



Minutes of Board of Trustees Meeting
January 11, 2020

Attendees: President Robert Hanlon; Executive Director Sarah Sands; Trustees Sara Olmstead, Leslie Cohen, Michael Simon, Steve Rotella, Nina Caufield, Jessica Frankel, Jerie Newman, Ellen Zimmerman, Sandra Saiegh, Ann ffollriott, Ted Harris, Karin Constant, Allison Forstmann (phone-in), Jeffrey Davis (phone-in), Lydia Irving (phone-in), Howard Shinker (phone-in)

Guest: Dick Gillooly

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

2. Approval of Minutes

A motion to approve the minutes as amended by Steve Rotella and seconded by Leslie Cohen was unanimously approved

3. President's Report

President Robert Hanlon reported the following:

- Welcome to all the new Board of Trustees members.
- The current focus for 2020 is getting all of the committees organized. We are in need of chair people for the Program Committee, the Nominating Committee, the Summer Benefit, and the Houseman Dinner. Suggestions and volunteers are welcome.
- OHS will be putting up permanent signs outside of Poquatuck Park stating appropriate usage and restrictions of said property. The signs will be located at the park's entrances on Village Lane, Harbor River Road and Bay Avenue.
- The Orient Association has asked the OHS to help promote an informational meeting scheduled for Sunday, January 19th about the new Bay-Friendly Septic Systems, their installation and the Suffolk County and New York State grant availability.
- We should work on a new plan that will make the OHS less dependent on major fundraising events for financial support.
- There is a community calendar that is put together by the Oysterponds Historical Society, the Orient Association, the Orient Community Activities and the East Marion Community Activities (calendarwhiz.com).

4. Financial Committee Report

Treasurer, Michael Simon reported the following:

- Attached to the agenda was the OHS 2019 Budget vs Actual Jan-Dec 2019, the Previous Year Balance Sheet Comparison as of December 31, 2019, the Profit & Loss by Class January through December 2019 and the Profit & Loss Previous Year Comparison January through December 2019 as well as the minutes from the OHS Finance Committee meeting in January.
- The Beach Plum Shop made \$8,000.00 in 2019.
- Membership dues are down. Sarah Sands will look into this.
- Automatic dues renewal will be considered.
- The OHS endowment account has been moved to Wells Fargo.
- A Financial Sub-Committee (Michael Simon, Steve Rotella, Drienne Benner) will be set up to monitor investments more closely.
- It was decided that the Finance Committee will continue to have financial oversight of the Webb House funds versus an investment advisor.
- A representative from the finance Committee will sit on various committees.
- Future Finance Committee meetings will be held on the second Wednesday of each month at 10:30am.

A motion to accept the financial report by Ellen Zimmerman and seconded by Sara Olmstead was unanimously approved.

5. Executive Director Report

Executive Director, Sarah Sands reported the following:

Administrative

- Personnel Policy Manual - A motion to approve the personnel manual with options to allow changes by Steve Rotella and seconded by Ann ffolliott was unanimously approved.
- Matt Montelione has resigned to continue his teaching career. Position changed to Development Associate, duties include special event management, database maintenance and acknowledgements, membership sales, web content and social media. Interviews starting January 21, 2020.
- Strategic Plan draft completed.
- Holiday Reception & Volunteer Appreciation – 75 attendees, Karen Haley led a singalong.
- Conversion to Donor Snap donor/member database, training completed.
- Staff Holiday Lunch with Bob Hanlon and bookkeeper, Deb Lajda.
- Verizon repaired lines to Webb House and Village House.
- Doors were installed in Vail House.
- Final clean-out of Schoolhouse basement is complete and ready for alternate use.
- RCA driveway installed at Vail House.

Resource Development

- Holiday House Tour – net income \$2,540.00.
- Beach Plum Shop – net income \$8,000.00
- Annual Fund October mailing to 1,400 households – income \$14,100.00, 55 donors.
- Griffin Giving Circle – 2 Board responses. Appeal will be resent.
- Developing business sponsorship materials.

Marketing

- Suffolk Times advertising for Beach Plum Shop
- Multiple calendar listings and radio announcements for Holiday House Tour.

What's Ahead

- Late February, early March – Oysterponds Goes to Houseman
- April – Countdown to Summer at The Halyard
- June 13th – North Fork Fresh chaired by Jessica Frankel
- July 5th – Heritage Day
- August 1st – Summer Benefit

A motion to accept the Executive Director's Report by Ellen Zimmerman and seconded by Ann ffolliott was unanimously approved.

6. Committee Reports

Buildings and Grounds – Dick Gillooly reported the following:

- Attached to the agenda was the minutes from the Buildings and Grounds Committee meeting on January 7, 2020 along with a written estimate for painting the exterior of the Vail House.
- The estimate for painting the exterior of the Vail House is above the Buildings and Grounds budget. There is not enough money in the OHS budget to proceed with the contract at this time.
- A re-organization of the Tuesday Crew is being attended to.
- Montoya Floors refinished some floors in Village House at no charge to OHS.
- Looking for a volunteer locksmith to replace locks on campus.
- A suggestion was made that the Buildings and Grounds Committee comes up with a 5 year plan for priority maintenance with dollar figures attached.

Collections Management – Ann ffolliott reported the following:

- A meeting of the Collections Management Committee is scheduled for Thursday, January 16, 2020 at 1:30pm.
- A fund for restorations should be considered.

Strategic Planning – Steve Rotella reported the following:

- A meeting is being planned to review the past, present and future plans, to discuss priorities and the mission.
- A Doodle poll for possible dates in early April will be sent to the committee.

7. Old Business

- North Fork Fresh – Chairperson, Jessica Frankel is looking for someone to take over the event for 2021 and would be happy to have their support for this year's NFF on June 13th. Jessica has scheduled a meeting with the event planner.
- A Doodle Poll will be sent out for the 2020 September meeting.

8. New Business

- A resolution to send an acknowledgement to John Holzapfel for all he has done for the Buildings and Grounds Committee was unanimously passed.
- Extend an invitation to John & Joyce Holzapfel to be the Grand Marshall for the Heritage Day Parade.
- Sara Olmstead recommended that a staff member be on campus when the museum is open on Saturdays and Sundays. The Executive Director and the Executive Committee will meet to discuss this.

9. Adjournment

The meeting was adjourned at 11:25 am. The next board meeting is scheduled for Saturday, March 21, 2020 at 9:00 am.