



Minutes of Board of Trustees Meeting
March 18, 2018

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

1. The meeting was called to order at 9:02 am.

2. Approval of Minutes

A motion to approve the minutes from the January 20, 2018 meeting was unanimously approved.

3. Presidents' Report

Leslie Koch reported on the following subjects:

- Summer Benefit: This year's chairperson for the Summer Gala is Catherine Chaudhuri. Leslie Cohen will chair the art auction. Ashley (Young) Garretson has been hired as the event planner for this event. Board members will be contacted as to how they can assist in this event.
- The new website is up and running with a new font and new logo. Modifications continue to be made.
- Elsbeth will work closely with the board of directors to up-date the strategic plan and the marketing committee. There was also a discussion of re-convening the Publications Committee for all future publications.
- Leslie is planning on meeting with the Fundraising Committee and the chairs of all four events.
- She will also be working with Darien Leung, the chairperson of the Nominating Committee, to discuss the responsibilities of board members and identify where there are gaps and needs in the OHS.
- Interest in investigating the slave cemetery was discussed. Ground penetrating radar could be useful to better understand the layout of the site.
- Leslie also pointed out that the Executive Committee is now meeting every other month in-between board meetings.

Ed Caufield reported on the following subjects:

- Ed met with Kevin Webster, Southold Town Tax Assessor, to discuss the tax status of Vail House. Mr. Webster felt that Vail House should be taken off the tax roles for 2018. OHS still needs to pay the Southold taxes on Vail House for 2017, however, which is part of the 2018 budget.
- Bids for the restoration of the Red Barn are complete. The Board agrees that Buildings and Grounds will approve a bid of up to \$18,000.00. Funds used will come from donations (\$11,575.00 thus far) and from the Suffolk County's Grant of \$5000.00 (possibly for wood and stain). The staining of the barn will be a community project.

4. Finance

Attached to the agenda were the Revised Operating Budget and the Expense Tables for 2018 and the Cash and Investment Balances Report and Operating Report through February 28, 2018.

Our current investment manager is Merrill Lynch. The Finance Committee is looking into reducing the fee structure for our investment management. We currently have proposals from five different service providers and will draft a notice for the OHS website to invite community members an opportunity to submit a proposal.

The Finance Committee will conduct a review of its structure and functions to include automation of information between office and committee and between committee and the board. They will also review our service providers and begin an interview process where appropriate.

All audit materials have been assembled and sent out. There was a suggestion that the Audit Committee be separate for the Finance Committee.

A revision to the 2018 budget giving our Executive Director, Elsbeth Dowd, a raise adjustment was unanimously approved.

5. Collections Committee Report

The Collections Committee met on January 25, 2018 and reviewed a number of donations. An itemized list was attached to the agenda.

In January, an objects conservator, Paul Himmelstein (of Himmelstein & Applebaum), and a building conservator, Michael Devonshire (of Jan Hird Pokorny Associates), spent a day at OHS looking at the buildings and collections and have issued draft reports of their findings. Using these reports, the committee will be working with Jan Hird Pokorny Associates to put together a grant proposal to the Gardiner Foundation for a Collections Care planning grant to assess the OHS campus and collections to create a campus-wide plan with specific attention to collections housing and specific plans for collections storage spaces, needed structural stabilization, restoration, adaptive re-use, and any new construction needed to implement the site-wide plan. The grant must be submitted by April 13th.

6. Programs Report

A detailed programs planning list was attached to the agenda. Volunteers and docents are always needed and welcomed. Design templates for all lecture programs are in the works.

7. North Fork Fresh Report

A committee report for North Fork Fresh on June 16, 2018 was attached to the agenda. Sandra Saiegh reported that plans for the event are progressing well and that the committee has been meeting monthly. The tents have been secured. The postcard design has been donated by Gail Barlow and save the date will be posted on the website. Maria McBride has been engaged as the event planner and is working on obtaining all food permits. Ticket costs this year will feature multiple levels. Raffle items are being collected as well.

8. New Business

A memorial service for Elinor Williams will take place on June 16th at 11 am.

Monthly newsletters will begin in April.

9. Adjournment

There being no further business the meeting was adjourned at 10:28 am.