

Chebeague Historical Society
Meeting of the Board of Trustees
August 16, 2021

NOTE: Under the revised bylaws adopted by the members at the June 19, 2021 Annual Members Meeting, the Governing Board composed of two groups – officers and trustees – was eliminated. Rather, the organization will be governed by a single Board of Trustees which will elect officers from within its membership.

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

Trustees Present: Mary Holt (President), Carol Sabasteanski (Treasurer), David Hill (Recording Secretary), Chip Emery, Sarah Hopkins, Jill Marsee Whitman, , Beth McNulty, , Richard Hackel, Evin Erder

Trustees Absent: Marjorie Munroe, Pat Festino, , Jackie Trask (Vice President), Ehrhardt Groothoff, Gretchen Tonks Hartling

Staff present: Donna Damon

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

Minutes

Motion made, seconded, and unanimously voted to approve the minutes of the July 19, 2021 Trustee meeting.

President's Report

Mary reported on the Museum Artisan Shop. Three paintings have been sold by one artist and the artist made a donation to the CIHS of 20% of the proceeds. Clint has submitted a sculpture. Mary is taking pictures of it to post on the website. Beth has provided photos of her painting. Mary will deliver to Chip for posting on the website.

Mary reported on the meeting held earlier in the day by the Recompense Foundation. Grant recipients were present to explain how the grants will be used. David spoke of the intended use of the \$7,000 grant for technology. Mary gave an overview of the organization and its mission.

Treasurer's Report

Carol reviewed the Treasurer's Report (sent in a separate document). There were no questions.

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

Committee Reports

Finance:

See Treasurer's Report

Operations and Merchandise:

The Museum Shop revenue through July was \$19,500 (376%) above 2020 and \$12,500 (106%) above 2019.

There continue to be significant delays in turn-around time for reorders. Beth is focusing on inventory for the holidays – and she is finding some interesting new items. Janelle continues to do a great job and continues to sell membership to visitors.

Donna continues to take visitors on a tour of the unfinished upcoming exhibit.

Technology:

David and Chip reported that the broadband installation is complete and people are happy with it. They will investigate a reported problem with WIFI within the building. Perhaps relocating some routers could help. Beth mentioned that the back room has slow response time.

Chip said that after Labor Day we will begin the project of determining the best use of the Recompense grant. He asked people to keep a list of the technology issues they are having or ideas they have for improvement. Results will be used to develop the technology plan.

Establishing free public access to the broadband is a goal.

Buildings and Grounds:

Ehrhardt was not at the meeting.

Mary asked for volunteers to clean out the phragmites on the property. She will send out a request to board members.

Donna asked about disposing of the old air conditioners. Mary will ask Ehrhardt and Pat if they will assist. Some ideas were putting items for sale on Chebeague.org and Chebeague Swap and Sell. It was suggested that preference be given to other non-profits. The goal is to sell whatever equipment we can.

Membership/Annual Appeal:

Donna reported that we have sold 67 memberships this summer. This success is due largely to the Sloops Log's popularity and Janelle's salesmanship.

Collections/Exhibits:

Donna reported that we are using the collection to generate ideas for new items for the museum shop (posters, etc.) – thus continuing to tie the museum shop to the collection. She mentioned that a toy was donated that had a value of more than \$1,700.

We still do not have an open date for the exhibit. Donna reminded the board that, while she has adequate volunteers to put the exhibit together, the delay is at the printer. As mentioned, she provides personal tours of the exhibit area to the public when they visit the museum, and these are well received.

Communications/Publications:

No update

Programs:

The September lecture will feature Charles Radis – who was a doctor on the island in the 1980s. Dr. Radis has written a book "Go by Boat" about serving island communities and he is highly recommended. However, he is unable to present on the second Monday in September (9/13). **The Trustees agreed to change the lecture date to 9/20 and to change the Trustee meeting to 9/13 in order to accommodate his request.**

Jackie, Mary, and Sarah will help find speakers for future months. The Board would like to have a ZOOM/Live format in the future.

Old Business

Chedemption

Mary said that almost all shifts had volunteers. We did not man all shifts assigned due to closure of the facility. Jill suggested that two people always be assigned – there is so much activity. Also, she mentioned that in the past volunteers were solicited at the Annual Meeting.

Matching Grant from Raymond Family Foundation

We have raised \$3,500 toward the \$10,000 goal from two board members. Carol will send an email to the board asking for contributions and help in soliciting donations from the community. She will also include an article in the monthly newsletter included in the Island Calendar.

New Board Member Orientation

Carol sent a questionnaire to the new board members to solicit their input regarding topics for the orientation program. She sent the same questionnaire to existing board members who may have valuable input into what an orientation program should include. Trustees should send responses to Carol. The program will be in the fall.

This discussion led to a discussion about **Basecamp**. Should we use it? If so, we need all board members to be fully trained. Chip and Jill will send a questionnaire to the board asking for a time when Chip can provide

New Business

Issues from the Board

None presented.

Conflict of Interest and Disclosure Form

This form must be reviewed and signed annually by the Board. Carol will send it out to the Trustees.

Board Committees

A goal for the next few months is to reinvigorate our committees. In the past, several committees were active and each board member participated in multiple committees. This practice has been, for the most part, lost in the last few years. The first step is to determine the necessary committees and develop their charge. Carol mentioned she found a document from 1994 that could offer a good starting point. She will send it to the board.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:29 p.m.

The next Board meeting will be **7 PM on September 13th** via Zoom.

Respectfully Submitted,



David Hill
Recording Secretary