

**Cumberland Historical Society
15 February 2018**

**Board of Director Meeting
Minutes**

Attendance: Brian Jensen, Sandy Nickerson, Margery Gruber, Linda Fulda. Absent: Carolyn Small, Pete Wilson, Nancy Latham, Betsy Huston

Call to Order: Chair, Linda Fulda called the meeting to order at 7pm at the Cumberland Historical Society Building. Even though a quorum was not present, it was felt the items could be discussed and reported in the minutes. For items requiring a vote, the Chair would contact all absentees to record their votes. The minutes were electronically recorded by the secretary, Margery Gruber. *(Note: The Chair contacted all members not present after Board meeting and the three financial motions were unanimously passed....the purchase of the computers, the increased spending on the "2nd Grade Walking Tour" book, and the program budget for this calendar year).*

Approval of Minutes: The minutes of the January 18, 2018 Board Meeting were approved as recorded. Hard copy of the minutes with enclosures will be filed at the CHS Museum by Linda Fulda; electronic copy will be filed on the CHS website by Margie.

Treasury Report: CHS currently has about \$11,778.52 in the checking account., \$4,245 in the money market account, and \$71,360 in a CD. \$100 of this is temporarily restricted for preservation of a painting recently donated. This does not include the \$122K the Town holds from the Merrill donation that is restricted. The treasurer's report was approved as recorded. **Enclosure 1.**

(Note: Pete sent an email on 2 March 18 to Heather, Perrealt, the Town Director of Finance, to clarify the principal & the accrued interest as of 12/30/17 on the approximately \$122K that the Town manages on behalf of the CHS. He also requested information on the stated interest on invested funds, and the timing of interest payments.)

Curator Report: See **Enclosure 2.** Note: The adhoc committee meeting to discuss the Felt sign includes the Curator of the CHS (Small) President of the Land Trust (Asherman), the Chair of the Ocean Access Committee (Connolly), and 2 Town Councilors (Turner and Gruber).

Membership Report: Membership is at 141... a decrease of 20.

Old Business:

1. *Banking authorization.* The bank requires 2 signatures to be on file at the bank who have check writing privileges. The two signatures will be Linda Fulda and Carolyn Small. For clarification: This does not mean that two signatures are needed when writing a check.

2. *Sweetser Book.* The town agreed to raise the price to \$29.95 + tax. The “Shop” link on the website needs to be updated. Margie will work with Linda who will review the current prices of all items listed under the “Shop” link.

3. *Liz Orser Billing for Cushion Upholstery.* The Treasurer recommends that as the Board believes the work done was necessary and was worth \$205, then it would be appropriate to issue a receipt. Members present approved issuing the receipt.

4. *Policy Review... CHS making Donations to Individuals/Organizations.* At the last meeting the Board voted that any donation must be approved by the Board. Margie was tasked to write this up for the policy manual she has also been charged with writing. However, later at that same meeting the Board approved writing off the resale inventory except for the coverlets (\$45 +tax), the Sweetser books (\$29.95 +tax), the Penelope Martin Book (\$20 +tax), and one pen/ink picture of the train station (\$20 +tax) . Because of that action, Margie suggests reconsideration of that policy and suggested the following change that was unanimously approved by the members present:

Donation Policy/ CHS to individuals or organizations. *It is appropriate for the Chair of the Board or the Curator to donate an item(s) from the resale inventory to an individual or organization as a thank-you for service provided to the CHS or to the individual/organization when the donated item will be used to advance the mission of CHS as stated in the By-Laws.*

The Chairperson and the Curator must agree in advance that this donation is appropriate and record the donation in a Donation Ledger. At the next board meeting, the donations will be reported to the Board and recorded in the minutes.

5. *2nd Grade Walking Tour Book.* At the last board meeting, the Board approved the purchase of 16 books. Feedback on the font size used for the “Background History” page at the front of the book was that it was too small and too hard to read. To correct this, another page was added so that it could be bigger and flow over two pages. Also, 4 additional books need to be ordered since Carolyn noted there will also be 2 mixed age classes going on the tour this year. The new order will be for 20 books at the cost of \$299.82 including shipping/tax. Margie donated her labor to create and produce the book. The members present approved the purchase NTE \$300. This order should be reduced by ½ each year, since the teacher copy of the

book should stay in the classroom as resource material. When the books come in, a letter should be sent to the school describing their purpose to the teachers. The CHS representative should present the volunteer copy to the volunteer at the end of the tour.

6. *New Policy Manual*. Margie is working on as time permits.

7. *Computer Issue*. The town has presented quotes for the purchase of a laptop and a desktop computer. The quote for the laptop (Dell Latitude 5580) is \$1252.25. The quote for the desktop (OptiFlex 7050) is \$1219.32. There will also be subscription costs for the Microsoft Office software (including Access) and the Anti-Virus software. After much discussion, the members of the Board present authorized the Chair to purchase both the laptop and desktop computers, the software, external drivers, a new scanner, a black/white laser printer, and a multi-purpose color scanner/printer. This purchase was not capped with a specific amount. The Board felt that these items were needed and that appropriate due diligence would be used when purchasing. The town will bill the CHS for the computers. The subscription fees for the software will be billed monthly to the CHS by the Town. The CHS will direct purchase the external driver, the scanner, printers, and any additional accessories required such as small speakers for the monitor, etc.

8. *Quilt Program/Annual Program*. Kathy Kinney, a local quilt expert, has volunteered to present one of her 6 quilt lectures as a fundraiser for the Society. The date set is 2 May 2018 and will also include a celebration of Penelope Martin's Birthday. Funds from the program will be used to establish the "Penelope Martin Intern Fund" (interim fund name being used; subject to change) which will be used to provide stipends for students who do work for the Society such as research, data entry, etc.

Kathy is also working with Carolyn to set up programs for the rest of the calendar year (March-June). The long term plan for next year would be to develop an annual program that runs from September through August. A sample of Kathy's ideas are listed at **Enclosure 3**. About half of the programs would be reoccurring and the remaining would be new.

Margie suggested that a direct mail letter be sent direct to each member of the Society explaining what the fund will be used for and asking for their direct support. The new Access software will be very helpful to support these kind of direct pleas for support.

The members present approved a budget of \$600 to support the 4 programs for this calendar year.

9. *John Johnson -Museum Artifact Assessment /Display and Storage*. John visited the Museum on 5 February and met with Carolyn, Linda, and Margie. The summary of

his visit is at **Enclosure 4**. The Board agreed this is the right direction, but first Brian is creating a digital data base for the artifact inventory.

In the interim, the forms CHS uses to accept items needs to be updated. It needs to be clear to the giver that the Society now owns the gift and they have given up legal claim on how the gift should be used including its disposition if necessary in the future. The Board agreed it is a good idea to brief the Town Council on the accomplishments of the Society to improve credibility, but agree that it may be better to schedule when there is more to report.

Linda noted that the CHS is still going to do strategic planning, but she would like to invite more stakeholders to participate in the process including a representative from the Town. Margie is going to track down Erin Cadigan (Falmouth Historical Society) to see if she can assist in drafting a RFP that can be discussed with the strategic planning participants before the CHS settles on a facilitator since Erin has experience with the Falmouth Historical Society and Falmouth's Tercentennial Celebration.

10. *LED Lights*. Linda planned to discuss this with the Town Manager when she met with him, but ran out of time.

11. *Resurgence Report*. The elusive "Al Hodson" of Resurgence Engineering and Preservation, Inc is still elusive. The Town Manager, the Town Librarian, and Linda have tried to contact him via email to no avail. Linda has given his contact info to Tom Gruber, Finance Chair of the Town Council, will try to contact him via phone.

NEW BUSINESS:

1. *Meeting with Town Manager*. Linda and Carol met with Bill Shane the Town Manager on 31 January at the Town Hall. See **Enclosure 5** for a summary of that meeting. In addition, Bill agreed to meet with the Board for a Q/A. Linda would like to have more interested persons at this meeting and will try to set up this meeting in April. More info to follow. Margie suggested that Bill provide a list of questions beforehand. **Enclosure 6** lists some potential questions for starters.

2. *Purchase Authorization*. These items need to be added to the budget: Storage items, award money for the essay contest winner, membership fees to other organizations. Members present agreed that the storage items should also be added to the town's budget now in progress first before CHS funding is used. Linda has for action to ensure items are budgeted.

3. *Future Board Meeting Dates*: : Dates for future board meetings are 15 March, 19 April, 17 May, and 21 June. There are no Board meetings scheduled for July or August. There will be both a General Membership meeting and a General Program Event scheduled in September with the date yet to be TBD.

ADJOURNMENT:

The meeting adjourned at 8:15. Next meeting is scheduled at 7pm on 15 March.

Minutes submitted by:
Margery Gruber
Secretary