

DRAFT
Chebeague Historical Society
Meeting of the Board of Trustees
April 18, 2022

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), Jill Whitman Marsee (Secretary), Carol Sabasteanski (Treasurer), Chip Emery, Evin Erder, Ehrhardt Groothoff, Richard Hackel, Gretchen Tonks Hartling, David Hill, Sarah Hopkins

Trustees Absent: Pat Festino, Marjorie Munroe, Beth McNulty

Staff present: Donna Damon

Mary Holt, president, called the meeting to order at 7:02 pm EDT.

Minutes

Motion made, seconded, and unanimously voted to approve the minutes of the March 21, 2022 Trustee meeting.

President's Report

There was no president's report this month.

Treasurer's Report

Carol distributed the Treasurers report, with profit and loss and balance sheet, by email prior to the meeting. The net income is tracking lower this year, due to the lack of grant income in 2022 so far this year, but expenses are less. Electricity costs YTD are roughly equal to heating fuel savings.

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

Committee Reports

Collections:

- Donna reported receiving a box of many slides that were donated by the Stelle family. This is a project for some "East Enders" to look at in the summer.

Exhibit:

- Donna reported that the Exhibit Committee is making progress. Still about 15 pictures missing from Grapheteria and a few redo's. Committee members are helping with the writing. There will be WAY more pictures than can be used! It will be a challenge to label all the people in the pictures; they are considering various formats.

Museum Shops:

- Museum Shop – Beth was not able to attend the meeting. Donna reported that Beth has begun to do some phone calling and placing orders. She hopes to avoid reordering during the summer, but it is difficult to find storage for all the merchandise. Cathy McNeill has been helping put stickers on the merchandise as it comes in. Beth profusely thanks the board for her workspace, desk, new computer, and all the peripherals!
 - Gretchen pointed out that it is very important to make sure that the online store is completely removed from the website, including any ghost version(s).
- Artisan Shop – Mary reported no update at this time. Carol wants to get it into Square or reconsider the plan.

Publications:

- Carol reported that the May newsletter is due by noon on Wednesday. Items will include Annual meeting, suspending online shop, and free Wi-Fi access. Donna will find a picture.
- Gretchen has started working on an index for the old Sloop's Logs for the website. She hopes that Donna can help her identify good key words. She will also work to upload some of the videos that Donna has found.

Technology:

- Richard has been to the museum to help identify the space for the server and order a cart for it. Joe is coming to set it up on Tuesday and Wednesday April 19-20. Chip and Richard will be there to assist. It might be good to have Beverly on tap in case she is needed.

Buildings & Grounds:

- Ehrhardt reported that the generator is now operational. Ehrhardt will make sure that it keeps exercised occasionally. He noted that there has not been any evidence of mice. The outside lights are not working, and he has not been able to determine the problem. He reached out to Jon Rich about the well and Jon will get to it soon. Donna mentioned that the tile floor needs to get replaced in the next couple years (maybe a grant option?).

Membership/Annual Appeal:

- Donna reported that memberships and donations have slowed down. Perhaps it is time to send out a second notice if someone has the time to go through the list of contributions to date.

Programs:

- Mary said that lectures are booked through November 2022.
- Donna reminded folks about the special lecture by Pamela Cummings on April 25 titled "Underground Railroad: Retracing the Tracks" that is supported by Maine Humanities.

Old Business

The **Nominating Committee** composed of Mary Holt, Sarah Hopkins, Beth McNulty, and Carol Sebasteanski reported to the board that they have recommended not to nominate any new board members this year. Several factors influenced this decision, in particular coming out of Covid it is a bit of a "sleepy period" and it seems important to be strategic about asking people when there is clear direction for their involvement. There may be people who are recruited to be on committees, but not as trustees initially. Mary is going to prepare a letter to past volunteers about upcoming opportunities to stay connected and get involved.

- There are people that need to be renominated as trustees: Jackie Trask, David Hill, Mary Holt, and Carol Sabasteanski.

New Business

Planning Meeting: Mary reported, from the Nominating Committee and Executive Committee discussions, that there is a need for a planning meeting. This would involve: the organizational structure of CIHS, committees, basic programs activities, staffing, finances. The goal would be to decide what we do, how we do it...? It would be a next step from the strategic planning process.

- Mary will put together a poll to find people's availability in May or June. It is still unclear whether this will be via Zoom or in person.
- Donna suggested Jim Cram who might be able to help facilitate the meeting (he had been at the Freeport Historical Society). He might be a good resource for some pre-planning for the board. She will reach out to him about his availability and willingness.

Recompense Grant application – Donna, Carol, and Ehrhardt are working on the grant application. They submitted a draft to the Recompense team and received feedback. They will make revisions in response. The final application is due at the end of the month.

Volunteer of the Year nomination – Donna recommended Cathy MacNeill as Volunteer of the Year. Cathy works on any project that she is asked to take on and has been wonderful! The winner usually receives a gift certificate to something; Donna suggested a Walmart gift card and something from the museum shop.

- The Volunteer of the Year plaque needs to be updated with recent Volunteers of the Year! Mary has the plaque and will get it updated.

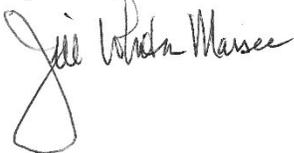
Motion made, seconded, and unanimously voted to approve the nomination of Cathy as the Volunteer of the Year.

There were no additional issues from the board.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:08 p.m.

The next Board meeting will be **7 PM on May 16th, 2022** 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, looped initial "J".

Jill Whitman Marsee, Secretary