



Minutes of Board of Trustees Meeting
May 19, 2018

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

Guests: Catherine Chaudhuri, Bill McNaught

1. The meeting was called to order at 9:00 am.

2. Approval of Minutes

A motion to approve the minutes from the March 18, 2018 meeting was unanimously approved.

3. Heritage Day and Summer Benefit and Auction

Catherine Chaudhuri, chair of Heritage Day and the Summer Benefit, gave an update on these events.

Heritage Day will take place on Sunday, July 1st from noon to 3:00 pm. Expected attendance is 400.

- The Grand Marshalls will be Danny and Patti Latham and the Latham family.
- The parade, organized by Sarah Olmstead, will start lining up on Oysterponds Lane at 11:30 am and proceed down Village Lane to the Old Point Schoolhouse.
- Master of ceremonies will be Elsbeth Dowd.
- The invocation will read by Burke Liburt, Chaplin of the Orient Fire Department.
- Linda Sabatino has organized the reading of the Declaration of Independence by town officials. Franklin Mastrangelo will sing "God Bless America."
- Food, games, bike prizes and music will follow in Poquatuck Park.
- Food and Setup will be handled by Jim Latham and family, Ellen Zimmerman, Kevin Anglum and Adrian Cockerill.
- Music will be provided by the Mudflats.

Summer Benefit and Auction will take place on August 4th in Poquatuck Park form 5:00 pm – 8:00 pm. Tent capacity is 400 people.

- Event planner is Ashley O'Neil Garretson.
- Caterer is Samy Sabil of Creative Courses

- Colin Palmer and Karen Haley will organize registration check-in and check-out.
- The ticket prices are as follows: Advance purchase \$150; Walk-ins \$175; Higher levels of \$500, \$1000, \$1500 and \$2500.
- Art Auction will be co-chaired by Leslie Cohen and Rebecca Nienkamper. The silent auction will focus on unique experiences rather than basket items.
- The Paddle Raise will be for the restoration of the Maritime Collection.

4. North Fork Fresh

Co-chair, Sandra Saiegh presented an updated committee report for North Fork Fresh which will take place on June 16th from 5:00 pm – 7:00 pm.

- Planning for the event is moving forward within timelines and the assigned budget.
- Menus, permits and logistics are in the pipeline.
- New purveyors have been added to bring diversity to the event.
- The website is up and running
- Raffle items have been secured and raffle tickets are already on sale online.
- Toby Bannister, manager of Four and Twenty Blackbirds Orient, will run the pie contest together with 3 judges.
- A few more volunteers, as well as 2 strong helpers (paid) for the day before and the day of the event are still needed.

5. Presidents' Report

Ed Caufield reported on the following items;

- The Red Barn project is mostly complete and came in under budget.
- Darien Leung is looking at the by-laws for possible edits. She is also considering future candidates for board members and outlining board member responsibilities.
- Board member are encouraged to promote events in addition to being committee chairs and docents.
- The idea of creating Giving Circles will be discussed at the next board meeting.
- Procedures for the Maritime Collection paddle raise at the Summer Benefit need to be formalized.
- It is the sentiment of the executive committee that OHS should not re-initiate a publishing program but have a thoughtful process to respond to future book projects/proposals presented to the OHS. Two recent projects, an Iceboating Manuscript and Rum Runner's Codebook, have been discussed and reviewed by the Executive Committee, which seeks the Board's approval. The following two proposals were unanimously passed by the board:

The Executive Committee is recommending that OHS distribute the iceboating manuscript by creating a nicely formatted downloadable PDF which integrates the text and images at a cost of no more than \$500 for editing and formatting. Elsbeth would be responsible for identifying paid and pro bono resources to complete this project in a timely manner.

The Executive Committee is recommending that OHS give Ms. Folk permission as an independent researcher to work with the rum runner's codebook and publish a book on her own time and not as an OHS project.

- The OHS Board of Trustees unanimously passed the following resolution to formalize the process to proceed with “Slave Cemetery” project:

The Executive Committee is recommending that the Board authorizes Ellen Zimmerman, as a volunteer and member of the board, together with Amy Folk, Collections Manager, to coordinate this first-order investigation, which will help to identify whether areas of disturbed earth are present in the cemetery.

This resolution authorizes Ellen Zimmerman and Amy Folk to pursue the GPR survey of the slave cemetery as a first-level investigation to better understand the layout of possible graves in the cemetery.

6. Executive Director’s Report

Elsbeth reported that she has resumed working full time and will be in the OHS office at least three days a week, in Orient many weekends and working from home one to two day a week.

The summer exhibitions, events, and programs are in full swing and a lot of progress is being made on grant applications, increasing communications, standardizing financial operations and planning.

- Colin Palmer is now working full time at OHS. He is working with Elsbeth and the board to develop strategies for attracting and retaining members, promoting OHS exhibits, events and programs and maintaining a positive community image. Colin also manages all aspects of the website and customer database and coordinates production and distribution of all print and digital marketing materials. He also tracks attendance at all events, runs all aspects of the membership program and provides support of OHS events and programs as needed.
- From May through September, we will be sending out weekly emails to our contact list in the format of either a newsletter or an eblast.
- We have submitted the paperwork to Suffolk County for a grant of \$5,000 to use towards supplies for fixing the Red Barn. Thank you to County Legislator, Al Krupski for providing us with this funding.
- In March we submitted a proposal to NYSCA (New York State Council on the Arts) for \$10,000 to support the 2019 summer exhibitions: *Maritime Paintings; L. Vinton Richard Photographer; Civil War Lithographs; Prehistoric Native Americans; Miniature Looms; Weapons; and Rosalind Heitzman: “Orient-ca.1900”*
- The Education Committee continues to do wonderful work planning field trips for the Oysterponds school children and activities for the summer. They are working on new ideas and new ways to engage parents and families to help shape future family programming. Ambriel Bostic, Cate Shinker and Liz Welch are helping to convene a parents’ roundtable to talk about what sorts of summer programs parents are looking for in Orient.
- A calendar for a list of upcoming events and programs was attached to the agenda.

7. Finance Report

Attached to the agenda was the Preliminary Operation Statement for 1/1/2018-4/30/2018 currently being reviewed by the Treasurer and Executive Director, the Profit and Loss Draft for 1/1/2018-4/30/2018 currently being revised to clarify investment reporting and the Draft Balance Sheet for 1/1/2018-4/30/2018.

We are currently on target with the budget.

In order to manage the operating budget effectively, small changes are sometimes needed during the course of the year.

The Board unanimously approved a resolution to give authority to the Treasurer and Presidents together to approve budget modifications below 3% of the total budget without requiring the board to vote on a modified budget no more than twice a year.

The Presidents would report to the board on any such modifications at the board meeting immediately following such action.

8. Strategic Planning

Elsbeth Dowd, James Harris and Steve Rotella have begun reviewing the current strategic plan. The goal is to revise the current plan by extracting the most important objectives: three internal items and three external items. They will relate their findings at the executive board meeting. The objective is to present an updated strategic plan at the annual meeting in November.

9. Collections Committee Report

Ann ffollott reported that the OHS submitted a grant application to the Gardiner Foundation on April 13 for Collections Care Planning, to bring consultants to OHS to “identify deficiencies and active threats and develop a comprehensive collections care program for the organization.” The principal consultants are JH Pokorny Associates for the physical structures and Rainey Tisdale for the collections themselves. We should hear from the Gardiner foundation in July and if we receive the grant, we could start work in October.

The Collections Committee is meeting on May 17 to review recent gifts. A list of the new acquisitions will be circulated at the next board meeting.

10. Opening Reception and Collections

Bill McNaught came to talk to the Board about this year’s Collection’s Exhibit at OHS. Bill will give a talk at the OHS Opening Reception about this year’s exhibitions on Sunday, May 27th.

So far there have been thirty exhibitions in Village House and five exhibitions in the Schoolhouse. This year’s Summer Exhibitions, encouraged by the community’s gifting, will be located in the six bedrooms located on the second floor of Village House and the Schoolhouse. They are: *Ceramics; Ship Models; Baskets; World War II Posters; Abraham Tuthill; Oysterponds Portrait Painter; Recent Acquisitions; and Quilts.*

11. Buildings and Grounds

The Buildings and Grounds Committee meeting on May 15th were attached to the agenda.

- Repairs and painting of the Red Barn have been completed with exception of the white trim. The items in storage can now be returned to the barn. It was recommended that a dehumidifier be installed in the cellar of the red barn. Elsbeth will ask the The Collections Committee to check on the humidity issue.
- The storage shed behind the Red Barn is in poor condition and the committee will look at it and address the issue.
- Environmental sensors have been ordered for certain building on the campus.
- The committee recommends that the park benches be repaired.
- Taz Smith will make a donation to OHS to cover the cost of a new replacement fence between the Smith property and the OHS.

12. Adjournment

There being no further business the meeting was adjourned at 10:45 am.