



OYSTERPONDS HISTORICAL SOCIETY

Minutes of Board of Trustees Meeting
January 20, 2018

Attendees: Co-Presidents Leslie Koch and Ed Caufield (phone in); Executive Director Elsbeth Dowd; Trustees Steve Rotella, Sandra Saiegh, EJ Camp, Diana Whitsit, Ellen Zimmerman, Christine Churchill, James Harris, Karin Constant, Angela Meredith-Jones (phone in), Ann ffolliott (phone in), Allison Forstmann (phone in), Howard Shinker (phone in); Emerita Fredrica Wachsberger

Guest: Drienne Benner

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

2. **Approval of Minutes**

A motion to approve the minutes from the November 4, 2017 meeting was unanimously approved.

3. **Presidents' Report**

a. Leslie and Ed welcomed the new OHS Trustees Sandra Saiegh, Steve Rotella, Howard Shinker and new OHS Treasurer Allison Forstmann.

The proposed 2018 committee assignments are as follows:

Audit and Finance – Allison Forstmann

Buildings and Grounds – Dick Gillooly and Ted Webb

Collections – Ann ffolliott

Education – Jan Rose

Governance and Nominating – Darien Leung

Membership and Volunteering – Diana Whitsit

Planned giving – pending

Programs – Christine Churchill

Sponsorship – pending

Strategic Planning – Steve Rotella and James Harris

b. Elsbeth Dowd's modified work schedule will begin following the January 20th meeting. She will work from home full time until the baby's arrival. Once the baby is born, Elsbeth will be on full leave for four (4) weeks. For the following eight (8) weeks, she will work half-time: 20 hours a week which includes coming to Orient one day a week. During Elsbeth's maternity leave Karen Haley will be the primary contact; Ed Caufield will be the primary board contact; Dick Gillooly will be the primary contact for Buildings and Grounds; Ann ffolliott will be the signatory for checks and Colin Palmer will continue working on the website.

c. All upcoming meetings will be at 9:00 am on the following dates:
Sunday, March 18th, Saturday, May 19th, Sunday, July 22nd, and Saturday, September 15th.

4. Collections

In early January an Architectural Conservator and an Objects Conservator came to OHS to assess our collections storage situation. The Collections Committee is hoping to apply to the Gardiner Foundation to move the project forward. A meeting for the committee is planned for January 25th.

5. Executive Director's Report

Accomplishments:

The Holiday Party, chaired by Christine Churchill, was a great success. It netted \$4,490.00 which exceeded our goal.

The Holiday House Tour, chaired by Catherine Chaudhuri and Sarah Olmstead, and the Beach Plum Shop were also a great success!

Colin Palmer continues to update the Member and Donor Database before the system is integrated into the new website, which is planned to launch in mid-February after beta testing is complete.

Upcoming Programs and Events:

February 3rd – *Hallock Farm Lecture* by Amy Folk. This is part of the Farm-to-Table program theme for 2018.

February 6th – Members' Dinner at Houseman Restaurant

March 3rd – *Scallop Program* by Charity Robey. This is part of the Farm-to-Table program theme for 2018.

Leave Plan:

Essential projects during the maternity leave include the website launch, audit preparation, grant applications for Gardiner and NYSCA, and event planning.

6. Finance

Attached to the agenda was the Operating Budget and Revised Operating Budget for 2018, the 2017 Operating Budget (1/1/2-17-12/31/2017), the 2017 Special Projects Report, the OHS Cash and Investment Balances Report 12/31/2017, and a summary of donor contributions to the Orient Methodist Church Project and how those contributions have been allocated.

The Board voted unanimously to approve the revised 2018 budget.

Drienne Benner, on behalf of the Finance Committee, explained that the committee is working on re-balancing the OHS portfolio. They are looking for bids and proposals from other investment firms.

7. Events Report

EJ Camp reported that the Houseman Dinner will take place on February 6th and that there are seven (7) raffle items. Each raffle ticket is \$50 or tickets for all 7 items can be purchased for \$250.00.

8. Red Barn Report

Minutes from the Buildings and Grounds Committee meeting on December 14th and a 2018 priorities list were attached to the agenda.

Dick Gillooly is in the process of obtaining bids for restoring the Red Barn.

9. New Business

There was a discussion of considering a spring fundraiser in April in Brooklyn.

10. Adjournment

There being no further business the meeting was adjourned at 11:59 am.