

**Chebeague Historical Society  
Meeting of the Board of Trustees**

March 21, 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, Pat Festino, Ehrhardt Groothoff, Richard Hackel, David Hill, Beth McNulty

Trustees Absent: Gretchen Tonks Hartling, Sarah Hopkins, Marjorie Munroe

Staff present: Donna Damon

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

**Minutes**

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

**President's Report**

Mary explained that in the fall when Jill became secretary replacing David Hill in that role, it was overlooked that David needed to be elected as a trustee to fill the remaining portion of his term.

**Motion** made, seconded, and unanimously voted to approve David hill to fill the remaining portion of his term.

**Treasurer's Report**

Carol distributed the Treasurers report, with profit and loss and balance sheet, by email prior to the meeting. We are tracking well to date so far.

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

**Committee Reports**

**Collections:**

- No report.

**Exhibit:**

- Donna reported that she is hoping to call some people this week to start assembling the exhibit in the near future.

**Museum Shops:**

- Museum Shop – Beth reported that she has started ordering for the upcoming season. She also thanked Mary and Donna for attending the New England Product Trade Show. Cathy McNeill is helping to unpack the new products as they come in.
- Artisan Shop – Mary reported that a subcommittee met to discuss transitioning the shop from WIX to Square and establishing procedures for the Artisan Shop, including a formal agreement that will be signed by each artist.

**Publications:**

- Donna reported that the second issue of the *Sloops Log: Growing Up on Chebeague* will be delayed until the fall due to other priorities this spring. She is hoping to incorporate the story of Alex Todd taking the school kids across on March 21, 2022. There was discussion of other possible stories to include incidents and adventures getting to school.

- Carol reported that she sent out the new newsletter for April. Others commented that it looked great.

### **Technology:**

- Chip thanked Carol for all her work related to technology and he said he is always willing to help.
- Carol reported that she and Donna had a long conversation with Joe at PCs about his upcoming visit to the island. They have the server and are starting to prepare it.
- Mary mentioned that Richard Hackel is willing to help with technology in the future.

### **Buildings & Grounds:**

- Donna reported that the lights were not on at the museum after the power outage today. Ehrhardt said that should not happen and he will look into it.

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

- Donna reported that incoming memberships have slowed down. However, there have been two recent memorials that have named CIHS as the place to make donations and this has resulted in several donations.

### **Programs:**

- Mary commented that Donna's lecture about education on Chebeague last week was fabulous! She also reminded folks about the special lecture by Pamela Cummings on April 25 titled "Underground Railroad: Retracing the Tracks".

## **Old Business**

The Nominating Committee composed of Daid Hill (as chair), Sarah Hopkins, and Beth McNulty presented their report to the board. David reported that the committee has met and had discussion about the process. This was followed by discussion among the board members about the needed qualifications, recruitment priorities, and process.

#### What skills sets?

- Commitment to time at meetings and their time for projects
- Fundraising if we want a capital campaign
- Managing investments
- People with creative ideas and willing to follow through
- Need for support to create publications
- People who are willing to participate and "get their hands dirty" and help solve problems
- Comfort level with technology

#### Process

- All board members will receive a questionnaire to complete and return to the nominating committee concerning qualifications
- The number of board members is flexible, and with only one person stepping away from the board, it is possible to add from zero to a few new people.
- Seeking out new residents and attempting to determine their interests
  - Put something in the next newsletter about getting involved in hopes that this may yield people as volunteers and some who might be able to be board members in the future – it would be good to be able to provide a list of projects that need help
- Board members can contact a member of the nominating to suggest names
- At the April board meeting the nominating committee will bring the names of possible candidate(s) to the board for discussion (*without having contacted the candidates*)
- Once the names are approved by the board, those candidate(s) will be approached by a member of the nominating committee and a board member to discuss their interest and the expectations of a new board member.

## New Business

**Should the online museum shop continue?** Beth had previously discussed this with the Executive Committee, and she provided information about this issue:

- Beth has been putting in 20-30 hours per week, 35-40 weeks per year. She does not wish to continue putting in this amount of time.
- In 2021 there was \$65,500 total sales, of which about \$5000 came from the online store (mostly between October and December)
- The level of maintenance of the online store is very large for Beth. Each new items is inspected, photographed, entered into website, and tagged with a separate bar code that has to be created for each item in each variant (color, size...). All of this is done in order to provide accurate inventory for online sales.
- Sales in the shop do not require the same level of detail for bar codes – for example all tee-shirts can have the same bar code.
- To continue all this extra work for the online store would require hiring someone to relieve Beth. This in not financially reasonable as it would cost more that it would net.
- The Executive Committee has decided to recommend discontinuing the online store and brings this to the board for discussion.

Comments during discussion

- A question was raised about whether there be a way to order things by calling?
- It was suggested that it may be possible to ship items to folks.
- A message needs to be carefully created for the community to explain why the change is being made.

**Motion** made, seconded, and unanimously voted to discontinue the online store.

The **Document Retention Policy** was circulated to the board members prior to the meeting. Carol reported that she has built this policy from input from the Maine Associate of Non-Profits and she also received a document from a lawyer that created such a policy for a Maine organization to make sure it complies with Miane regulations. This policy will allow the museum to reduce the volume of documents that are being stored.

**Motion** made, seconded, and unanimously voted to adopt the Document Retention Policy.

A spreadsheet with circulated with guidelines for the **Public Posting of CIHS Events** prior to the meeting. Carol reported that we want to make sure that we have maximum exposure to the public about upcoming events. It will also be great to be able to email members once the new server is in place and emails can be sent from PastPerfect.

Donna wondered if it is possible to track the number of views of the website and the past lectures. Most website supports the tracking of analytics. This needs to be checked out by Gretchen to see if we have this information from WIX.

Additionally, the question was asked if there should be a public announcement each time a recording goes on the website?

**Recompense Grant:** Donna reported that it might be good to apply for a Recompense Grant to help with the costs of replacing the windows and other building projects (painting, fans). It will probably total about \$30,000 for these projects. The windows alone are a huge project, and a grant application has been submitted to the 1772 Foundation to support part of it. The Recompense grant applications are due April 30. The Recompense Team will do a “rapid response” to grant proposals if a draft is submitted by April 15<sup>th</sup>.

Carol asked about the need for having a detailed budget in the proposal. Chip encouraged following the grant application guidelines as specified by Recompense. Competitive quotes are typically required but if it is specialized task and if there is only one provider then that needs to be explained.

Mary presented thoughts about **future board meeting format and board member engagement**. The goal is to provide the information that can be reviewed in advance and to reduce the length of committee reports and the length of the meetings. It has been difficult during Covid to have everyone

feel engaged in a meeting when it has been on Zoom. The hope is to have the board members feel more engaged and involved in the discussion. A question was raised as to whether the meeting should start with some informal sharing? Board members did not find this important. There was also discussion about meeting in person and whether folks are ready to be in groups.

Donna reported that during the past week, she spent almost a whole day on outreach with Rec Center (Trivia Night), Town of Chebeague (pictures of the stone wharf), and the Chebeague Transportation Company (pictures for new website). This is important work but doesn't show up anywhere in the products of CIHS such as a publication or the exhibit.

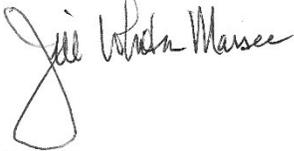
Donna also brought to the board's attention that between 2022-2023 is the 100<sup>th</sup> anniversary of the building and 2024 is the 40<sup>th</sup> anniversary of CIHS. This provides an ideal time for a major fundraising endeavor, and we need to get moving on this. The things that need to be considered are: What are we going to do? What are raising the money for (endowment, barn...)? Mary suggested that the board might be ready to bring this to the larger community in the summer.

There were no additional issues from the board.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:35 p.m.

The next Board meeting will be **7 PM on April 18<sup>th</sup>, 2022** via Zoom.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jill Whitman Marsee". The signature is written in black ink and is positioned above the printed name.

Jill Whitman Marsee, Secretary