

**Chebeague Historical Society**  
**Meeting of the Board of Trustees**  
November 15, 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, Richard Hackel, Gretchen Tonks Hartling, David Hill, Sarah Hopkins, Beth McNulty

Trustees Absent: Ehrhardt Groothoff, Marjorie Munroe

Staff present: Donna Damon

Mary Holt, president, called the meeting to order at 7:06 pm.

**Minutes**

**Motion** made, seconded, and unanimously voted to approve the minutes of the October 18, 2021 Trustee meeting.

**President's Report**

No report this month.

**Treasurer's Report**

Carol distributed the Treasurers report, with profit and loss and balance sheet, by email before the meeting. The net income for the year was \$15,600 as of the end of October. The match for the Raymond Family Foundation was reached, the foundation has been notified, and the \$10,00 donation is expected soon. Carol submitted the application for the PPE loan forgiveness, with the expectation that it will be forgiven. The conversion to QuickBooks online is completed, working with Seaview accounting, and the interface between Square and QuickBooks online allows retail transactions to be directly imported to QuickBooks. Total cash balance as of 10/31/2021 is \$229000, with about \$38000 in the operating account. The net income from the museum shop is \$9000, better than the last 2 years!

Discussion ensued about the need to clean up the difference between memberships dues and donations. Several donations from private or public foundations have been received and these are typically personal donations managed through a foundation. Such donation should be listed as a foundation grant (and report to IRS as such). However, in the donor management system, those donations can be recorded with the donor's name so that a thank you to the person can be sent. There is also a need to determine how to record donations of stock. It was suggested that stocks should be sold immediately. A subset of the board will discuss these issues.

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

**Committee Reports**

**Collections/Exhibit:**

- Donna gave an update on the status of the collections She has been working on organizing and sorting through the back room, going through papers, and sometimes even throwing things out! It is slow going to make sure that she identifies each item and takes the time to identify all the people in the pictures.
- Progress on the exhibit is still waiting for Grapheteria to finish the last pictures. The next step will be to determine what pictures are missing (since Grapheteria sent some duplicates!).

**Merchandising:**

- Beth reported that the museum shop is finally getting new things in stock (that were held up in shipment, including new tee shirts (Hamilton, Doughty, and more), a new sweatshirt design,

maritime toys...

- A Black Friday and Saturday sale is planned for after Thanksgiving. Online sales continue to be good in November. The current effort is focused on gearing up for Christmas.
- Kathy Kuntz is working part-time and helping Beth. Beth is very excited to have the help!

### **Communications and Publications:**

- Donna reported that she has been collecting stories for the Winter *Sloops Log*. She has not yet heard from Maine Humanities about the grant.

### **Technology:**

- Chip reported on the “great” day when Joe (from PCS) installed the WiFi and repeaters. PCS has been great in responding to tech support phone calls.
- There is a public WiFi with a separate password. This will need to be announced to the community, but the suggestion was to wait until the new year. Perhaps announce it as a late Christmas present to the island? It appears there is a need to make sure to tell people they cannot use the outdoor outlets or get a box to cover outlet (that has a key).
- The next phase is installing the server, some new PCs, a booster for the outside signal once the physical space is configured – that is likely to be after the 1<sup>st</sup> of the year.

### **Buildings & Grounds:**

- Donna reported that Ehrhart found some mice in the furnace room. They put down sticky pads to catch mice. No further evidence of mice in the rest of the building recently.

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

- Donna reported that the plan is to send out membership and annual appeal letter at the end of the month. Mary and Donna will get the letter written and mailing organized, with Kendra’s help. Donna wants to send the appeal to anyone who has been a member or a donor since 2019 and to everyone on the island (member or not).
- Gretchen will order the remittance envelopes to be included in the mailing.
- Donna found a 1955 newsletter from the Island Council that has pictures taken in 1955 by Martha Hamilton. The plan is to include a photocopy of the photos with the membership/appeal letter and say “Guess where?” The first one to send it back in with the correct answers will get some raffle tickets.
- The organization recently received a \$5000 donation check.

### **Programs:**

- Mary gave an update on the lecture series through October 2022. It’s a very exciting list – Cap Leonard took it on to plan the 4 lectures for July, August, September and October – so he is now a member of the lecture committee!
- Mary will make sure to do better on the publicity for upcoming lectures, sending out direct emails and reminders. Board members are encouraged to send the information about each lecture to any friends that they think of!
- Mary sent an email to Colin Woodard who is an award-winning journalist with the Portland Press Herald and writer of several books. She wrote to ask if he would present on his book, *The Lobster Coast*. She is waiting for a reply.
- Beth suggested that if there are any books that are relevant for the lectures, let her know, and the shop can order them.

### **Old Business**

Carol reported that she still needs to develop the New Board Member orientation. After spending time with Donna around the museum, Carol realizes that orientation should include time with Donna, so that all board members have an understanding of the collection and the processes of operating the archives.

Carol did an inventory of the Conflict of Interest and Disclosure Forms received and she contacted those who had not yet submitted one. The form needs to be sent to Carol or dropped off at the museum; it can

be as an email attachment or a picture. Each board members needs to complete this form ANNUALLY; the most appropriate timing is just after the election of new trustees.

Mary reported that the Executive Committee has been working on Board Committee structure, but it is not yet ready to bring the plans to the board.

### **New Business**

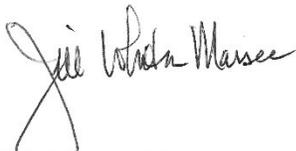
Jill demonstrated the new section of the website for the Board of Trustees. Under the “About Us” tab on the CIHS website, select “Board of Trustees.” This page provides a list of the board members for the public to view. At the bottom of the page is a button that takes trustees to a password protected section. The password is “history1985”. There are links to (1) a page with board meeting agendas and minutes and (2) important reference documents such as the Bylaws. Discussion ensued about other things that board members might like to have access to, including a list of contact information for all the board members, the letterhead template, 990 IRS filing for each year, and nonprofit status from IRS (with tax exempt number). Board members are encouraged to suggest other things that they would find useful.

Jackie suggested an agenda item for a future meeting. She encouraged doing interviews of older members of the community and that there may be some urgency to doing this! There was discussion about how to structure the questions, the need to know ahead what you want to get learn from the person, and equipment to use.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:17 p.m.

The next Board meeting will be **7 PM on December 20<sup>th</sup>** via Zoom.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jill Whitman Marsee". The signature is written in a cursive style with a large, stylized initial 'J'.

Jill Whitman Marsee  
Secretary