

Chebeague Historical Society
Meeting of the Board of Trustees
September 16, 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 (Treasurer), Bill Danielson, Evin Erder, Ehrhardt Groothoff, David Hill, Mary Holt, Chris Landry, Elizabeth Murphy-Lewis, Kate Nyhan, Jackie Trask

Trustees Absent: Phyllis Brunner, Jeff Drew, Corie Meehan

Beth McNulty, President, called the meeting to order at 7:03 pm EST.

Minutes

Motion made, seconded, and voted to approve the minutes of the August 19, 2024 Board meeting.

President's Report

Beth gave her report:

Introduction of Elizabeth Murphy-Lewis

- Beth McNulty introduced Elizabeth, our newest Board member. We look forward to working with her. Elizabeth was given a warm welcome and she said she is excited to be a part of the Board.

Visit from Rep. Chellie Pingree and the National Endowment for the Humanities Chair Shelley Lowe and aides on Friday September 6.

- We had Visitors! The Executive Director of Maine Humanities reached out to Mary Holt to set up a visit for Representative Chellie Pingree, National Endowment for the Humanities Chair Shelly Lowe, the director of Maine Humanities, and lots of aides. Rep Pingree is always promoting the islands and wanted to show Chair Lowe how important Humanities are in supporting island culture. We were chosen for the visit!
- They arrived on the 8:15 ferry, toured the exhibit and our building. We provided refreshments and gift bags with *Sloop's Logs* and shop swag. It was a great visit. Donna gave some quick highlights of our exhibit. They seemed very impressed by the scope of the exhibit and the building.
- Chair Lowe's group noticed that we might need some help with our archives and told the group that grant money is available. They encouraged CIHS to apply for a grant. We don't have to match it, and they have people that will help us with the application!
- This visit was great exposure for CIHS!!

Chedemption

- Beth thanked all who filled CIHS' Chedemption slots. We had good feedback that our group did a great job. She thanked everyone for their time.

Treasurer's Report

Form 990

- Ted referred to the 990 Form attached to the email for the Board meeting (where there was a link to the complete 33-page document and an excerpted version).
- Like other charitable organizations, CIHS files each year with the IRS its Form 990. This annual report on our activities and finances is a public document and is the only financial report that we are required to provide externally.
- We will share the Form 990 upon request, and there are several online tools through which anyone interested can access the IRS filing.

- CIHS follows the best practice of providing to and reviewing with the Board the Form 990 before it is filed. This link is to the full form for 2023: [Form 990 -- CIHS 2023](#).
- Ted pointed out important aspects of the document
 - 1st page shows a comparison between the prior (2022) and current (2023) years.
 - Statement of revenue
 - Statement of Expenses
 - Balance sheet – total assets of the organization are mostly land, building and equipment that is in it plus invested funds.
- Comments
 - Funders are more actively looking at 990's. Our accountant has done a good job of helping us to accurately reflect our organization in the document.
 - 990's are being used more and more for research. They are a terrific source of information.

Old Business

- Museum Shop Report
 - Beth reported that it has been a great season for the Museum Shop. Sales are up 8% from last year at this time. Ted researched our sales and reported that we are close to the full year projection that we had budgeted in April with a gross margin of 55%.
 - This is Anne Breton's first season in a leadership role for the Museum Shop, and she has done a good job.
- Schedule reminders
 - Lectures:
 - September 23, Nick Wessell, "Election 2024 Forecast" – in person only at the Island Hall, but it will be recorded and available on the website
 - October 28, Arthur R. Clausnitzer (Archeologist), "Merchants, Masters, and Servants: The History and Archaeology of Social and Economic Relationships on Smuttynose Island in the 17th Century" – Zoom only.
 - Harvest Open House – no date set yet – should be in October
 - Beth will follow up on this.

New Business

Thinking About the Future

- Beth reported that:
 - The EC is working on our new strategic planning which we will have for you at our next meeting.
 - Accomplishments of 2024: We have the Permanent Exhibit in place and our successful House Tour behind us for this year.
 - We have started talking about what CIHS will look like moving forward. This includes what committees we will have and reasonably staff, programs and operations.
 - We are obviously running things differently this year with our new Museum Shop Coordinator, Administrative Coordinator, and Donna's retirement. We will be looking for the Board to help lead these changes and to step in and select a committee to participate in moving things forward.
 - Last year the board committed to moving forward and creating these jobs for our transition and now we need to take the information that we collected in our survey and provide programming and structure that our community requested. Beth fully recognizes the difficulty we have had in the past filling committee seats, and we will be taking that into consideration and appropriately sizing our commitments to our board and volunteer

availability.

- We are also looking for more Board Members and Beth is appealing to all Board members to reach out or provide her with names of Chebeaguers who you think might be a good addition. Beth Weiss will be reaching out to our community to start building a volunteer base. Beth would like to ask the Board to do the same and get the word out that we are looking for help with our programming, collections, Museum Shop and Events.
- Comments and Questions
 - How does it feel in this transition time? Lots of traffic to the exhibit. Beth Weiss is tackling tasks and helping to develop new processes. Donna is enjoying retirement, but still spending a lot of time at the museum!
 - The Board should sit back and think about what we have done in the last 2.5 years – the building (heating, roof, painting, windows...). It was a huge year in terms of transition and the successful permanent exhibit. Finances are stable – and we raised a good chunk of money. Kudos to Beth for all her work steering the processes!
 - What should be the focus of the grant application to the National Endowment for the Humanities – trying to find an archivist?
 - The need for volunteer coordination is essential.
 - The new exhibit provides a great sense of connection to the island.
 - The current Board has a lot of depth of experience with the organization and breadth of experience.
 - It was really important that we selected the limited things that we targeted to accomplish this year. It is vital to continue in this way – selecting our focus for the coming year.
 - Should we plan a Board retreat? It would be a couple hours on a day outside of the Board meeting to begin to hash out our direction.

Gretchen reported that the CIHS website is now 100% up to date with videos of past lectures!

New website: Gretchen reported that it is still a work in progress – in limbo. Maybe a month and a half?

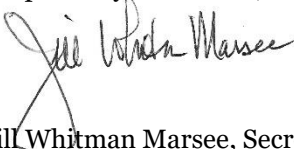
- Won't have a lot of new content, but it lacks pizzazz. It needs to be more user-friendly.
- The next steps are writing content for the new website.
- One major challenge is determining how to transition the video recordings of past lectures.
- Ehrhardt is willing to help!

There were no additional issues from the board.

There being no further business, the meeting was adjourned at 7:50 p.m.

The next Board meeting will be held at 7 pm on Monday October 21, 2024, via Zoom.

Respectfully Submitted,



Jill Whitman Marsee, Secretary