

# **Chebeague Historical Society Meeting of the Governing Board**

April 19, 2021

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

Officers Present: David Hill (President), Jackie Trask (Vice President), Gretchen Tonks Hartling (Treasurer), Mary Holt (Corresponding Secretary), Carol Sabasteanski (Recording Secretary)

Trustees Present: Chip Emery, Ehrhardt Groothoff, Beth McNulty

Officers Absent: None

Trustees Absent: Marjorie Munroe, Evin Erder, Nancy Hill, Roman Folk, Cathy MacNeill, Pat Festino

Staff present: Donna Damon

David Hill, President, called the meeting to order at 7:10 pm.

## **Minutes**

**Motion** made, seconded, and unanimously voted to approve the minutes of the March 15, 2021 Governing Board meeting.

## **President's Report**

None

## **Treasurer's Report**

Gretchen presented the report and talked of the weekly meetings held by the Finance/Executive/Strategic ("F-E-SP") Planning Committee.

Gretchen presented the report from the FESP committee report. See Exhibit A.

For year-to date profit and loss statement, see Exhibit B.

For draft budget – which shows a projected loss of nearly \$27,500 – see Exhibit C. Gretchen expressed concern at the deficit projected and asked the Board to approve the following motion.

*The F-E-SP Committee is authorized to implement expense reductions and operational changes which they deem appropriate and reasoned. Board will be notified of reductions and changes as they occur or at the next Board meeting.*

**Motion** made, seconded, and unanimously approved.

Gretchen spoke of the cost of publishing the double issue of the Sloop's Log. Donna had recommended that the cost of the publication be charged to the Miller Memorial Fund, explaining that her parents would have supported use of the funds for a Log which addresses growing up on Chebeague. Gretchen asked the Board to approve the following motion.

*The cost of the Spring 2021 double issue Sloops Log will be covered by the Miller Memorial Fund, from the Named Special Funds Category. Costs include set-up, printing, mailing and will be included in the Year End Named Special Funds value adjustment, occurring in January 2022.*

**Motion** made, seconded, and unanimously approved.

Gretchen informed the Board that Clint Jones had offered to sell a sculpture, which he named “Sanford Rowing his Boat” for \$800. Gretchen recommended that the Toll of the Sea fund be used to purchase the sculpture as well as purchase a bench or landscape at the monument. The fund was created to honor Chebeaguers lost at sea in honor of Sanford. Jackie Trask (Sanford’s daughter) agreed that the fund should be used for this purpose. She also recommended that we change the name of the sculpture. “Sanford sailing his dory” was suggested.

Gretchen asked the Board to approve the following motion.

*The \$1316.03 balance for the “Toll of the Sea Fund” will be used: (1) to acquire a new sculpture by Clint Jones of “Sanford Rowing his Boat” for \$800; (2) to purchase a granite bench to be placed at the Toll of the Sea monument, not to exceed \$500, OR landscape around the monument with crushed gravel. Any remaining amount will be placed in the Operating Account, and the Fund will be closed.*

**Motion** made, seconded, and unanimously approved.

Gretchen and Chip updated the Board on the grant request that has been submitted to the Recompense Foundation. Chip, Beth, Donna, and others spent a great deal of time evaluating our current technology and defining our needs. However, given the current financial status, Chip stated that we will not proceed with any purchases at this time beyond what is possible with grant proceeds.

Gretchen asked the Board to approve the following motion.

*The Board approves the submission of the grant request to the Recompense Foundation to support the IT (Information technology) upgrade at CIHS. The upgrade will only be implemented if the grant is approved.*

**Motion** made, seconded, and unanimously approved.

Gretchen explained the expected changes in officers at the June meeting. Carol will become treasurer and Mary will become president. In light of that changed, Gretchen asked the Board to approve the following motion.

*The Board approves the addition of Mary Holt, Corresponding Secretary, and Carol Sabasteanski, Co-Chair of Finance Committee, as authorized officials for the Bangor Savings Bank Operating Account #~~xxx~~ 46085.*

**Motion** made, seconded, and unanimously approved.

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

### **Committee Reports**

#### **Finance:**

See Treasurer’s Report

#### **Operations and Merchandise:**

Beth reported that she is continuing to order inventory for the gift shop and shared some new items that have been added (candle, tee shirt, puzzle, bumper sticker, etc.). She hopes to have the on-line store live in early May.

David asked about opening the museum to the public. Discussion regarding how to safely open the building ensued. It was agreed that we need to do more research on safely opening. This topic will be added to the May agenda.

Beth mentioned that she needs a Square support contact. She also mentioned the project to sell items for island artisans and would prefer that Square not be used for this purpose. PayPal was suggested. Chip, Beth, and Mary will meet to discuss the issues and develop a plan. Donna noted that Beth has a full plate. She will oversee seasonal employees in addition to managing the gift shop.

**Technology:**

Chip said he is waiting for the decision from Recompanse regarding our grant request.

**Buildings and Grounds:**

Ehrhardt asked if there were specific landscaping needs for the summer. Donna spoke of planting a new Christmas tree, removing the existing tree, and moving a hydrangea.

Ehrhardt shared the issues that we are having with the installed heat pumps. The heat is not circulating adequately and the low areas can be several degrees colder than the higher areas. The vendor will visit the museum on Friday to evaluate the issue. No further payments will be made until the issue is addressed.

Ehrhardt reported that there is still some work to be completed on the insulation project. He will contact the vendor. Donna was told the vendor would not be back until early June.

**Membership/Annual Appeal:**

Donna reported that Kendra is going through the island phone book to add people who are not members to Past Perfect. We will contact these residents and invite them to become members.

**Collections/Exhibits:**

No update.

**Communications/Publications:**

Donna talked about the current issue of the Sloops Log – which is still in production. The double issue will be printed as a booklet – with over 50 pages. Appeal/membership letters will be inserted in appropriate mailings. Tentative target for mailing is mid-May. Volunteers will be needed to assist in mailing preparation.

**Programs:**

Donna reported that Katie Kennedy will present the May lecture – which will focus on important Maine women. David remarked that Donna's presentation regarding tourism's beginning on the island was very informative and well received.

**Old Business**

None

**New Business**

**Annual Meeting** - Meeting will be held 6/19 at 7 PM via Zoom.

**Newsletter** – Carol reported that the April newsletter in the calendar was a full page. She requested that the CIHS have a full page each month. She was told that non-profits can have a half page but cannot count on a full page each month – even if they pay for the extra half page. Consequently, Carol is writing a half page only. David will follow up with a member of the Council to discuss the purpose of this rule. Carol is posting information regarding the Annual Meeting in the newsletter per by law requirements.

**Strategic Planning** – Carol reported that she has received the completed SWOT analysis from most Board members. The session will be held on May 8<sup>th</sup> from 10 am to 1 pm. Carol will summarize the SWOT answers received and provide them to the Board prior to the meeting. Planning for the session is underway.

**Safe** - Carol reported that the safe recently purchased needs to be installed soon. She also plans to work on financial control policies in the coming months.

**By laws** – Carol reported that the FESP Committee agrees that the bylaws should be updated. Carol is comparing the current bylaws to other non-profit organizations. She hopes to have recommended changes to the Board at the May meeting. Bylaw changes must be approved by the members – so if we cannot accomplish this in June we will need to wait another year. The current bylaws are outdated and very restrictive in some areas.

**Payroll** – Ehrhardt mentioned that Grace is concerned about the lack of support from QuickBooks on payroll. He asked if we should explore other alternatives for payroll – especially considering we pay annually for this service. Carol will follow up with Grace and also discuss with our bank, Bangor Savings, which offers payroll services.

**Motion**, seconded and unanimously approved to adjourn at 8:35 p.m.

The next Board meeting will be *Monday, May 17, 2021 at 7 PM via Zoom*

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Carol Sabasteanski".

Carol Sabasteanski  
Recording Secretary

## EXHIBIT A

From: Finance/Executive/Strategic (“F-E-SP”)Planning Committee  
Report to: Board on Monday, April 19, 2021

### **1. 2021 P&L 1<sup>st</sup> Quarter:**

Attached. The report has been reviewed by the F-E-SP Committee which has accepted it. Please review. We can discuss at the Board meeting if any Board member has questions about specific line items.

### **2. 2021 Deficit Budget**

The 2021 draft Deficit Budget was attached to the April 19<sup>th</sup> agenda, previously distributed by Carol. Gretchen can display with “share screen” during the Board meeting if there are any questions.

As discussed at March 15<sup>th</sup> Board meeting, the budget was not presented at that time because the budget projected an operating loss of over \$25,000. This cannot be sustained, and the F-E-SP Committee has been reviewing a number of options. The solution to such a deficit must be two pronged: reducing expenditures along with increasing revenues. The latter is a longer-term solution since we have decided not to launch a capital campaign at the same time the Church is raising significant funds to purchase that property.

The F-E-SP Committee has been reviewing all categories of expenses, from operations to finances to collections. The Committee has also been reviewing what needs to occur to enhance revenue, including Museum Shop and fundraising, and to streamline operations. F-E-SP Committee is looking at every expense line, and we believe that we should not delay in taking actions that are difficult but necessary; the longer we wait into the year, the deeper the cuts we will have to make.

**With the recommendation of the F-E-SP committee, the Board is asked to approve the following Motion:**

- **The F-E-SP Committee is authorized to implement expense reductions and operational changes which they deem appropriate and reasoned. Board will be notified of reductions and changes as they occur or at the next Board meeting.**

### **3. Grant Received**

F-E-SP Committee is also reporting that CIHS received a \$1000 grant from the Casco Bay Islands Association for the exhibit; this makes \$2500 total for the exhibit. Board needs to acknowledge that Donna has personally written successful grants for \$53,000 within the last 12 months since COVID hit.

#### **4. Sloops Log**

The Spring 2021 issue of the Sloops Log is devoted to the new exhibit, “Growing Up on Chebeague.” It is result of an extensive effort by Donna, with input from other members of the Board and the Exhibit Committee. The issue is twice the size of the normal issue and will be a booklet of 50 pages.

Design and printing will be approximately \$2500; postage has yet to be determined. The F-E-SP Committee has determined that this publication meets the terms of the Miller Memorial Fund for photography projects; the Miller Memorial Fund current value is \$8658.

**With the recommendation of the F-E-SP committee, the Board is asked to approve the following Motion:**

- **The cost of the Spring 2021 double issue Sloops Log will be covered by the Miller Memorial Fund, from the Named Special Funds Category. Costs include set-up, printing, mailing and will be included in the Year End Named Special Funds value adjustment, occurring in January 2022.**

#### **5. Toll of the Sea Fund**

The fund value is \$1316.03, which represent funds remaining after the creation, placement and dedication of the Toll of the Sea monument at Chandlers Cove. The F-E-SP Committee has considered carefully the appropriate uses for these remaining funds; Jackie Doughty Trask is the family member with responsibility for the use of the Fund and fully supports the proposal.

**With the recommendation of the F-E-SP committee, the Board is asked to approve the following Motion:**

- **The \$1316.03 balance for the “Toll of the Sea Fund” will be used: (1) to acquire a new sculpture by Clint Jones of “Sanford Rowing his Boat” for \$800; (2) to purchase a granite bench to be placed at the Toll of the Sea monument, not to exceed \$500, OR landscape around the monument with crushed gravel. Any remaining amount will be placed in the Operating Account, and the Fund will be closed.**

#### **6. Information Technology Upgrade**

A task group has been working diligently to identify our information technology needs. A proposal has been prepared and is being submitted to the Recompense Foundation. Donna is most familiar with the details of the proposal and can discuss at our Board meeting. This upgrade will include equipment, technical support and furniture modifications to better utilize our limited space. While this is ambitious and positions us for the critical growth we must have, no purchasing will occur if the grant is not approved.

**With the recommendation of the F-E-SP committee, the Board is asked to approve the following Motion:**

- **The Board approves the submission of the grant request to the Recompense Foundation to support the IT (Information technology) upgrade at CIHS. The upgrade will only be implemented if the grant is approved.**

#### **7. Addition of Board Members authorized for the Bangor Savings Bank Operating Account**

In this transition period before June 2021 Annual Meeting, Carol Sabasteanski is assuming added financial responsibility, and Mary Holt, Corresponding Secretary, has actively joined the F-E-SP Committee in a leadership position. Carol has agreed to serve as Co-Chair of the Finance Committee, along with Gretchen as Treasurer. The F-E-SP Committee has concluded that it will improve our operations to add both these individuals as Authorized on the Bangor Savings Bank Operating Account.

**With the recommendation of the F-E-SP committee, the Board is asked to approve the following Motion:**

- **The Board approves the addition of Mary Holt, Corresponding Secretary, and Carol Sabasteanski, Co-Chair of Finance Committee, as authorized officials for the Bangor Savings Bank Operating Account #xxx 46085.**