



## OYSTERPONDS HISTORICAL SOCIETY

Minutes of Board of Trustees Meeting  
September 16, 2017

Attendees: Ellen Zimmerman, President; Elsbeth Dowd, Executive Director; Trustees John Holzapfel, EJ Camp, Sara Garretson, Christine Churchill, Diana Whitsit, Darien Leung, James Harris, Ed Caufield, Karin Constant, Angela Meredith-Jones (phone-in)

By Invitation: Jan Rose, Education Committee Chair

1. The meeting was called to order at 9:10 am.

**2. Approval of Minutes:**

A motion to approve the minutes as amended from the July 15, 2017 meeting was unanimously approved.

**3. President's Report:**

Ellen reported that the Executive Committee has accepted Elsbeth Dowd's maternity leave plans as requested. John Holzapfel and Sara Garretson have agreed to help out during Elsbeth's leave. To assist Elsbeth in OHS planning during her maternity leave, it is important to have all committee heads in place and for them to be able to plan ahead as much as possible.

**4. Executive Director's Report:**

A detailed and comprehensive report outlining the major accomplishments since the last board meeting in July and the priorities for the next two months was attached to the agenda.

The report congratulated Angela Meredith-Jones, EJ Camp, James Harris and their committee for the tremendous success of the Summer Benefit. Also mentioned was the growth in membership (especially at the Benefactor level), the success of the Artisan and Makers Market, the well-attended Saturday events for children by the Education Team, the continued restoration of the Schoolhouse, the organization of the Red Barn headed by John Holzapfel, the work by Ann ffollott on Campus and Collections Planning, and the completion of the new exhibitions Website by Gideon D'Arcangelo and his colleague Lauren Gibbons, Colin Palmer and Bill McNaught.

A major challenge for the OHS is the need to institute better emergency planning and preparation in the event of a hurricane/storm. Elsbeth has been working with the Buildings and Grounds Committee on a basic checklist and the development of a more comprehensive emergency preparation, planning and recovery handbook.

Another major concern is the decline of docent numbers. We are in need of ideas on how to attract and retain more docents.

Upcoming events are as follows:

September 23-24 – Maritime Festival in Greenport. The OHS will have a booth.

October 28 – Fall Festival

November 4 – Annual Meeting in Poquatuck Hall to be followed by a Board meeting.

Beach Plum Shop at the Schoolhouse to start the weekend after Thanksgiving.

December 9 – Holiday House Tour and Holiday Party

## **5. Committee Reports:**

### **Orient Methodist Church**

Ed Caufield expressed the frustrations, challenges and disappointment that he and the committee faced in the church project. He thanked everyone for all their commitment and hard work.

Ed reported that all monies donated for the Orient Methodist Church will go to the OHS and that all expenses for the church were covered by the donations.

### **Finance**

Attached to the agenda was a copy of the audited financial statements for the year ending 12/31/2016, a copy of the Management Letter, a copy of the IRS form 990 (tax exempt organization return for 2016), a copy of the operating statement and balance report 1/1/2017 – 8/31/2017 and a copy of the proposed budget for 2018.

All federal and state tax returns have been filed.

Sara Garretson reported that we are in good shape financially for 2017. Thanks to the hard work of the OHS staff and the Financial Committee we have a more disciplined way of approaching our finances in the future. Since the acquisition of the Orient Methodist Church is no longer in existence, the Finance Committee will not continue to pursue the line of credit at this time.

The Board of Trustees unanimously voted on the preliminary approval of the 2018 budget subject to approval by the Finance Committee.

The 2018 budget includes 2%-4% raises for all staff members except for the executive director.

### **Audit**

The Board of Trustees unanimously voted on the preliminary approval of the Audit Report pending approval of the Audit Committee.

### **Collections**

The Collections Committee met on September 12, 2017 and reviewed several donations. An itemized list was attached to the agenda.

In preparation for the renovation of the Red Barn, John Holzapfel has been moving stored items to the Amanda Brown Schoolhouse and members of the Collections Committee will work with staff to clean, label, photograph and list these items before they are stored elsewhere.

An application for a Technical Assistance Grant from Preservation New York to bring two consultants to OHS to start the process of a campus planning project for storage. They will look at the collections and possible spaces in the existing buildings that could be retrofitted for

collections storage. Their report will help us prepare a larger grant proposal to either the Gardiner Foundation or IMLS to implement improved collections storage.

### **Buildings and Grounds**

The minutes from the August 8, 2017 meeting of the Buildings and Grounds Committee as well as a Priorities List were attached to the agenda.

John Holzapfel reported that the roof on the Schoolhouse needs repair and the committee is in the process of getting bids.

The committee is looking into getting bids for the siding of the Red Barn. The bids will reflect two options: the removal of the existing boards with new replacement boards; or leaving the existing boards and covering them with new boards to retain the integrity of the building.

Disaster planning is in place in the event of a hurricane/storm.

### **Events**

**Holiday Party and House Tour** – The Holiday Party at Webb House and the Holiday House Tour will take place on December 9<sup>th</sup>. The committee is in place and things are progressing as far as decorating and food. Ticket price is in discussion.

**Old Print Shop** is being scheduled for the spring.

**Houseman Dinner** will take place in the winter.

**North Fork Fresh 2018 (June 16<sup>th</sup>)** – Co-chairs for this event will be Michael Ventura and Sandra Saiegh.

**Summer Benefit 2018 (August 4<sup>th</sup>)** is in need of a chairperson and committee. It was suggested that perhaps for the former chair could assist in finding a new chairperson. There was also a discussion of perhaps hiring an event planner for this event seeing as it is the biggest fund raiser for the OHS.

### **Programs**

The Programs Committee is scheduled to meet in October.

**Farm to Table** – This is the theme for all OHS programs for the coming year: exhibits, lecture series, programs, workshops, etc.

#### **Education Committee – Augustus and Me**

*Augustus and Me* is a children's book written by Jan Rose (Education Chairperson) and illustrated by Alan Bull (Orient artist) about Oysterponds history and the museum narrated by Augustus Griffin. You can be a part of the first children's book about Orient and its characters by making a donation to the project. All proceeds from the sale of this book will go to the OHS.

### **Nominating Committee**

Darien Leung (chair of the committee) has put together a Succession Plan which was attached to the agenda. Succession planning is crucial to the stability and growth of OHS when selecting Board members, officers, committee chairs and their members. This is a perpetual process, and we must constantly be developing a pool of potential candidates with various skills and passions relevant to the objectives of OHS.

There are three Board positions that need to be filled for the coming year. The Nominating Committee is currently looking for people with fund raising experience.

### **Membership**

The Membership Committee will henceforth become the Marketing Committee. Committee members are EJ Camp, Jane Friesen, Leann Nealz, and Patricia Cristol.

### **Development Committee**

A Fundraising Report by Leslie Koch was attached to the agenda.

In preparation for the December annual appeal, Leslie, Elsbeth and Colin are making sure the OHS has updated and accurate information about all of our members and donors.

Leslie and Mark Levine are doing the accounting of expenses related to the Church acquisition. They have been in touch with all major donors to confirm that they are comfortable paying for such expenses. Once accounting is done, we will know what monies remain for combination of dedicated uses and/or general operating support for OHS.

### **6. New Business**

Congratulation to Darien Leung who will be married on the steps of the OHS Schoolhouse at the end of this month.

John Holzapfel suggested that visitors to the OHS be encouraged to tell Trip Advisor about their experience. This will increase the ratings for the OHS.

### **7. Adjournment**

There being no further business the meeting was adjourned at 11:30 am.