

Cumberland Historical Society

November 16, 2017

Board of Director Meeting

Minutes

Attending: Brian Jensen, Sandy Nickerson, Margery Gruber, Pete Wilson, Linda Fulda, Nancy Latham, Carolyn Small (excused after Curator Report). Absent: Betsy Huston and Diana Copp.

Call to Order: Chair, Linda Fulda, called meeting to order at 7pm at the Cumberland Historical Society building. Linda announced the meeting would be recorded via Margie's phone so she could transcribe the minutes from the recording. No objections noted.

Approval of Minutes: The minutes of the 19 October 17 Board Meeting were approved with one exception noted. The cost of insurance in the Treasurer's report was amended to read \$747 vs \$700. The change will be noted on the 19 October 17 minutes.

Treasurer Report:

- a. The Cash Flow Report covering the period from June 30 to November 13, 2017 was reviewed. (Enclosure 1.) The detail report for the disbursements and revenue for the same period was reviewed. (Enclosure 2). Pete Wilson reminded the Board that the source for deposits needs to be identified.
- b. Pete asked the Board for their opinion if two people should have the authorization to withdraw money from the bank. Currently, Carolyn Small and Linda Fulda have this authority. A discussion followed with concerns about banking requirements, emergency situations, if the primary authority is out of town, and possibly setting up a primary and secondary authorization. Item tabled for further investigation and discussion.
- c. Sales Tax. Pete informed the Board that he received a letter that noted the CHS may not be spending enough on retail to warrant losing the benefit of not paying sales tax. Pete will do further research.
- d. Draft Budget. Board and Curator needs to send him estimate income and expenses for projected requirements for the new fiscal year.
- e. Insurance. \$740 paid.

f. Gratis Donations from Inventory. Nancy Latham asked what was the process on donating items from resale inventory. A lengthy discussion followed on how this process should work and how it relates to the budget. Agreed donated items have a value and that a policy needs to be developed. In the interim, the Board voted to donate a box of Christmas cards (valued at \$10) to the Firefighters for Kids Fund as proposed by Linda Fulda.

Reports

a. Curator Report.

1. Three new acquisitions have been given to the CHS.

a. Pheasant Framed Oil Painting (unsigned by granddaughter of Louville Merrill). The painting needs cleaning; estimated cost \$2000. Painting worth approximately \$2500- \$3000. Board would need to approve and 3 bids would be required. Possible other means to pay for cleaning are grants and contacting the Portland School of Art.

b. Eileen Wyatt donated binders with information from Cumberland Comprehensive Planning Board she had served on in the past.

c. Rand Surgi donated articles from his grandfather, Ernest Rand, who was one of the creators of the Town Forest.

2. Outdoor Lights need to be replaced. Hole in the ceiling still needs attention.

b. Membership Report. Brian Wilson reported that the CHS has 157 current members. Margie Gruber, Secretary, asked if email addresses of new members could be forwarded to her so she can keep the contact mailing list up to date. Brian suggested that when Carolyn sends out new member applications to him that she add her to the distribution list. Margie will contact Carolyn. Linda noted that Margie should get all information, not just email because many people still receive their info from the USPS. The letters used to welcome new members and to solicit membership renewal were presented to the Board as information.(Enclosures 3-5).

Unfinished Business

a. Computer Issues. Linda initiated a discussion about updating the computer software at the CHS. Many issues were discussed: What are computers (desk tops and laptop) being used for? Are they at capacity or underutilized? Is training necessary to use more? The need for policy on what documentation should be on the centralized computers at the CHS. If you work at home, how and when should information be stored at the facility? The CHS should have an email address that should be used when sending out general information? Do the printers work?

Bottom line... everyone seems to be working on their responsibility to the Society at home... how does it come together at the CHS so the information is accessible to all.
Action: Tabled for next meeting.

b. Hole in Ceiling. The unfinished hole has been brought to the attention of the Town who owns the building. At the request of the Town Manager, the Town Librarian looked at the hole to ensure it was not a structural issue that would be addressed with the recommendations of the consultant who is completing a report now on updating the building. Brian suggested that the damaged electrical box also be submitted for repair and that perhaps the fire marshal should be called to give it a higher priority. Action. Linda will pursue.

New Business

a. Policy Manual. Margie distributed a very rough draft of the Policy Manual and Standard Operating Procedures for everyone's review and input. (Enclosure 6). The intent is to take all the information that is now residing in the minds of all and to document it in one manual that will be accessible to all. Please send any information you know about anything listed in the Draft (or anything else that needs to be included) to Margie by email and she will continually update the document. Just like the By-laws, the policy manual will probably go through many reviews before it comes to some final state... however, it will also remain fluid as policies changes and new information becomes available, etc.

The Appendix will be the primary source on how the CHS (the building, artifacts, and programs within it) operates. Since Margie knows very little about this topic, others will need to step up.

Any questions you have about the CHS, should be answered in the manual.

b. Emeritus Status.

A motion was proposed by Margie that the Board grant Emeritus status to Herb Foster retroactively. The Board approved and Herb Foster will be listed as Herb Foster, Director Emeritus.

The Board then discussed the fact that there were probably others in the community who have served on the Board and should be considered for this status. Discussion tabled.

c. Strategic Planning.

A motion was proposed by Margie to pursue the process of strategic planning and that either another volunteer from the Board or herself research the availability and

cost of contracting a facilitator to guide the BOD through the process. Margie provided a handout on "How to Use Strategic Planning to Achieve Historic Preservation Advocacy Goals" from the Wisconsin Historic Society (Enclosure 7) and copies of strategic plans from the Bridgton Historical Society, Mount Desert Island Historical Society, the Vermont Historical Society, and the Medford, MA Historical Society. These can be found by going to Google and search for "Historical Society strategic planning". There are many other examples on the Internet besides the ones listed. A strategic plan provides a roadmap for the next two to three years to move the Society forward with specific goals and the actions identified to achieve the goals. Actions are prioritized. The Board voted 4-2 for Margie to do further research. Yes: Fulda, Jensen, Latham, Gruber. No: Wilson, Nickerson.

e. Cumberland and the Slavery Issue

Nancy Latham was concerned that the 187 page document by Sally Merrill wasn't available at the Society, but was available at the Library. It was discussed that there needs to be better communication between the Library and the Society. Action: Nancy will discuss the issue about the document with Sally Merrill.

Adjournment

With no other business, Brian made a motion to adjourn at 8:20pm. Motion Passed.

Next Meeting

January 18, 2018

Minutes submitted by:
Margery Gruber
Secretary