

15 November 2018
Cumberland Historical Board Meeting
Minutes

1.Call to Order. The meeting was called to order by Linda Fulda at 6:40pm.

2. Attendance. Linda Fulda, Deb Dugas, Kathy Kenny, Judy Gagnon, Margie Gruber, and Carolyn Small, Curator (non voting). Absent: Martha Morrison, Sandy Nickerson.

3. Transition Issues/Discussion.

a. Members introduced themselves and gave some of their personal background history and what talents they could bring to the BOD.

b. Meetings would continue to be held on the 3rd Thursday of the month. The time of the meeting was moved up to 6:30pm instead of 7:00 pm which has been the time the prior Board had been meeting. There will be no meeting this December.

c. New appointments: Linda will continue as Chair. This item was tabled to later in the meeting so that new members could get a better idea of what was going on within the Board, what needed to be done, and the time commitment to accomplish.

d. Carolyn was appointed Curator.

e. The signed "Conflict of Interest forms" were submitted to Linda for filing at the CHS.

f. Margie gave some background on the *Draft Policy Manual*... a work in progress. The prior board voted to adopt the Policy Manual as a draft with the understanding that it sets a baseline that can be revised over time until completion. Once a few lingering issues that need to be discussed and resolved over the next few months, the Policy Manual will be finalized and will be assembled in binders with all required information that the Maine State Attorney General's office recommends that Board Members of non-profits have in their possession. The binders will be turned over to new members as future boards evolve.

g. *Ground Rules* for meetings were discussed. Start on time. Read all information to be discussed at the meeting in advance. It's the board member's responsibility to obtain pertinent background information in advance so as not to tie up time at the meeting. Be familiar with the Cliff Note version of "Robert's Rules". Try to avoid having sidebar conversations at the meeting; stay focused on the topic at hand.

h. When a discussion topic is sent to the entire board via email, it will be helpful to use "reply all" so everyone is privy to the follow-up conversation. Also, it would be helpful to avoid complex policy discussion using email.

i. When the draft agenda goes out for an upcoming meeting, this is the time to add any items for discussion or new proposals. If it's a proposal, write up the proposal and provide the documentation supporting it in advance.

j. The CHS Website is presently being used as an "electronic file drawer". Past newsletters, minutes of past Board Meetings, and General Membership meetings are posted. The web site is listed under "Community Activities" on the town's website. You can find it at www.cumberlandmaine.com.

4. Approval of Minutes

a. The minutes of the 1 October 2018 Board of Director's meeting were unanimously approved.

b. The minutes of the 18 October 2018 General Membership meeting were unanimously approved.

5. (Interim) Treasurer's Report

a. The *FY 18 Account Summary* from the Atlantic Federal Credit Union (AFCU) was reviewed. **Enclosure 1.** The incoming Treasurer will work with the AFCU to close the Savings Account and investigate the restrictions on the Money Market Account.

b. The *Profit/Loss Statement for FY 18 (1 July 2017- 30 June 2018)* was reviewed. **Enclosure 2.** The income for the year was reconstructed and distributed to appropriate accounts using Carolyn's Deposit memos. Income was only off from the actual credit union deposit statement by \$172.14 (1%). The expenses were posted using the Credit Union's summary of checks and actually viewing each check. The FY ended with a profit of \$4300. However, when the bottom line is adjusted for the one time infusion of \$5k in June, the year would have ended at (\$699.85)

c. *FY 19 YTD Profit/Loss Statement.* **Enclosure 3.** July – October 18 actuals show the CHS to be at (\$2371.) Conscious decisions by last year's BOD had been made to fund essential purchases (i.e. quilt appraisals, archival storage, etc.) realizing that these decisions were not being made in the context of an approved budget. The purchases were deemed necessary by the BOD and approved with the knowledge that the CHS has ample funds available that should be reinvested back into the program rather than linger in an account at the credit union.

d. *FY 19 Draft Budget.* **Enclosure 4.** Although late into the fiscal year to be developing a budget, it is required to execute the BOD's fiduciary responsibility. The draft budget needs to be massaged and the BOD agreed to review it again in January. It was also noted this would be a good introduction for the FY 20 Budget which should be finalized in May-June 19 to be ready for the new FY starting 1 July 20.

6. Membership Report. As of 16 October 18, there are 88 Individual members, 20 Family memberships, 6 Students, 1 Business membership, 4 Sustaining members, and 6 lifetime members.

7. Curator Reports. No report. See the November Newsletter.

8. Old Business.

a. Seacoast Trolley Museum Request. **Enclosure 5.** Provided for future BOD discussion. Tabled.

b. All Other Old Business was Tabled. Quilt Storage Status; Quilt Insurance Update (cost/payment); Chair, BOD Annual Report; Update on Moratorium on Acquisitions.

9. New Business

a. Proposal that non-members pay to attend monthly education programs. After discussion, the proposal was made that non-members will be asked to pay a *suggested donation of \$5* to attend the monthly speaker series. CHS members would be free. This change will be effective 2 January 2019. Additional income can be realized for the budget and non-members may want to consider becoming a member of the CHS. A volunteer will need to be at door for programs to do the collection. Judy volunteered to be the greeter/collector if she is available. This change will be advertised in the Note ad, newsletter, annual program schedule, and all future publicity.

b. Proposal to Increase Dues. **Enclosure 6.** After discussion, the final proposal was made to increase individual fees to \$15, family memberships to \$50, eliminate sustaining membership, and leave students as FREE. Family members would not have to reside at the same address. There would be no age limit on student; the only requirement is that they be attending school. If the student is under 18 years of age, parental permission is also necessary. The Business Category had already been eliminated at a prior meeting with the next step to form a subcommittee to address commercial sponsorship (cash or in-kind services) by defining levels/amounts/benefits. It was also agreed to add "Donations" on the new remittance envelopes and break out donations by categories with specific donation amount attached to each.

c. Proposal to return to the annual membership renewal campaign in lieu of the current system. After discussion, it was decided to table this motion until Linda had the opportunity to talk about this change with Lynda Jensen (who currently has this responsibility) to hear the pros/cons. If approved at the next meeting, this change would be initiated in May-June 19 so as to impact the FY 20 budget. Deb Dugas volunteered to take on the role as Membership Chair. The CHS also has Access Software available on its new computers purchased last spring. Thomas Bennett (Librarian) previously offered to assist the CHS in transitioning from using

Microsoft Excel to track membership to using the Access software. Access would provide more and diversified reporting that Excel provides and is easier to use when maintaining a database.

d. Proposal to charge for research. The BOD voted that the Curator would charge \$10 per hour for research. Members would receive the first hour free. This change will be effective 2 January 2019. The scheduling would be up to the Curator.

e. Proposal to charge for use of the Copier. The BOD voted to charge \$1 per sheet of paper effective 2 January 2019.

f. All Other New Business was Tabled:

(1) Committee Formation/Chair Appointment. *Define levels for Commercial Sponsorship (cash and in-kind services).*

(2.) Committee Formation/Chair Appointment. *Scholarship/Essay issue:* Scholarship or essay? When should check be presented? Etc.

(3) Committee Formation/Appoint Chair. *Decide protocol for voting for Board (electronic) general membership meeting (electronic/proxy) as allowable in By Laws.*

(4) Committee Formation/Appoint Chair. *Other fundraising opportunities.* Programs (such as a golf tournament); annual fundraising campaign, other.

10. Information Items/Announcements. Tabled until next meeting.

(1) Book Sales (Carolyn)

(2) Foundation 51 Grant Foundation (Sally Del Greco)/2nd Grade Walking Tour Booklets. (Margie)

(3) Electronic Conversion of Records/grants (Margie)

(4) Community Block Grant Update/Appraisal (Margie)

11. Appointment of Officers... Continuation of Item 3c in minutes. Margie presented the Diagram... Separation of Functions (**Enclosure 7**) before discussion ensued on Officer appointments. Carolyn, Linda, and Margie met on 13 November to review how the current system works in comparison to what the Maine Association of Nonprofits recommends as safeguards to funds. Some fine-tuning is necessary, but it was pointed out if the VP took on the check writing, the CHS could be in a healthy state of compliance. Kathy was asked if she'd be willing to take on this position. She will consider by next meeting, In the interim, Linda will continue to be

the check-writer using the new purchase documentation form. Deb Dugas volunteered to take on the Secretarial duties; Margie volunteered to act as Treasurer.

.

10. Adjournment. 9 pm

11. Next Meeting.. NO meeting in December. January 17th at 0630 at Kathy Kenny's house... 3 Friar Lane.

Submitted
Margery Gruber
Secretary

Enclosure (1) FY 18 Account Summary from AFCU
Enclosure (2) FY 18 Profit/Loss Statement
Enclosure (3) FY 19 YTD Profit/Loss Actuals
Enclosure (4) Draft FY 19 Budget
Enclosure (5) Seacoast Trolley Museum Request
Enclosure (6) Proposal to Increase Dues
Enclosure (7) Separation of Functions Diagram