

FREEDOM HISTORICAL SOCIETY EXECUTIVE BOARD MEETING

APRIL 20, 2011: 3:30 pm

Present: Bonnie Burroughs, Dotty Brooks, Ellen and Dick Many, Tom Luke, Art Robinson, Gale Morris

Absent: Peg Scully, Sylvia Carney, Scott Cunningham

Minutes of February 23rd reviewed and approved as corrected (Gale does not serve on the by-laws subcommittee).

Treasurer's Report: Tom. **Income:** membership dues to date from 1/1/11 \$1,825.00
donations are at \$1,000.00

Bonnie maintains list of membership names to be used for follow-up if no response.

Tom maintains list of those who have given dues and donations.

Accounts: checking \$5,245.00

Savings: (membership & donations now deposited in here) \$4,872.00
(also includes one check to date from Store)

Henney Book Fund: \$4,468.00 plus small change interest
(\$1,800 taken out for dvd production costs; this amount will be replaced in this account once dvds are selling and produce \$)

Expenses: total to date \$1900.00 and change. Current on bill payments.
(includes dvd labels and cases and supply of dvds)

Debit Card: all set and in use

Annual Tax Filing: Tom will prepare annual report to be submitted before end of this May; Bonnie will notarize.

Tracking of FHS Merchandise in Store: Dean Robertson and Dick have tagged our items. Future checks should be able to be broken down so we understand what # of what FHS items sold. Dick found box extra Riverlands and put them at FHS; Gale has several copies at her house. Carol Foord gave Dick check for \$46 in Acadia royalties for these books.

Treasurer's Report accepted as presented.

Old Business: Willowbrook Pass in blue folder at library. PR will be done closer to Memorial Day. Dick made 25 copies of pass and a calendar/schedule to track which family wants pass on what date. Dick will ask Jennifer to send pr to her list; Tom asked Jeannie to do flyers; Mike Gaudette will put in Freedom Happenings; Ellen will put info in Lisa's column, and Ellen will ask one volunteer at library to help monitor this new pass program for Willowbrook.

Harrison Letter issue on hold. Sylvia got appraisal but not for a lot. Consensus to keep letter and not act on it for time being.

New Business: **Programming Schedule:** June 8 at Calumet FHS will sponsor program speaker for Community Club Dinner. Carol Foord will speak on Shawtown with slides or power point visuals, and we plan to have dvds available for

sale. PR will be stressed. Ellen will check with Dean to coordinate efforts. Bonnie said we do have a projector/computer combo available.

First Season Program: May 17 at Town Hall. Gale has commitment from Bob Boggs of Rufus Porter Museum; has invited Parsonsfield-Porter Historical Soc members; booked Town Hall from 6 pm on to include time for set up prior to 7 pm program. Gale has asked Boggs if he requires audio-visual equipment and awaits answer. Gale will get fresh paper goods for refreshment table. Ellen will ask Maureen and/or others to do refreshments. Mary Hockmeyer will do posters. Ellen has done news article that ran already and she will follow up as well as see about pr at OCC.

BUT Ellen reported and Art confirmed there is town wide mtg scheduled for same night and time on plans for new safety complex. We can't help this and will proceed as planned.

Old Home Week: Carol Foord will do her walking tour of Shawtown to coincide with sales of dvd. Dick asked if Board ok with this as opposed to a village walking tour and all agreed to go with Carol's preference to do Shawtown this year. Dick will reconfirm the Wednesday morning time for this OHW event with Carol: either 9:30-11:30 or 10-noon.

OHW Committee has blocked time for an event on 2nd Sat, 8/6, for FHS at Allard House. Gale will ask Peg to contact Dick Plusch to see if he would do an appraisal program. We would offer refreshments as well as honor any Freedom people who worked on the building of the Works barn 30 years ago (Ted Acton, Gerry Brooks, et al who will get special invite) Times either 10-12, or 12-2 or 11-1. Consensus was this would not detract from last day of book/bake sale for library.

Dick mentioned possibility of reciting Pledge of Allegiance prior to our programs. Agreed to find flag and give it a try.

September Program: will be the Chinook Dog talk as well as our annual mtg and pot luck supper at Town Hall on the 20th. Dick will book Town Hall and pr will be done closer to the time.

October Programs: it was decided to not over-schedule efforts this month so we will concentrate on Freedom Cooks on Sat of Columbus Day weekend, 10/8, and not have an event centered on the Thomson doll house on 10/18. Rather Dick will talk with Thomsons and arrange that when we do have house in place at museum upstairs barn we will acknowledge the gift. Mike has measured doll house and thinks it will fit once the front door is off. The house needs to be moved asap from Hockmeyer's barn and, hopefully, prior to our seasonal opening Memorial Day week.

The October Freedom Cooks event will kick off our fund raising. Dick has obtained info from Marshall on logistics for set up and volunteers. At our May meeting we will decide theme for this event, what to cook,

and assemble a subcommittee.

Website: Bonnie and Dick have spoken with Kim Reis and gotten a proposal from her to take existing site, use WordPress to transfer to new one, with a one time \$200 charge for this, not to include the slide show on current site, but she will learn more about the moving slide show. Enhancement and maintenance would be \$60 per hour for project time. She is learning and will be willing to do video, such as training docents with Carol Foord and a video tour of the whole house. Domain registration will be \$25 annually. Board agreed that Dick should contact Kim and make the deal.

Cleanup Day: Saturday May 21st, 1 pm – 4 will be clean up of House/Barn. Ellen will do pr about this and volunteers will be recruited to help.

DvD Update: Jeannie has done some work on labels. Board agreed though that preference is for dark green color not lime green, that “History Series One” words be taken off front and put on back, and the FHS block needs to be in larger font. Bonnie will do labels. She would like to have one dvd case at each venue display that would demonstrate what people are buying: the cover shown on one side and on the back the insert with contents. She'd also like to have notice at each venue that all proceeds go to support FHS. When labels fixed Bonnie and Gale will apply them to dvds and make up display copies for each venue as described above. The display racks have been made.

Cost: decided to sell retail for \$12 and wholesale for \$8.

Scott will be asked to promptly ask Indian Mound people about the way they work the financial arrangements and report to us at May meeting about marketing and selling the dvds: distribution and sales, how and where, to be discussed. We will start with 200 copies. **Dick asked if anyone has screened the dvds for quality control and it was thought Sylvia had, but we need to be sure.**

Committee Reports:

Buildings & Grounds – Dick to talk with Mike Gaudette about project schedule for FHS. He will say we need to get on his active calendar for projects and perhaps we can ask for help of others such as Chuck Brooks to do roof area over bathroom, door of meeting room, door to upper level of barn.

Also we need to get on consistent Pest Control Survey. Dick will ask Rob Hatch if the company he works for would put us on his schedule for assessment and any treatments if necessary.

Dick will ask Ray about process to get the water turned on.

The sink/fridge unit was discussed and whereas we must have the water operating and the sink it was thought we can do without the fridge. We could secure the fridge shut and just not use it, saving having to find

a whole new period appropriate fridge/sink/counter unit.

Curator: Bonnie handed out a compilation of research on collections policies

for acquisitions, deaccessions, etc. This is a starting point for policy and **all members are to read before May meeting**. Dick will help her connect laptop with printer at FHS so the Past Perfect program can be used to print out “deed of gift” forms. WE need these guidelines for donors as well as for our acquisition process, covering exchange of money, policy, means and titles, records, etc.

Calendar:Bonnie and Gale reported they have done most of pictures and captions and Bonnie was taking some more things to Kit after this meeting. Kit needs ads and everything 6 weeks before Rubber Ducky Day, so Ellen and Sylvia will work on ads asap.

By-Laws: no report

Volunteers:Ellen's list needs more names for folks to ask for specific jobs. Dick reported Scott would like his granddaughter to do an Internship this summer 7/18-22, under his supervision. She is a high school senior and could help us with a variety of tasks. Scott will be told the Board thinks this a great idea and he will be asked to contact Pat Hatfield at FES and/or Betty Lee at Kennett for names of possibly a few other kids to engage in this program with his granddaughter.

Other: Board decided to agree to spend \$60 again to be listed in the brochure on Freedom organization and business groups that Jeannie will assemble. We were happy with Bonnie's pictures and the blurbs of the brochure issued last year.

Bonnie and Carol will start thoughts on docent training at beginning of May. Bonnie may contact Kim Reis to see if she will be ready to film the high points of docent training.

Ellen wished to keep ideas going on how to engage kids with FHS. She spoke to Carol who remembered bingo cards that kids could take and fill in as they spotted certain items in museum. Bonnie thought we could do sheets to be handed out for similar type of scavenger hunt for historical pieces featured. We will discuss at another meeting. This might be something the “interns” could infuse their youthful creativity into on our behalf.

Adjourned at 5:38 pm. **Next meeting: Wed May 18th, Store, 4:15 pm.**

Submitted by Gale in Sylvia's absence.

TO DO LIST:

Dick talk to Mike G, possibly talk to Chuck Brooks, talk to Rob Hatch; contact Kim R, tell Jeannie \$60 ok, talk to Jeannie about label ink color change and font change, etc, talk to Ray about water,help Bon hook up printer and laptop, ask Jennifer to do pr for Willowbrook Pass, and Mike to put on Freedom Happenings, tell Carol Shawtown walk ok but what times, talk to Thomsons re: dollhouse and date to move to FHS; figure out Pledge of Allegiance spot for our programs, get flag; be sure to book Town Hall for all our programs.

Ellen: various pr for programs and also Willowbrook Pass and “monitor” for schedule; refreshments - Maureen?- for 5/17; check with Dean about pr for Community Club talk by Carol on June 8th at Calumet; check OCC as pr place;volunteers besides Sally Stoops for clean up;ads for calendar.

Peg: talk to Dick Plusch about being appraiser on 8/6 at Allard House for two hours.

Tom: file tax stuff after Bonnie notarizes.

Bonnie: notarize; do labels with Gale; finish calendar stuff; meet with Carol re: docents.

Sylvia: calendar ads with Ellen asap; let us know if dvds were screened for quality control.

Scott: talk to Indian Mound people about marketing and finance procedures they use for dvd sales and get info to us for May meeting so we can discuss the how and where of dvd sales; call Pat Hatfield at FES or Betty Lee at Kennett about a few other interns to work with granddaughter in July at FHS.

Gale: finish any calendar stuff; get paper goods for 5/17; check with Ellen on refreshment delegation; confirm with Peg that she will talk to Plusch; do labels with Bonnie.

ALL: Read Bonnie's handouts on Guidelines for Acquisition and Deaccession.

May Agenda: Scott's info on dvd sales arrangements

decide theme for Freedom Cooks and get subcmte

nail down whether we do appraisal on 8/6 and at what times

confirm asking those who worked on barn to attend 8/6

confirm times for Shawtown walk during OHW Wed

guidelines Bonnie issued on acquisitions and deaccessions to be discussed