



## OYSTERPONDS HISTORICAL SOCIETY

Minutes of Board of Trustees Meeting  
November 4, 2017

Attendees: Ellen Zimmerman, President; Elsbeth Dowd, Executive Director; Trustees John Holzapfel, Christine Churchill, Diana Whitsit, James Harris, Janet Markarian, Ann ffolliott, Leslie Koch, Karin Constant, Darien Leung (phone-in)

Guests: Sandra Saiegh, Allison Forstmann

1. The meeting was called to order at 10:30 am.

### **2. Approval of Minutes:**

A motion to approve the minutes as amended from the September 16, 2017 meeting was unanimously approved.

### **3. President's Report:**

The Volunteers-of-the-Year will be announced at the Holiday Party on December 9, 2017.

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

Major Accomplishments for the Fall:

- Oysterponds Fall Festival was a fun event. Thanks to Cate Shinker, Jimena Faerber, the Orient Country Store, Sarah Olmstead and all staff and volunteers for organizing this event.
- We had a booth at the East End Maritime Festival to promote OHS, with posters featuring highlights of the collection.
- The Schoolhouse Restoration project is complete. Thanks to Dick Gillooly and Mike Johnson for the hooking up the bell.
- Member and Donor Database functioning well.

Heads Up:

- Sarah Olmstead will once again run the Beach Plum Holiday shop out of the Schoolhouse starting the weekend after Thanksgiving.
- Holiday House Tour and Holiday Party will be on December 9, 2017
- Future BOT meetings planned January 20<sup>th</sup>, March 17<sup>th</sup>, May 19<sup>th</sup>, July 21<sup>st</sup>, September 15<sup>th</sup> and November 17<sup>th</sup> (dates pending review of conflicts and scheduling)

Priorities:

- Elsbeth will assign responsibilities for key tasks while she is on leave.
- Meet with each board member to review the Member and Donor Database.

- Work with Fundraising Chair Leslie Koch on the Annual Appeal.
- Meet in December with Collections Committee Chair Ann ffolliott and consultants on Collections Planning.
- Identify and plan for 2018 grant opportunities (NYSCA, Suffolk County, conservation grants, Gardiner Foundation, IMLS).
- Work with committee and staff to plan marketing for next year's exhibitions, programs and events.
- Work with committee and staff to plan next year's programs.
- Keep the website project on task for completion.
- Encourage each board member to volunteer as a docent.

## **5. Committee Reports:**

### **Finance**

Attached to the agenda was the 2017 Operating Budget Statement 1/1/2017-9/30/2017, the Cash and Investment Balances Report from October 31, 2017 and the 2018 Operating Budget. The Annual Appeal will begin in a couple of weeks.

### **Audit**

Final approval was received by the Audit Committee. It was suggested that Sara Garretson join the audit committee as she is stepping down as Treasurer.

### **Development**

A Development Report by Leslie Koch was attached to the agenda. Some of the donors to the church campaign have generously agreed to contribute their funds to the OHS operating budget. Money has been designated for an event planner to assist in with the Summer Benefit and North Fork Fresh, to complete the website, to continue funding for a membership associate, for a graphic designer, and for general operations.

### **Collections Committee**

The committee will begin photographing and identifying objects formerly in the Red Barn and now temporarily in the Amanda Brown Schoolhouse. They hope to hear about the TAG grant by mid to late November.

### **Buildings and Grounds**

The plan for the Red Barn is to place new siding over the existing siding in order to preserve the character of the original structure on the interior and prevent further water and rodent penetration. Specs have been prepared and contact is being made with contractors. Additional work is outlined in the specs being provided to contractors.

### **Nominating Committee**

The BOT unanimously approved the election of the slate for new officers:

Co-Presidents – Ed Caufield and Leslie Koch

Vice-President – Ann ffolliott

Treasurer – Allison Forstmann

Secretary – Karin Constant

## **6. New Business**

There was a discussion of the possibility to have an event to raise money for an artist, Arden Scott, a valued member of the community. It was agreed that members of the board would do this as private individuals unrelated to OHS as an organization.

## **7. Adjournment**

There being no further business the meeting was adjourned at 11:15 am.