

Historic Bath Foundation, Inc.
Quarterly BOD Meeting Minutes
June 30th, 2017 1100

Vice-Chairman Gene welcomed everyone. A quorum was determined. Board members present: Gene, Milo, Jimmy, Jerry, Betsy, Claude, Jordan, David. Absent: Tricia. Gene explained that during first quarterly meeting after the annual meeting, officers are elected. The nominating committee's slate of officers is as follows: Jerry as President/Chairman, Gene Vice-Chairman, Claude- Treasurer. We do not have a nominee for Secretary. Jim motioned to accept slate as presented and second by Betsy. No discussion. None opposed.

Reports of Officers

President: Jerry said it was an honor to be President/Chairman and he was pleased the Board of Directors have confidence in him to serve and hopefully he will continue to serve the foundation as successfully as Surry did. He indicated he would primarily be a resource but was also available to serve on committees. Jerry presented the agenda per the bylaws outline. Jerry asked if everyone had a chance to review the minutes from the last quarterly meeting. Jim motioned to accepted with no change. Second by David. None opposed. Jerry indicated Karen will take minutes for this meeting.

Secretary: none

Treasurer: See annual meeting report. Claude shared additional reporting from the profit and loss statement which shows our assets are up nearly \$100,000. We have spent around \$45,000 on the park property and \$183,000 for the museum stabilization costs. We have exceeded our initial goal of raising \$100,000 in matching funds for the \$300,000 grant. Jerry asked for a motion to approve the Treasurer's report. Motion per Milo. Second by Jim. None opposed. Claude shared there was some confusion with the State about temporary salary reimbursement and the invoicing processes. Gene explained that we took on the temporary salary costs because the Site was closed on Sunday and we thought it should be opened for the full weekend. We hope the Commission will take over the costs to keep the Site open on Sunday. Surry shared that he is the temporary Treasurer for the Commission and he will rectify the invoicing concerns and inquire if the Commission will take over the costs of the temporary salaried weekend staff. There was a question about the Bath Fest grant. Karen clarified that the Commission obligated \$25,000 annually towards Site costs and so any funding we provide for activities related to the Site are paid directly to the Commission and they will make direct payment to their vendors, etc.

Vice President's Report: see reports under committees

Reports of Committees

Exhibit Gallery Committee: Gene shared the State Site currently receives 19,500 visitors from 48 states and 24 countries. The State is projecting a 20 percent increase when the museum gets up and running. There is a plan for a permanent and revolving exhibit. Gene is hopeful we can get a story in the Washington, Greenville and Raleigh papers for the opening. He mentioned in the next six months there will be significant expenditures for both the park and museum and he says we will spend on a level never spent before. We will need flexibility to spend down low at times. Gene motioned that we all agree to spend down to the membership dues amount received this year of \$6,700 which is separate from the museum matching contributions. He proposes the executive board be empowered to spend down to that level so projects do not get off schedule. Jerry would trigger the spend down. Second by Jim. None

opposed. Jerry shared that we are a third of the way there with our matching grant be we need another \$50,000 before we seek funds from our benefactor. Jerry asked about other possible funders. Jim said he would make contact with Connie Bond. Jerry will follow up with the Committee of 100. They promised \$2,500 this and next year. Gene, Jerry, and Surry will follow up with GoldenLEAF. Jim asked about our stance on calling it a museum versus an exhibit gallery. Gene explained our affiliation is with the State Historic Sites versus Museums. If it were a museum it could get transferred out of the State Historic Site Department. We can still call it a museum locally.

Bath Creek Park: Gene explained the DOT mandated entrance drove up the costs more than budgeted and we might be in a bind for providing the children's equipment, the metal pirate ship, at this time. We might be able to fall back on something more affordable right now such as swings. We do need to keep in mind that all equipment needs to be manufacturer approved so that it will not drive up our liability and insurance costs. Jerry said he would follow up on all of our various insurance coverages. Gene thinks the walkway and parking area will be completed this summer. The signage needs to be undertaken and David Johnston agreed to assist with this. The pier is in and the walkway ramp connector will be completed per Garden Classics when they do the brick walkway this summer. Tom Moss met with CAMA on sight and they agreed to the ramp configuration since it is in the CAMA ROW. No further permitting is needed since the coverage is no more than what the original design indicated. We still need to investigate the kayak/canoe launch and we still have concern if whether the submerged pilings need to be cut level with the ground for safety reasons or if perhaps we can just post a warning sign. Karen said CAMA provided Tom with a verbal approval to cut the pilings level with the ground but it is not in writing and Toby would like to have it in writing before he provides a bid for the work. Chris said he would advertise to kayak and canoe clubs and he said there is underwater archeology planned and he would investigate whether they could be involved in cutting the pilings.

Finance/Fund raising Committee: per Jerry
Cash on Hand (January, 2017): \$450,000
Cannon Foundation Grant, \$75,000
Beaufort County Commissioners, \$25,000
HBF Membership and Other Sources, \$25,000
Challenge Grant, \$125,000

Report of Ex-Officio Directors

Mayor of Bath: absent

Chairman Historic Bath Commission: absent

Manager Historic Bath State Historic Site: Chris sad there would be two additional paid interns next year, one for historical and one for botany. Charles Ewen will be doing some field work and the archeologic field work will take place also.

Bath High School Preservation President: deferred

Old Business:

Jim indicated he didn't get very far getting up with Frank at Redscable about burying the cable at Lawson's. Jerry indicated he would take care of it. Karen shared that the Redscable has already been paid for the work. Chris said he and Tricia are working on the Port marker. Jerry said he was on the 2018 celebration committee which Mayor Latham chairs. Our hope is to have an event every month but we will not likely have a gala. We will have an open house for our museum opening.

New Business:

Jerry shared committee and tasking and asked for volunteers to serve. The following are the committees and members:

- Executive Committee - Officers of the Board
Oversee operations of the board and acts on behalf of the board during on-demand activities that occur between meetings.
- Finance Committee - Chair: Claude Jordan.
Oversees development of the budget, ensures accurate tracking/monitoring/accountability for funds, and ensures adequate financial controls are followed.
- Membership Committee - Chair: Milo Gibbs, Jr. Betsy.
Oversees development and implementation of a plan to increase the membership. Ensures membership list and contact information is current and available to all Board members and the list only is published on the website. Ensures the proxy information is mailed and collected for the annual meeting.
- Marketing Committee - Chair: Betsy Boxer
Oversees development and implementation of a plan to increase visitors to the Exhibit Gallery and the State Historic Site. Coordinate efforts with the State Historic Site personnel and ensure the HBF Website and Facebook pages are always current. Develops the bi-annual newsletter and coordinates all printing/mailing activities.
- Fund Raising and Special Events Committee - Chair: Gene Roberts. Jordan.
Oversees development and implementation of fundraising activities, identifies potential funding sources, develops grant applications and solicits funds from organizations and individuals.
- Construction Committee - Chair: David Johnston
Oversees development and construction of active projects and coordinates with Contractors and State Division of Historic Sites personnel as required.
- Exhibit Gallery Artifact Coordination Committee - Chair: Gene Roberts
Oversees collection of local artifacts and coordination of exhibit development with the State Division of Historic Sites personnel.

Jerry said he would like to make a recommendation these will be standing committees. Gene motioned to accept as standing committees. Second per Betsy. Jim volunteered to take on the Secretary role. Gene motioned to accept Jim as nominee for Secretary. Second by Betsy. None opposed.

Jerry asked everyone to send him a list of your new committee members in the next month. Our next meeting will be September 29th at 3pm. Jerry asked if there was any further business and with no further business offered, Gene motioned to adjourn. Second by Betsy.

Submitted,
Karen Sayer, Acting Secretary