

**Chebeague Historical Society**  
**Meeting of the Board of Trustees**  
October 18, 2021

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

Trustees Present: Mary Holt (President), Jackie Trask (Vice President), Carol Sabasteanski (Treasurer), Jill Whitman Marsee (Secretary), Chip Emery, Evin Erder, Pat Festino, Ehrhardt Groothoff, Richard Hackel, Gretchen Tonks Hartling, David Hill, Beth McNulty

Trustees Absent: Sarah Hopkins, Marjorie Munroe

Staff present: Donna Damon

Mary Holt, president, called the meeting to order at 7:10 pm.

**Minutes**

**Motion** made, seconded, and unanimously voted to approve the minutes of the September 13, 2021 Trustee meeting.

**President's Report**

**Motion** made, seconded, and unanimously voted to elect Jill Whitman Marsee as Secretary.

**Treasurer's Report**

Prior to the meeting Carol emailed the Board the Treasurer's Report and Profit and Loss statement through September. She reported a net income of \$9500 through September, which includes all expenses from Raymond Family grant, but not from the Recompense grant. She will submit the request to forgive the \$4000 Paycheck Protection Program loan and she expects it to be forgiven. Cash in all accounts totals \$230,000. Grants have made a big difference this year; thanks to Donna and others! The Raymond Family \$10,000 matching grant is still pending. There was 100% participation from the board (but not all sent in yet). Museum shop revenue is 111% higher than 2020. Individual donations nearly doubled those of last year and even surpassed 2019. But there is still a need for fundraising, increasing memberships, and outreach to community members. Outsourcing the bookkeeping services is going along, but not totally completed yet. Very impressed with the bookkeeper we have and the ability to interface Square with Quick Books. This is all good news!

Donna raised a question about the financial records not showing a grant in 2020 and she and Carol will verify the records.

Carol was thanked for all her work.

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

**Committee Reports**

**Operations and Merchandise:**

- Beth gave the museum shop update. There was over \$4000 worth of sales over the October long weekend. The museum shop is now closed to visitors, but the online shop is busy. Beth is still having trouble receiving merchandise that has been ordered. The annual sales from the shop are very close to \$50,000 goal that was set for this year.

- Janelle is commended for all her work over the summer, both in sales and new memberships. Letters were sent to her thanking her for all she and she was very touched when she was allowed to select an item from the museum shop.

### **Technology:**

- Chip reported that Joe from Professional Computer Services (PCS) will come to the island on Tuesday October 19. He will install the firewall protection and WiFi expansion. He will then “meet” the computers, printers and scanners and get to know them. He will meet Mark Heels who has agreed to be the boots on the ground resource. Others are invited to come about 1 pm. Mary suggested that Joe’s work be documented with photos.
- Future priorities will be upgrades and acquisitions of new or replacement computers and other necessary peripherals. Joe’s company will be wired into the system to allow them to keep track of how things are functioning. This will also allow remote storage of data. It is exciting to be moving into this new era of technology and connections.
- Gretchen suggested that it might be good to provide an interim report to Recompense.

### **Buildings and Grounds:**

- There has been discussion of seeking an Historic Preservation grant. To prepare to submit the grant, Ehrhardt is looking at a five-year capital improvement plan for upgrades to the physical plant, including such things as painting, drip flashing, electrical projects (both replacements and additional outlets), window sashes (need to be taken out, reglazed, repainted), and other items as identified. Ehrhardt reported that the new part of the building looks great, but the old building needs significant work.
- Discussion about this project included the suggestion of Chris Doughty to work on the windows, potential painters (Profenno among others), and electricians. The roof was last redone about 2005 or 2006.

### **Membership/Annual Appeal:**

- Donna reported that the annual membership letter and annual appeal needs to go out before the end of November.
- The membership categories and prices have not been changed in a while. Some membership categories don’t begin to cover the cost of the *Sloops Log*. This needs to be reconsidered before next year, with the possibility of raising the prices.
- There have been some (significant) new memberships that came in recently and they are likely to be considered as memberships for next year.
- Donna will talk with Kendra to see if she is willing to be in charge of the mailing and then get a group of volunteers to come in and help.

### **Collections/Exhibits:**

- Beth has been helping Donna plan and organize spaces (with other volunteers) to be ready to accession all the materials that have collected. They are also prepared to order new desks for the workspace. Volunteers (Mary, Sarah, Bill Danielson) are looking forward to helping with all the accessioning once they are trained on the Past Perfect software.
- Donna is still waiting for more pictures to arrive for the exhibit, but things are progressing slowly. Once all the pictures have arrived, Donna will reconvene the committee to assemble the exhibit.
- Donna and Beth have identified many donated items that are not related to Chebeague and can’t be used collection. These items have not officially accessioned into the collection. The suggestion was posed whether it is time to sell these items on eBay to make money and free up space? Pat is willing to take the lead on this project. Donna confirmed that the items released will be covered by the “Temporary Custody Receipt” and are designated by donor to allow Museum to decide on disposition.

**Motion** was made that “Donna, as collections manager, identify items that are not part of the collection to be sold on eBay.” It was seconded and unanimously approved.

### **Communications/Publications:**

- Donna reported that the raffle of the *Stone Sloops* book has brought in over \$500 so far. The drawing will occur once the exhibit is open.
- The spring *Sloop's Log* will be another special edition of Growing Up on Chebeague – the deadline for submitting stories is January 15, 2022.

### **Programs:**

- Mary reported on upcoming lectures:
  - Earle Shettleworth will speak in November about the "Land and Sea of Three Maine Women Photographers."
  - Jerry Wiles will present in December.
  - Donna will continue in January with part 2 of the island organizations.
  - Earle Shettleworth is willing to do 2 more lectures in spring or summer - on parks and trolleys in Portland for one.
  - Donna still needs to do part 2 of two other lectures – schools and tourism.
  - Dr Radis wants to speak in person next summer
- Sarah, Pat, Jackie and Mary will research the history of the lighthouses of Casco Bay and be prepared to give a lecture.

### **Old Business**

New board member orientation – Carol reported no update at this time.

Conflict of Interest and Disclosure forms need to be returned to Carol! She will create a checklist of completed and missing forms.

Board committees: There does not seem to be an official list of committees. Carol will work with executive committee to get a list together of board committees and bring it to the board next month.

### **New Business**

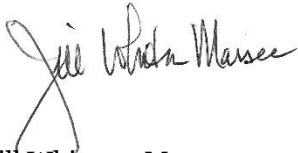
Mary reported that the artisan shop has had good business since its inception in July. It has netted enough income from the sales to cover expenses. Still need to add a few new artists who have agreed to be part of it. If there are questions or if someone wants to see any of the artwork in person, contact Mary.

Carol has developed an initial draft of priorities and related tasks, evolving from the strategic planning session last spring. The Executive Committee has more work to do on developing this list and hopes to bring to the board at the next meeting.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:23 p.m.

The next Board meeting will be **7 PM on November 15<sup>th</sup>** via Zoom.

Respectfully Submitted,



Jill Whitman Marsee  
Secretary