

Falmouth Historical Society
Minutes of the Board of Directors Meeting
January 20, 2011
Whipple Farm House

Present: Carol Kauffman, Rod Duckworth, Fred Howe, Mary Honan, Beverly Knudsen,
Donna Little, Sheri & Mayer Fistal
Guest: Elizabeth Winslow

Absent: Maytha Southard, John Zinn and Scott McLeod

The meeting was called to order at 4:07 p.m. by Carol Kauffman

Minutes of the November 16, 2010 were accepted as written

President's Report: President Carol Kauffman presented the President's Report as an accounting of activities since November 16th, 2010. (See attached.)

- The Society's Website went down. Thanks to Mayer Fistal, Fred Howe, Jeff Rondeau (Computer MD) and Lyn Sudlow as of December 10th it is now up and running after many hours of work. We now own the website domain.
- Godaddy.com has been dismissed for many reasons. Carol, Lynn and Rod are the contact people. Fred gets the bills.
- The roof at the Heritage Museum was repaired by Larry Pyle on November 23rd. The cost was \$300.00. There was a huge hole, picture submitted. Larry fixed the gutter as well. We are waiting for an estimate from Larry for the cost of a new roof. Donna and Mayer are obtaining two additional estimates as well.
- Lion's Club talk was postponed till May 2011, due to Carol Kaufman's illness. This will now be presented by someone in the Finance Committee.
- A big thanks you to Donna Little for all the help she has given regarding the Museum and the Building and Grounds Committee. This committee is in dire need of more members. Presently the only members are Donna Little, Hannah Russell and Carol. David Merrill has verbally resigned from the committee on Friday January 14th, 2011, however he is willing to answer any questions the committee may have.
- A big thanks you also to Fred Howe as well. He has been a tremendous help, even during his recuperation of orthopedic surgery.
- Maytha Southard is currently taking a computer class, which will run till April. Sheri Fistal has volunteered to take the minutes in Maytha's absence and assist Maytha with computer skills and secretarial work.
- The keys to the front door of the WFH are now in the possession of Nancy Merrill, Carol Kaufman, Mayer Fistal, Rod Duckworth and Fred Howe. There is a drawer in the standing cabinet, in the Laundry Room where mail can be sorted and delivered.
- Rod Duckworth is coordinating plans to make proper use of the Davis Foundation grant. On January 19th, Rod, David, Fred and Carol met with Matt Teare,

Development Director for Seacoast Management. Matt will help us in an advisory capacity before the Society petitions to the Board of Zoning and Appeals in February to build the barn, etc.

- The Collections Committee, Hannah Russell, Rod Duckworth, Nancy Merrill and Carol Kaufman met with Dr. Alvin Morrison Jr., an ethno historian/researcher. He and his wife are moving to Ocean View in 2011 and requested that we accept his entire collection of 1600-1800 Maine history with the agreement that he can access the collection and share it with the public. It will require approximately 12 feet of storage space. Some volumes are in the need of repair, which will be at the FHS expense.
- At a meeting with Matt Teare, it was requested that John Wasileski be made aware of the fact that FHS is in great need of a second glass display case with a lock for the Genealogy Room. The request seemed well received.
- Fred and Carol completed the Charitable Licensing process for Maine non-profits. The Society received our license and it will now expire November 30, 2011.
- Carol discussed that fact that due to her health, she must relinquish some of the duties she has been performing. She requests that committee chair people call for regularly scheduled meetings before the next board meeting and to keep her advised as to what has been discussed. She requests that all reports to her be submitted in a timely manner, not just before the meeting. She will, at this time, continue to put the Newsletter together.
- We only have 9, of the 15 people allocated as board members. We must work as a team and double up when required. Please suggest names for board members for Board approval.
- A committee list will be sent to the board members in the near future.
- Carol Kauffman will be unavailable the last week in April through the first 10 days of May. She will also be unavailable the second week in June.

Correspondence: A thank you note for our donation was received from the Residence Assistance Program at Ocean View.

Treasurer's Report: Fred Howe submitted an Income & Expense Report for the year 2011. We are at 68.77% on target for income and 51.40% on target for expenses. We have not met our estimate for selling books. Fred will also check and report on our bank balances.

Betty Winslow inquired about the fees for using the Falmouth Historical Society for information.

The following are the fees for request for information from the FHS:

There is no fee for a question of a general nature. There will be a \$20.00 fee for research efforts, paid in advance. Checks will be payable to the FHS. This fee gives one hour of research, with no guarantee of positive results. Volunteers provide all research. Fees charged go towards future purchases of supplies needed to maintain the collection. 25¢ fee is also charged for copying, plus any additional fees for postage, shipping or telephone.

A decision should be made as far as suspension of members for non-payment of dues. This should be made at a future meeting.

A motion was made by Mary Honan and seconded by Beverly Knudsen to make Dr. & Mrs. David Andrews honorary life members of the Society. The vote was unanimous. Carol is going to print out a certificate to present to them. Sheri will send a letter to them advising of the board's decision. They shall be exempt from dues and receive all other membership privileges.

COMMITTEE REPORTS:

Development Committee: Mary Honan, Chairperson of the Development Committee reported on the committee's plan for fund raising for 2011.

Committee members include Beverly Knudsen, Pat Halpin and Sheri Fistal

- Bridge Party/Games of Your Choice – March 31, 2011 and November 30, 2011.
- Antique Appraisal Fair – date to be determined. Pat Halpin looked into an appraiser. It would cost \$250.00 for 4 hours for approximately 100 people. Betty Winslow knows someone and thinks they do it for free. She will check into it and report back to Mary.
- House Tour and Calendar Project combined for 2012- date to be determined
- Commemorative Ornaments Sale
- Chocolate Buffet
- Continue to sell and market standard inventory: Cookbooks, Arcadia Book, Placemats, Map Collection, Wallace's History of Falmouth, and any other inventory

The Committee will develop a Merchandise Control System and have it in place by March 1, 2011.

Mayer Fistal is looking into a computer program for inventory control.

Finance Committee: John Zinn has scheduled the Finance Committee's first meeting for 2/4/11, 8:30AM at WFH. The Ad Hoc Committee (John, Hannah, Rod, and Carol) for the Dow Violin Project has temporarily shelved their plans for the violin concert fundraiser. They have had three meetings at David Merrill's house and are doing some research on the project such as where to hold the concert; a place with good acoustics is required. It was suggested that the committee should look in to the Falmouth High School Auditorium which has good acoustics the concert probably would be held in the spring and the committee needs some advice as to how to present it, i.e. a cocktail party.

Program Committee: Betty Winslow Chairperson reported that the February 15th program set in place. The History of Skiing in Maine, Hurricane Valley, speaker Scott Andrews, will be held at 2PM at Ocean View. Scott is donating his time and expertise. The FHS will present Scott with the Arcadia book as a thank you. Sheri Fistal, Hospitality Chairperson and Dawn Wheeler of Ocean View have arranged for refreshments at the program.

Florence McCann and Pat Halpin are two of the first members of the Society. It was suggested that we do something special at our anniversary meeting that would include

them. It was also suggested that we purchase “45th Anniversary pens and pass them out among the public to commemorate the FHS anniversary. Donna Little will call Aaron Tufts to see what the costs would be and will report back to the committee. The following decision was made to change the anniversary program. Originally the program was to be Witchcraft in Maine, presented by Nicholas Turco and a Pot Luck Supper and annual meeting on 10/10/11, at the West Falmouth Baptist Church. We will postpone this program. We will still have the meeting and supper, but the program will be changed to Falmouth Schools: Past, Present and Future. This program will be developed and presented by the Program Committee. Beverly made the motion, seconded by Mayer, and voted unanimously.

Building and Grounds Committee: Donna Little, Chairperson reported that her committee is a “rapid response” committee. They have things planned, but many things are “emergency” type. The museum has kept up with the snow removal. Three estimates will be obtained for roof replacement, Larry Pyle being one of them. Donna will check in to another and Mayer will get one from Mill Creek Builders. A motion was made by Donna and second by Rod to advise the Finance Committee of the need to replace the roof on the museum. Motion carried unanimously. We would like to get volunteers to do the second floor deconstruction, i.e. remove the wallboard and check for mold. This needs to be done as quickly as possible. This will be discussed further at the February board meeting. The committee will talk to the Lions Club to see if they could do this. Beverly asked and received information on the age of the current roof.

Docent/Greeter Committee: Rod Duckworth, Chairperson reported on the committee’s meeting of January 14th, 2011. It was decided by the committee to have a special program approximately every other week to draw visitors to the museum. On the weeks with no special program, we will have special exhibits at the museum. The following is the museum’s 2011 schedule:

June 11th – Opening Day – The Leightons, Genealogy, House History and Period Food
 June 18th – Displays in Museum – (TBD)
 June 25th – Bees Don’t Just Sting – Bee Keeping – Lecture, Demonstrations & Products
 July 2nd - Closed for July 4th holiday weekend
 July 9th – Civil War – Falmouth Civil War History & Re-enactors
 July 16th – Displays in Museum – (TBD)
 July 23rd – Herb Garden, 19th Century Recipes, Food Samples
 July 30th – Displays in Museum – (TBD)
 August 6th – Quilt Appraisals and Quilts for Sale
 August 13th – Displays in Museum – (TBD)
 August 20th – Children’s Program – 19th Century toys, games and food
 August 27th – Displays in Museum – (TBD)
 September 3rd – Closed for Labor Day holiday weekend
 September 10th – Conservation Day (Falmouth Conservation Corps)
 September 17th – Farm to Fabric – Animals, Weaving, Spinning and Knitting

Membership Committee: Mayer Fistal, Chairperson was unable to remain at the board meeting but submitted the following report:

105 New homeowners from Falmouth Township Real Estate Property Sales Data for April to August 2010 were mailed welcome letters, brochure and application forms. Seven were undeliverable. Two new family memberships were obtained. Plans are to review new home sales data for possible spring/summer mailing. New membership packages with welcome letter, Bylaws and Summer Newsletter were sent to three families. An application was sent to prospective new member as requested by our president. Mayer would like to initiate discussions via phone survey of membership to identify interests and possible "project workers".

In his report, Mayer proposed the following:

- 1 – Propose membership benefits: 10% savings on all FHS merchandise and selected activities. This proposal was discussed with Mary Honan and she concurs.
- 2 – Propose that FHS have a monthly contest promoted in the newspapers titled "What, where, when in Falmouth". One nonmember winner would be selected from all correct entries and receive a one year membership to the FHS. Since membership is effective in June, the winner for 2011 would be through June 2012. All entries would be sent to the POB and received by the end of the month. When the Heritage House is open, some of the questions could relate to the displays to draw more people. During museum openings, the entries could be deposited at the museum. An example questions could be "When was the first free bridge built between Martin's Point in Portland and Mackey's Point in Falmouth. According to our Images of America, it was 1828. Questions could be formulated by one of the existing committees. Each month we would have a similar question and at the end of 2011 we would see if it increased our paid membership.

Media Committee: Mayer Fistal Chairperson was unable to remain at the board meeting but submitted the following activities report:

- 1 - Promoted 12/10 Wadsworth-Longfellow House Tour with flyers and media publicity.
- 2 – Had FHS website front page modified to show "Upcoming Events" which is linked to our "Events" Page.
- 3 – Uncovered web site hosting problem.
- 4 – Created flyer for 2/11 skiing program.

Mayer has proposed the following:

- 1 – Reactivate "Distribution List Members" who would distribute event flyers, membership forms, and other FHS information to local establishments including Real Estate Offices, food stores and restaurants.
- 2 – Publicize grant money when barn "committee" develops conceptual drawings/specs.

Newsletter: Carol shared her hopes of doing a late winter newsletter sometime mid-February.

Unfinished Business

Carol shared she is still working on committee appointments.

New Business Cont. to page 6

Discussion ensued as the condition of the roof on The Falmouth Heritage museum. One estimate is in from Larry Pyle which is \$6765.00. A second estimate for \$985.00 was submitted for installing new sheetrock in the area of the second floor dormer. The board concurred that a second estimate is needed and Donna Little volunteered to obtain this from David Deschaine Co. Fred Howe shared his concerns here as well as a possible mold problem on the second floor. It was the consensus of the board to replace the roof at The Museum when funds can be raised. The matter will be referred to the Finance Committee from the Building and Grounds Committee.

The Collections Committee will meet on February 8, 2011 to review Policies and Procedures. Nancy Merrill has agreed to lead the committee.

Ann Macdonald from the Falmouth School Department has requested to research in archives the history of the Lunt and Plummer-Motz Schools in order to develop a program to be presented to fourth graders. Ann is the media coordinator for Lund and Falmouth Middle School. She will be coming Tuesday morning, Feb. 22, 2011 to do the research. The programs would be done at OceanView.

There was no further business.

Carol announced that the next board meeting would be Tuesday, February 15 after the program meeting in the Community Room at OceanView.

The meeting was adjourned by general consent at 5:45 p.m.

Sheri Fistal assisted by Carol Kauffman in the absence of Maytha Southard, Secretary.

Carol I. Kauffman

Minutes approved as read ✓. Minutes approved as corrected _____. Date _____