



# Board Meeting

The Falmouth Historical Society

December 5, 2023

Falmouth Heritage Museum



# Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections

- Local History

- Communications

- Merchandise

- Museum Buildings & Grounds

- Technology

- Development

New Business

Falmouth Heritage Museum



# President's Remarks

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New Business

Entering our quiet season  
after a very busy summer

Plenty to do this winter

- Annual meeting
- Ongoing work in programs,  
collections, local history
- Fundraising and outreach
  - Annual report
  - Volunteer "want ads"



Falmouth Heritage Museum





# Secretary's Report

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Minutes (*approved online*)

## Membership report

	<u>Primary</u>	<u>Family</u>	<u>Sponsors</u>	<u>Total</u>
Current members	68	14	5	87
Members pending renewal	10	2		21
Total	87	16	5	<b>108</b>
Lapsed	6	-		6



Falmouth Lions Club  
Falmouth, Maine - United States

Lions Club upgraded to Gold Level

Falmouth Heritage Museum



# Treasurer's Report

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## Financial Report

*Find details in [Treasurer's Report](#)*

### FINANCIAL SUMMARY

<b>Operating Accounts Balance</b>	<b>\$3,778</b>	<b>Minus restricted grants</b>	●
<b>Projected Income</b>	<b>\$5,320</b>	<b>"</b>	●
<b>Projected Expenses</b>	<b>\$7,722</b>	<b>"</b>	●
<b>Projected Year-End Balance</b>	<b>\$978</b>	<b>In the black</b>	●
<b>Projected Year-End Gain</b>	<b>-\$1,311</b>	<b>Spending beyond our means</b>	●
<b>Variance from Budget</b>	<b>-\$1,305</b>	<b>Well under budget</b>	●
<b>Change in Unrestricted Net Current Assets</b>	<b>-\$159</b>	<b>Skating between red &amp; black</b>	●
<b>Investments</b>	<b>\$23,252</b>	<b>Doing well</b>	●

*Operating income & expenses are only \$7 apart YTD*

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# Programs Committee

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## Recent Events

**Sat, 11/18**

**Presentation on the Penobscots**

**Fri, 12/2**

**FHS Table at Merry Mix & Mingle**

## Upcoming Events

**Wed, 1/17**

**Annual Meeting (in-person + Zoom)**

*or*

**Falmouth Town Hall**

**Tue, 1/23**

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# Programs Committee

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## Ongoing Activities

### Updated Falmouth tours

- Bus & self guided

### Support to Falmouth Schools



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# Museum Operations & Exhibits Committee

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New Business

Museum and Barn are  
now closed for winter



Falmouth Heritage Museum





# Collections Committee

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New Business

## Ongoing Activities

Catalog refinement

Maine Memory Network



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# Local History

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## Responses to Queries

Conducted research; received/responded

	November	In Process
Collections	1	
Family History	2	2
Property History		2
Local History		2
<b>Total</b>	<b>3</b>	



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Quiet month following a very busy summer

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# Local History

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## Website Expansion

Category	Visible	Items/New	Status
Research – Ancient Falmouth	✗		
Research – Family History	✗		
Research – Property History	✗		
Research – Historical References	✓	17 / 0	
Research – Family References	✓	25 / 0	
Research – Historical Maps	✓	19 / 0	
Members Only -- Newsletters	✓	25 / 0	
Members Only – Local Resources	✗		
Members Only – Local Research	✓	3 / 0	

**NO CHANGE  
THIS MONTH**

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# Communications Committee

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New Business

## Winter Newsletter

- Annual meeting
- Featured artifact: Edward Steele Dow violin
- Museum closed for winter
- FHS joins MMN

Will send email blast once annual meeting date is nailed down hard

- Museum closed for winter
- Autumn newsletter
- Mark your calendars for annual meeting

Facebook posts (same as email but spread out)



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# Merchandise Committee

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- **Merchandise**
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New Business

Merchandise sales brought in \$940 during 2023

- Margin was \$220

Just sold seven copies of Cookbook volume I

- Will make a limited run to bring inventory back in line
- Will also run additional copies for holiday sales



**THE FALMOUTH  
HERITAGE BOOKSTORE**

Falmouth Heritage Museum



# Museum Building & Grounds Committee

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New Business

Winter is here...  
Remaining preparations?



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# Technology

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New Business

## Privacy Notices

- Website
- Email
- Membership data
- Sales transactions

## Received a reminder

- Topic # 2 under “Adulthood for Nonprofits”

## Will draft policies for Board approval

- Will use a policy generator or plagiarize or both





# Development

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New Business

## Nothing significant to report



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# New Business

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# Supplemental Slides

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# Treasurer's Report

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New Business

## ACCOUNT BALANCES

Checking—Society	Checking—Internet	Savings—Museum
\$2,322.29	\$202.07	\$8,753.49
Maine Community Foundation—The FHS Fund		\$23,252.31
PayPal		\$0.00
Venmo		\$0.00
Accounts receivable =	\$0.00	
Accounts payable =	\$344.12	
Sales tax payable =	\$54.12	

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New Business

## LIQUIDITY

December 5, 2023

Operating Accounts Balance	\$11,278
Plus Accounts Receivable	\$0
Less Accounts Payable + Sales Tax	\$398
Less Remaining Budgeted Expenses	\$7,722
Less Grant Restrictions	\$7,500
Plus Estimated Revenue from Dues/Donations	\$5,320
<b>Estimated Fiscal Year-End Balance</b>	<b>\$978</b>

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## STATEMENT OF FINANCIAL POSITION

December 5, 2023

<b>Assets</b>	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Checking	2,524		2,524
Savings	1,253	7,500	8,753
Inventory	4,258		4,258
Petty Cash	263		263
Undeposited Funds	0		0
Accounts Receivable	0		0
<b>Total Current Assets</b>	<b>8,298</b>	<b>7,500</b>	<b>15,798</b>
Land and Buildings	449,900		449,900
Fire Truck	35,000		35,000
Investments	23,252		23,252
<b>Total Long-Term Assets</b>	<b>508,152</b>		<b>508,152</b>
<b>Total Assets</b>	<b>516,451</b>	<b>7,500</b>	<b>523,951</b>

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## STATEMENT OF FINANCIAL POSITION

December 5, 2023

<b>Liabilities</b>	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Accounts Payable	344		344
Maine Revenue Service Payable	54		54
<b>Total Current Liabilities</b>	<b>398</b>		<b>398</b>
<b>Total Liabilities</b>	<b>398</b>		<b>398</b>
<b>Net Assets</b>			
Net Assets Beginning of Year	516,280	7,500	523,780
Change in Net Assets	-228	0	-228
<b>Current Net Assets</b>	<b>516,052</b>	<b>7,500</b>	<b>523,552</b>
<b>Total Liabilities and Net Assets</b>	<b>516,451</b>	<b>7,500</b>	<b>523,951</b>
Change in Net Current Assets	-159	0	-159

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## STATEMENT OF ACTIVITY

July 1 - December 1, 2023

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 1, 2023	TOTAL
<b>Revenue</b>							
Discounts given	-21.82	-2.85	-8.53			-1.95	\$ -35.15
Donations		239.03	70.12	105.60	116.00	8.00	\$538.75
Dues	30.00	30.00	389.00	640.00	900.00	30.00	\$2,019.00
Investments	0.24	0.23	0.22	0.22	0.22		\$1.13
Sales	50.24	66.35	36.97		9.48		\$163.04
Sales of Product Revenue	185.79	146.92	93.84		30.33	211.43	\$668.31
<b>Total Revenue</b>	<b>\$244.45</b>	<b>\$479.68</b>	<b>\$581.62</b>	<b>\$745.82</b>	<b>\$1,056.03</b>	<b>\$247.48</b>	<b>\$3,355.08</b>
Cost of Goods Sold	\$194.26	\$97.54	\$89.43	\$0.00	\$8.00	\$167.09	\$556.32
<b>GROSS PROFIT</b>	<b>\$50.19</b>	<b>\$382.14</b>	<b>\$492.19</b>	<b>\$745.82</b>	<b>\$1,048.03</b>	<b>\$80.39</b>	<b>\$2,798.76</b>
<b>Expenditures</b>							
Fees				20.00			\$20.00
Maintenance			327.60				\$327.60
Membership						119.00	\$119.00
Misc	2.21	1.17	1.40	14.83	8.15	1.14	\$28.90
Office Expense	225.93	249.01	9.99	160.07	9.99		\$654.99
Utilities	339.42	340.92	337.30	293.46	344.12		\$1,655.22
<b>Total Expenditures</b>	<b>\$567.56</b>	<b>\$591.10</b>	<b>\$676.29</b>	<b>\$488.36</b>	<b>\$362.26</b>	<b>\$120.14</b>	<b>\$2,805.71</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -517.37</b>	<b>\$ -208.96</b>	<b>\$ -184.10</b>	<b>\$257.46</b>	<b>\$685.77</b>	<b>\$ -39.75</b>	<b>\$ -6.95</b>

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## PERFORMANCE

July - November, 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Revenue	\$3,108	\$0	\$3,108
Cost of Goods Sold	\$389	\$0	\$389
<b>GROSS PROFIT</b>	<b>\$2,718</b>	<b>\$0</b>	<b>\$2,718</b>
<b>Expenditures</b>			
Directed Donations		286	-286
Fees	20	20	0
Maintenance	328	1,317	-989
Membership		217	-217
Misc	28	25	3
Office Expense	655	551	104
Utilities	1,655	1,575	80
<b>Total Expenditures</b>	<b>\$2,686</b>	<b>\$3,991</b>	<b>\$ -1,305</b>
<b>NET OPERATING REVENUE</b>	<b>\$33</b>	<b>\$ -3,991</b>	<b>\$4,023</b>

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## SALES ACTIVITY

July – December 1, 2023

	QUANTITY	AMOUNT	% OF SALES	AVG PRICE	COGS
Books		686.32	82.55 %		461.24
Other		9.48	1.14 %		0.00
Throw/Coverlets		42.65	5.13 %		36.00
Totes		92.90	11.17 %		59.08
<b>TOTAL</b>		<b>\$831.35</b>	<b>100.00 %</b>		<b>\$556.32</b>

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## NEW MERCHANDISE INVESTMENT

<i>As of December 1, 2023</i>	<i>Beanies</i>	<i>Totes</i>	<i>Savory</i>	<i>Sweet</i>
New Inventory	35	35	23	23
Transfer of Cash to Inventory	\$480.03	\$516.95	\$500.48	\$562.81
Expense from Inventory				
Cost of Goods Sold	\$137.18	\$280.53	\$326.40	\$195.76
Income to Cash				
Margin on Goods Sold	\$52.42	\$162.07	\$57.52	\$31.76
Donation	\$75.00	\$75.00	\$44.16	\$67.85
Net				
Cash Tied Up in Inventory	\$215.43	-\$0.65	\$72.40	\$267.44
Profit				
Remaining Inventory	25	17	8	15

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## MANUFACTURING

<i>As of June 30, 2023</i>	<i>Total Purchased</i>	<i>Current Material</i>	<i>Total Requisitioned</i>	<i>Current Finished Goods</i>	<i>Wastage</i>	<i>Total Delivered</i>	<i>Remaining Volumes</i>
Paper stock (sheets)	8,750	3,625	5,125	0	640	4,485	37
Binders	47	0	47	1		46	1
Insert stock	100	0	100	0		97	0
Divider stock	250	50	200	63		138	37
Ink	46	0	46	0		46	
<b>Total cost</b>	<b>\$1,480.54</b>	<b>\$332.92</b>	<b>\$1,147.62</b>	<b>\$27.73</b>	<b>\$56.60</b>	<b>\$1,063.29</b>	
Less unbilled ink/toner expense				\$0.00			
<b>Cash Tied Up in Manufacturing</b>	<b>\$360.65</b>						

**NO CHANGE SINCE LAST MONTH**

Falmouth Heritage Museum