

Minutes of Board of Trustees Meeting

May 19, 2019

Attendees: Co-Presidents Leslie Koch and Ed Caufield; Executive Director Marianne Howard; Trustees Diana Whitsit, Sandra Saiegh, Robert Hanlon, Allison Forstmann, Jeffrey Davis, Leslie Cohen, Suzanne Gluck, Ellen Zimmerman, Christine Churchill, James Harris, Karin Constant, Angela Meredith-Jones (phone-in), Lydia Irving (phone-in), Steve Rotella (phone-in)

Guests: Jessica Frankel, NFF Chairperson

William McNaught, Curator

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

2. **Approval of Minutes**

A motion to approve the minutes as amended from the March 16, 2019 board meeting was unanimously approved.

3. **Curator Preview**

Bill McNaught gave an update on the 2019 OHS Exhibitions. An opening reception will be on Sunday, May 26th from 4 to 6 pm.

* Modern Architecture on the North Fork (located in the Schoolhouse)
* Ship Portraits
* Oysterponds in the Civil War
* Weapons - Swords and rifles from the South Sea Islands brought back by sea captains
* 75th Anniversary of OHS
* Weaving Looms and Samplers
* L. Vinton Richard – Early Photographs

4. **North Fork Fresh Update**

Jessica Frankel, Chairperson of NFF updated the board of trustees on the event.

* As of May 8, 2019 a $1,000.00 sponsorship has been received from Tom Foster. In-kind donations have been received from North Fork Sanitation, Patty Latham and Mutiny Branding.
* A list of vendors and raffle donations as of May 14th were attached to the agenda.
* Food vendors from previous years will provide a different menu.
* This year’s raffle will be similar to a Chinese Auction – each raffle item will have its own bowl for raffle tickets.
* The pie contest is organized.
* A large number of volunteers have signed up to help out with the event. They will be contacted to re-confirm.

5. **Executive Director Report**

Marianne Howard reported on the following:

* Countdown to Summer at the Halyard – OHS had 130 participants which generated $6,500.00 worth of ticket sales. The event netted $2,300.00 after the cost to the Halyard. Feedback was positive on the event. There were 32 non-members of OHS who purchased tickets.
* The OHS office is now fully staffed.
* Flipcause is operational from the customer standpoint. All tickets from The Halyard were purchased through the new system, as are current raffle sales and tickets for NFF.
* The Suffolk County grant of $5,000.00 was submitted for re-imbursement on exhibitions this year. Thank you to County Legislator, Al Krupsky, for this support.
* Heritage Day is scheduled for Sunday, June 30th. Catherine Chaudhuri and Sarah Olmstead are organizing the event. Special membership drive by Suzanne Gluck this year. Linda Sabatino will be reading the Declaration of Independence, music by the Mudflats. Games, photography and food are being coordinated by Catherine’s volunteers.
* Operating account is running 95% through Chase Bank.
* OHS has received a scholarship from the Long Island Museum Association of $318.00 for our Office Manager to attend Quickbooks training at the end of the month.
* As of May 14th, 41 tickets have been sold for North Fork Fresh.
* We are half-way through docent training for this year. Thank you to Sarah Olmstead for organizing the docent program this year.

6. **President’s Report**

Co-Presidents Leslie Koch and Ed Caufield reported the following:

* James Harris has volunteered to co-chair the Summer Benefit event along with Leslie Koch and Ed Caufield. Tents and other supplies have been ordered.
* Fund raising efforts have begun. Thus far $32,500.00 has been raised.
* Audit Committee - The co-chairs of the Audit Committee are Howard Shainker and Jeffrey Davis. An Audit Committee Report was attached to the agenda. Multiple policies have been put in place and the committee is working together with the Finance Committee. The Audited Financial Statements for the years ended December 31, 2017 and December 31, 2016 were attached to the agenda. It is anticipated that the 2018 Audit will be completed shortly after the May 15th deadline.
* Collections Committee – The final draft of the Gardiner Grant Report for the OHS Collections Care Plan is now being reviewed by the Buildings and Grounds Committee and the Executive Board. The Executive Session meeting will take place on June 8th at 9:00 am. The gifts received by the Collections Committee for March and April of 2019 were attached to the agenda.
* Augustus and Me, written by Jan Rose and illustrated by Alan Bull, has been published. The book will sell for $25. Each board member will receive a free copy.

7. **Finance Committee Report**

Treasurer Allison Forstmann reported the following

* Banking – We have successfully moved the checking account from Capital One to Chase Bank. One savings account has been moved; the second will be moved by the end of the month.
* Budget – We are maintaining the Budget, with the previously predicted Salary/Benefits increase and with Contracted Services requiring payment/with repayment to follow. Aside from these two areas of expenditure, we are status quo for the cash flow. We continue with the plan to raise/increase event revenue.
* Investment Service Providers – The Committee has completed a comprehensive analysis of five investment service providers and is moving into an “interview” stage. The Committee expects to make a presentation with a recommendation by the next Board meeting.
* Accounting – Skinnon & Faber continues to be responsive in both accounting advice and the audit process. They are assisting the Finance Committee with the creation of new policies and advice of how Audit and Finance Committees function independently and collectively.
* Policies – The Finance Committee is currently drafting the following five policies for review: Passwords; Debit/Credit Card usage; Signatory; Procurement and Transition.

8. **Buildings and Grounds Committee Report**

* The Buildings and Grounds Committee has approved an estimate from S&Z Builders for a new roof on Webb House. S&Z stated that they would be able to complete the work in the fall of 2019 for $41,250.00. This is not a budget issue. The money comes from restricted funds for Webb House.
* In 2018, $13,062.50 was drawn down into the checking account for this purpose.
* The floor in an upper bedroom in Webb House needs to be repaired.
* Andy Ruroede has agreed to provide OHS with and electric panel free of charge.

9. **Programming Committee Report**

* On Saturday morning, June 29th there will be a bike and pet decorating activity in Poquatuck Park at 10:00 am. All decorating supplies will be provided by OHS.
* Saturday, July 13th there will be An Introduction to Weaving by Ellen Zimmerman in the Amanda Brown Schoolhouse from 10:00 am to noon.
* On Saturday, July 20th at 10:00 am Architectural Historian Barry Bergdoll and invited architects will give a talk/discussion on “New Wave of Architecture on the North Fork.” Barry will be accompanied by participating architects Joseph Allen, Hideaki Ariizumi, Glynis Berry, Richard Gluckman, Bill Ryall, Carl Shelton, Wayne Turett, and Allan Wexler.

10. **Strategic Planning Committee Report**

* The Strategic Planning Committee members are Steve Rotella, James Harris, Lydia Irving and Marianne Howard. They are currently working on collections, fund raising and management ideas that they will present to the Executive Committee.

11. **Event Updates**

* Summer Benefit – The Summer Benefit and Art Auction, Celebrating OHS’s 75th Anniversary will take place on Saturday, August 3, 2019 from 5:00 pm – 8:00 pm. The committee would like the non-art silent auction items to have a connection to Oysterponds.

12. **Sponsorship Committee**

Sandra Saiegh, chairperson of the Sponsorship Committee reported the following:

* Sandra has suggested a website update. Once a sponsor has made a donation, their name should be added to the website.
* Possible sponsors – Eastern Long Island Hospital, Peconic Landing, Peconic Bay Medical Center, Golf courses and Funeral Homes.
* Sandra is planning a meeting with Sara Garretson to explore Peconic Landing as a sponsor.

13. **Membership Committee Report**

Chairperson, Suzanne Gluck reported the following

* The committee is working on how to collect the names of new comers to the area to be able to give them a welcoming gift.
* Suggestion – As a closing gift, the real estate broker could give a free membership to OHS for 1 year.

14. **New Business**

* OHS has received a request from the East Marion Community Association to write a letter of support for a section of East Marion, Gillette Drive to the Causeway, to apply for New York State & Federal Historic District status.

15.. **Adjournment**

There being no further business the meeting was adjourned at 10:45 am. The next meeting will be on Sunday, July 21, 2019 at 9:00 am.