

Chebeague Historical Society Meeting of the Governing Board

February 15, 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, Pat Festino, Ehrhardt Groothoff, Nancy Hill, Beth McNulty

Officers Absent: None

Trustees Absent: Marjorie Munroe, Evin Erder, Cathy MacNeill, Roman Polk

Staff present: Donna Damon, Kendra McKinnon.

David Hill, President, called the meeting to order at 7:06 p.m.

Minutes

Motion made, seconded, and unanimously voted to approve the minutes of the November 16, 2020 and January 18, 2021 Governing Board meetings.

President's Report

None

Nominating Committee Report

The committee gave an interim update on its progress in recruiting nominees for trustee and officer positions. There are still two potential trustee nominations outstanding. Therefore, the nominating committee will not ask for approval of nominees at this meeting. The full slate will be presented at the March meeting. (See attached report from the Nominating Committee).

Mission Statement – Proposed Update

The agenda included the text of a revised mission statement proposed by Donna Damon. David read the statement and related text to the attendees. He asked for comments. Ehrhardt, Nancy, and Pat had comments and suggestions. Donna will revise the statement based on some of those comments.

The revised mission statement will be presented at the March meeting.

Treasurer's Report

Gretchen presented the Treasurer's report as follows:

- CIHS is exploring changes in our CPA firm. This is not a negative reflection on our current CPA – it is good financial management to review practices and consultants occasionally.
- Gretchen will not run again for treasurer. Carol will run for the position. Carol and Gretchen are working on a transition plan. Carol will begin working with our bookkeeper, Grace Groothoff, during this time. Gretchen has spoken with Grace about the upcoming changes and the transition.

- Carol has been reviewing the cash management systems at CIHS. The HS needs a safe for cash receipts. Carol has purchased a safe and donated it to the HS. She will arrange to get it installed.
- CIHS needs a capitalization policy. Gretchen will propose a policy at the March meeting.
- The 2021 budget will be submitted at the March meeting.
- Michael McNulty met with some officers and staff to discuss fundraising strategies. Michael has experience in fundraising for schools. He offered some great suggestions and is an available resource going forward.

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

Committee Reports

Finance:

See Treasurer’s Report

Operations and Merchandise:

Beth reported inventory was finished with a final figure of \$10,695. During the process, she needed to make updates and corrections to Square. She thanked Cathy for her tireless work in inventory management.

Beth is ready to start looking at purchases for 2021 season. Gretchen told her to plan on spending the same as last year – approximately \$25,000.

The online store will be back up in April. Inventory needs to be replenished in order to open the store. There was some discussion about the labor hours involved in operating an online store. Once we have summer staff on board, it will, hopefully, reduce the hours from volunteers – especially Beth.

Donna noted that, despite the museum being closed the summer of 2020, our merchandise sale was only \$1,000 less than 2019. Beth deserves much of the credit for this!

Technology:

David reported that the installation of fiber optics is not proceeding well because of delays from Consolidated.

Chip suggested that the HS needs to hire professional support for our equipment and network. He suggested we advertise locally and look off island if no local resource is available.

Chip stated that the lack of an organized system for reporting issues (ticket system) is a roadblock to getting professional help. He feels the HS should document problems and fixes and that the officers should look at a professional software solution.

Carol suggested that the HS needs an IT assessment before we contract with someone to be a maintenance resource. How old are the computers? Why do we have MACs and PCs? Why do we need a network?

Donna mentioned that Recompense gives \$500 grants for projects such as this. Chip will look for firms that can do an assessment – David offered his help. Chip will contact users to get input – “What do you use our computers for? What issues are you having?” Users should send their input to Chip – who will compile the results.

Buildings and Grounds:

Ehrhardt reported that the bid for \$22,475 for heat pumps includes installation of the units. He will perform any extra work needed. We should receive a rebate for the purchase.

Issues with painting, insulation, etc. have also been identified. Ehrhardt is waiting for quotes.

Donna gave an update on her conversations with the Raymond Foundation. It may be willing to assist us with the building upgrade expenses.

Motion made, seconded, and unanimously voted to approve purchase of heat pumps for \$22,475.

Ehrhardt will get the estimate for other repairs as soon as possible. At that point, a grant request will be created for the Raymond Foundation – led by Donna.

Membership/Annual Appeal:

Kendra reported that to date donations are \$25,442. The donations have slowed down considerably in the last few weeks. She is entering the 2019 and 2020 data in Past Perfect.

Donna shared that Kendra is doing a great job! She also updated the board that her work with Mike McNulty has been beneficial and shared some of his suggestions. Donna believes the board should form a fundraising committee to work with Mike with at least 3 members. The officers will follow up with board members.

Collections/Exhibits:

Donna reported that she had received our first gun collection.

Communications/Publications:

Donna reported that she had so many submissions for “growing up on Chebeague” that we will issue two installments of the Sloops Log. This will be coordinated with fundraising efforts.

Programs:

Programs are being very well received. The Burning of Portland will be the March lecture.

Old Business

Rock at Wentworth House

No activity to report. This item will not be included in future agendas and can be raised if there is reportable action.

New Business

Chip reported that he is working with Suhail to create videos of past group trips that benefited the HS.

Motion, seconded and unanimously approved to adjourn at 8:41` p.m.

Respectfully Submitted,



Carol Sabastianski
Recording Secretary

CIHS Nominating Committee

Candidates for Trustee and Officer Positions for 2021 Election

Interim Report to the Governing Board 2/15/2021

The Nominating Committee (Pat Festino, Mary Holt, Carol Sabasteanski) is proposing the following individuals be placed in nomination for Officer or Trustee at the June annual meeting. The committee focused on the three requirements of a trustee: Time, Treasure, or Talent (TTT).

We are recommending that the chosen trustee candidates be offered a 3-year term. Officers will have a one-year term.

The Governing Board will vote on the full slate at the March meeting. There are two potential candidates outstanding.

TRUSTEES

- Richard Hackel: *About candidate*:
 - Richard expressed an interest in joining the Trustees to Mary
 - Richard and his wife Jenny moved to the island in March
 - Richard brings talent to the board. He is a professional photographer and has done projects on the island. He could be very helpful in preparing exhibits and other related projects. He knows Photoshop well.
- Sarah Hopkins: *About candidate*:
 - Sarah has expressed an interest in volunteering for CIHS
 - Sarah is a retired school teacher
 - She could be a good candidate for exhibit projects, brings Time to the organization
 - Sarah and her husband have moved to the island
- Jill Whitman Marsee: *About candidate*:
 - Jill has expressed an interest in volunteering for CIHS
 - Jill and her husband are long term summer residents
 - Jill is a retired professor
 - Jill could offer time while on the island in the summer months
- Gretchen Tonks Hartling:
 - Gretchen will not seek another term as an officer. She would like to join the board of Trustees.

OFFICERS

President – Mary Holt
Vice President – Jackie Trask
Treasurer – Carol Sabasteanski
Recording Secretary – David Hill
Corresponding Secretary – Cathy MacNeill
Registered Agent – Donna Damon