

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

January 17, 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), Chip Emery, Evin Erder, Pat Festino, Ehrhardt Groothoff, David Hill, Sarah Hopkins, Beth McNulty, Carol Sabasteanski (Treasurer)

Trustees Absent: Richard Hackel, Gretchen Tonks Hartling, Marjorie Munroe

Staff present: Donna Damon

Mary Holt, president, called the meeting to order at 7:09 pm EST, after Chebeague experienced a major storm and power outage!

**Minutes**

**Motion** made, seconded, and unanimously voted to approve the minutes of the December 20, 2022 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. For the year, the gross profit was \$163,200 - \$56,200 over 2020. This is largely due to increases in individual donations (\$19,200), corporate and foundation donations/grants (\$26,300), unrealized gains (\$14,000) and retail sales (\$27,200).

2021 expenses were \$114,900 – exceeding 2020 by \$46,700. Areas where 2021 expenses significantly exceeded 2020 include: shop merchandise – shown as “cost of goods sold” - (\$26,200), improvements (heat pumps, etc. - \$47,900), and payroll (\$11,300). These are partially offset by a positive variance in utilities of \$18,400. This large variance is due to the \$18,300 expense in 2020 for the internet upgrade.

Through December 31st, net income was \$52,500 - \$13,700 greater than 2020 .

Total cash balance as of December 31st was \$248,800 compared with \$210,700 for yearend 2020.

The conversion to ADP payroll services went well. Employees received their pay for December 2021 on time. Pay was direct deposited to their checking accounts.

The Payroll Protection Program loan of \$3,995 has been totally forgiven. This will be reflected in the January financial statements.

Annual appeal letters were mailed in early December. All the 2021 receipts to date are not posted to QuickBooks. Past Perfect entries and annual appeal results are positive when compared to the 2021 appeal. While membership dues are comparable (\$3,315 compared to \$3,305), donations are \$23,000 greater than last year! (This includes the \$10,000 matching grant from the Raymond Family). Total donations from November to January 16th are \$32,970, more detail on the annual appeal results will be presented at the February meeting.

The 2022 budget will be presented at the February meeting.

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

## Committee Reports

### Collections:

- Donna continues to enter new acquisitions and clean things up. She bought some document boxes on sale at the end of the year.

### Exhibit:

- Donna reported that things are on hold until Covid settles down on the island and she can bring together the 10 members of the committee. She will tackle what she can without the committee. Still waiting on one more shipment from Grapheteria. She did a final report for the \$500 grant from the Maine bicentennial grant. They required proof that they were being acknowledged and so she made a poster to promote *Growing Up on Chebeague* and the organizations that supported it – said the exhibit will be opening “June 25, 2022” (fingers crossed).

### Museum Shops:

- Museum Shop – Beth reported she is thoroughly enjoying her new desk – it is lovely!! She also said thanks for the beautiful Christmas centerpiece. The museum shop is closed for inventory. The information is needed for the 990 next summer, but inventory will be completed long before that and the shop will be able to re-open. It is exciting that the island views it as a resource for shopping! Donna received notification that the spring show in Portland will be in March – anyone who is interested in going should contact Donna.
- Artisan Shop – Mary reported that there is a problem that the software is not adding on sales tax. Chip will see if he can figure out how to fix this. Otherwise, we can say that 5.5% sales tax is included and then determine the amount that has been collected. No sales tax is collected if an item is shipped out of Maine.

### Publications:

- Carol’s role in publications is the monthly newsletter. She sent an email today soliciting ideas for what might be done differently. She looks forward to email responses. The newsletter goes on the website, Bev’s website, and the *Island Calendar*.
- Donna reported the deadline for the *Sloops Log* was January 15. She received a flurry of emails, but she could still use some more stories about year-round activities. Last year the *Sloops Log* was mailed about April and that is the goal for this year. Some suggestions were made for stories... Danny, Stephen, and Ernie taking Casco Bay Lines to Portland and then a bus to Greeley... going to school in Portland... David Stevens and the cannon prank... Judy going across the ice to get to the boat... Sharon fell overboard on the way to school...

### Technology:

- Chip reported that the tech plan is working. Joe has been very responsive to issues that arise. The PC’s are on order – they are “all in one” with the works inside the screen to save space. The server has been ordered as well. There are supply chain issues so it may be another month before items arrive. The third transmitter for the public WiFi has arrived and that will help to even it out. Once the PCs are here, volunteers will have a place to work.

### Buildings & Grounds:

- Ehrhardt reported that Portland Glass is coming this week to look at the display window by the front door.
- On January 26 Casco Bay Electric is coming to make a generator hook up and repair the exterior light sensor. It is hoped that they can do a walk through with others to talk about possible locations for fans and temperature issues; Mary will organize the group for the walk through. After the hookup is installed, CIHS will need to order the generator.
- The deadline for the painting grant is in February and the painters have given a bid; the only question is about the estimate for the large windows. Mary suggested that Maine Preservation in Yarmouth provide a ballpark estimate for the window costs.

### Membership/Annual Appeal:

- Donna reported Kendra has been keeping up with the incoming donations. CIHS has been named the beneficiary of contributions in memory of Barbara Newcomb.

### **Programs:**

- Mary reported that there aren't any changes to the schedule. The next lecture is by Earle Shettleworth on February 14; the topic is "Childhood in Maine in the Early 20th Century." Donna's lecture needs to be rescheduled. The board discussed dates for the annual meeting and lecture and proposed the third Saturday of June – the 18<sup>th</sup>. Dr Radis has been proposed as the lecturer, but he is only willing to do it if it can be in person.

### **Old Business**

Mary reported that we have not moved forward on Organizational Structure, Board Committees and Priority Setting. The Nominating Committee needs to be appointed at the next board meeting. The Executive Committee will discuss this and bring it to the next board meeting. It is important to think about possible new board members in terms of interest, skills, and time.

Jackie reported that the proposal to do interviews of older community members is now on the back burner because of Omicron. She thinks that it might be good to enlist family members to lay the groundwork for these interviews. Jenny Hackel has a template for conducting interviews. Donna reminded the group that it also important to look at each person individually to determine what information/stories to get from each person.

### **New Business**

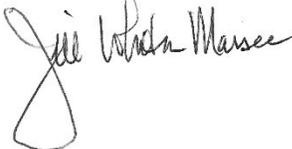
Mary would like to find someone in our organization to become the "expert" on the technology at the hall for public meetings. Chip said that the Hall technology is easy to use, and he has put together a manual. We are hoping to do a live meeting and Zoom at the same time and that makes it more complicated. Melissa Yosua-Davis has perfected this for church and may be a good resource.

There were no issues from the board.

There being no further business, a **Motion**, seconded and unanimously approved to adjourn at 8:18 p.m..

The next Board meeting will be **7 PM on February 21<sup>st</sup>, 2022** via Zoom.

Respectfully Submitted,



Jill Whitman Marsee, Secretary