees Absent: Pat Festino, Carol Sabasteanski (Treasurer)

Staff Present: Donna Damon

Beth McNulty, president, called the meeting to order at 7:02 pm EDT.

**Minutes**

**Motion** made, seconded, and voted to approve the minutes of the May 17, 2023 Board meeting.

**Motion** made, seconded, and voted to approve the minutes of the June 10, 2023 Board meeting.

**President's Report**

Beth welcomed all the new board members. She reminded the board that all the content of these meetings stays within this meeting; all indicated comfort with this. The wine and cheese event was successful.

Kate sent a note about the distribution of documents for each board meeting and requested that they be sent earlier. It will be a rule for future meetings that all documents will be sent by Friday at 5 pm.

**Treasurer's Report**

Carol distributed the **March Treasurers Report**, Balance Sheet, Profit and Loss Statement, and Budget versus actual in advance of the meeting. Carol was not present at the meeting, so Gretchen gave the report and budget update.

- Net income YTD is a loss of \$31,000 compared to loss of \$49,000 for the same period last year. However, excluding expenses that will be capitalized, the actual operating loss in the current year would be similar to 2022. Unrealized investment gains through May 2023 were \$11,400 compared with a loss (\$25,500) for the same period in 2022. June had not been posted at the time of this report.
- Gretchen explained that this is the first month that Carol has provided a budget versus actual month by month for 2023. It is very helpful for tracking how we are doing this year.
- Please feel free to get in contact with Gretchen or Carol if you have any questions.
- **Motion** made, seconded, and unanimously voted to approve the treasurer's report.

Carol sent a document to the Board with two resolutions for Morgan Stanley and Bangor Savings to reflect change in officers:

- The following **motion** made, seconded, and voted to approve.  
The Chebeague Island Historical Society appoints the following trustees to be authorized signers on the its Bangor Savings Bank checking account (ending in 6085 ) and to execute such documents as required by the Bangor Savings Bank.  
President, Mary (Beth) McNulty  
Vice President, Gretchen Tonks Hartling  
Treasurer, Carol Sabasteanski

**NOTE:** A question was asked if there if there are any limits on the amount that can be written? A suggestion for the future about best practice and it will be investigated.

- The following **motion** made, seconded, and voted to approve.  
The Chebeague Island Historical Society appoints the following trustees to be authorized

signers on its Morgan Stanley Account ending in 1799 and its Morgan Stanley Account ending in 8801 and to execute such documents as required by Morgan Stanley.

President, Mary (Beth) McNulty  
Vice President, Gretchen Tonks Hartling  
Treasurer, Carol Sabasteanski

## Committee Reports

### Museum Shop

- Beth reported that the season has been very successful due to the rain! There has been lots of traffic both in the shop and exhibit. Sales have been about \$18,000. The museum was open on the 4<sup>th</sup> for the road race and parade and many people came in (with net sales of ~\$900). A new salesclerk has joined the team – Barbara Marks!

### Permanent Exhibit Committee

- Mary reported that the committee has not met this month. There is nothing new to report. The last time they met (over a month ago), they came up with a timeline. The existing exhibit will be taken down after the October event. They are also collecting data about the new exhibit. They received \$6500 from Recompense for the light table. Doug is holding off on the construction of the table until the exhibit has been dismantled.

### 150<sup>th</sup> Anniversary Celebration Committee

- The committee is: Ehrhardt, Richard, Donna, Mary, Jackie
- Jackie reported that the committee has been working very hard (meeting weekly). This is the first major fundraiser since the pandemic.
- There are two parts to the event.
  - The first part is 2-3 pm, a family event with various activities – games, face painting, book signing, all graduates) including birthday cake. The seven-person jazz band will provide a teaser taste of their music.
  - There will be a break between 3-5 pm.
  - The second part is the lobster bake dinner (with alternatives), with the jazz band; this is a BYOB event!
- Tickets went on sale on the 4<sup>th</sup> of July. 82 tickets have been sold of the 122 available. The tickets are \$85.
- There are many **volunteer opportunities** for this event (board members, family, friends), before, during and after: a master of ceremonies, preparing food, helping with the setup of the tent (date unsure as of now), donating raffle items for the event raffle (gift cards, services, actual items) and all-season raffle of the giclée prints (drawn in the fall), and clean up.
  - To help with the tent, call Richard or Ehrhardt
  - Donna will make another Google doc for sign up of volunteer activities
- A postcard will be sent out to all postal customers in advance of the event.
- The budget was shared in advance of the meeting. They are seeking donations from the lobstermen. There will be boards that list donors and they can choose to honor people. There have been \$1400 dollars (32 people) extra from those who wanted to be on the host committee. The goal of profit is \$10,000.
- Donna sent out a document that provides opportunity for **Sponsorship**. There is a new email address for the event and access the Google doc (Donna will send out the link). This is another opportunity to volunteer to help.
  - Donna will resend the letters which have talking points.
  - Bill offered to help revise the letters to emphasize the need for support. Donna says feel free to modify and personalize as desired.
  - One can also write a personal note in addition to the letter.
  - The total so far is an anonymous donation of \$2500.
- A question was asked if it were possible to sell tickets for the music alone – the answer is “no.”. If we have to use the hall (in lousy weather), the limit is 125 people.

### **Building Painting/Window Restoration Projects**

- Ehrhardt proved a document that was distributed to the Board in advance.
- He reported that things are underway. The south side painting is finished. He wants to remove the landing on that side (which has been causing rotting). He suggests temporary wooden steps or granite (he has asked BJ for a bid).
- **Motion** made, seconded, and unanimously voted to remove the landing and to explore options for replacement.
- Ehrhardt checked in with the company that is redoing the windows. He is frustrated by their timeline and is trying to apply pressure.
- Ehrhardt said that there are rot issues with the roof. It needs to be replaced. Gretchen reached out to a company that did her roof (and several others) and they provided 2 estimates:
  - Standard roof \$16,550 (architectural shingles)
  - Additional ice and water shield the entire roof (for about \$1000 more)
  - Ehrhardt has asked them to give an updated bid for a bit of extra work for repairs.
  - The company is planning to be out on the island in the latter part of August.
- Questions asked:
  - Capital plan? Not since John Wilson created one. But issues have been identified. And the plan has been used to help apply for some grants for the work. This seems really important. This needs to be discussed in the future.
  - What about gutters?
- Gretchen suggested putting together a decision memo for the board, that can be sent out to the Board for review and that could allow for a decision to be made in a timely fashion. There are two potential donors that might be interested in helping to fund this project.
  - Ehrhardt will have further conversation with the contractor.
  - We will need to have a special meeting to vote on this or vote by email.

### **Resource Development Strategies**

- Gretchen reported that she is putting together an outline (timeline) to have a resource development plan – for capital expenditures, programming, etc. It would be a package to be able to approach donors. This would also take into consideration the transition plan for Donna's position. It would fold resource development and strategic thinking.
- She is hoping that others will want to join this committee. Contact her if interested.

### **Old Business**

#### **Signed Conflict of Interest Forms**

- Jill thanked Board members for signing the form and getting a copy to her. She acknowledged that this task is required annually and can feel annoying! All the forms are in!!

#### **Volunteer Hours Report**

- Carol distributed several documents in advance of the meeting and asked about a volunteer recognition event.
- This discussion was tabled until the next meeting.

### **New Business**

#### **Policies for Emailing Members**

- Carol distributed a document in advance of the meeting that details the accounts and the types of communication that we plan to send to members.
- **Motion** made, seconded, and unanimously voted to approve the policy.

#### **Committee Structure Discussion**

- Board members were provided with a document in advance of the meeting that outlines the status of committees as of June 2023.
- Beth discussed the document and asked the board to consider which committees are most

important, should some of them be combined, or what committees are people interested in contributing to.

- Comments:
  - What can we do without? What are the priorities?
  - We can't do this without considering the transition plan.
  - Combine exhibits, programs, collections into outreach?
  - The committee structure reflects the historical way the organization operated, with lots of volunteers. Can we have work groups to support some of the work, without having formal committees? Organizational structures evolve.
  - If there is an area that you particularly want to get involved with, please feel free to let the officers know.
  - Perhaps we should move into our Executive Session that will highlight some of our needs.

### **Executive Session**

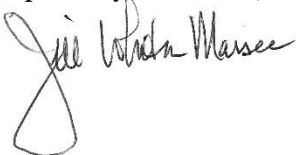
- Beth proposed that we move into Executive Session.
  - The **motion** was made, was seconded, and approved unanimously.
  - Beth reminded the board that there will not be any formal notes taken. This is a particularly sensitive topic.
  - The discussion moved into Executive session.
  - A motion was made to exit Executive Session, seconded, and approved unanimously.
- If Board members have additional thoughts following the discussion, please contact Beth.

There were no additional issues from the board.

There being no further business, the meeting was adjourned at 9:03 p.m.

The next Board meeting will be held at 7 pm on Monday August 21, 2023, via Zoom.

Respectfully Submitted,



Jill Whitman Marsee, Secretary