

Historic Bath Foundation Board meeting
12/03/2010
Bath Town Hall 3-5pm

Roll Call: Directors present: Surry Everett, Karen Sayer, Gene Roberts, Robin Boyd, Jerry Waters,
Provisional Directors present: Blanche Monroe, Barbara Oliver
Ex-Officio present: Leigh Swain
Ex-officio absent: Jimmy Latham, Bill Pruitt

Quorum: 7 Directors, 5 present, 2 seats vacant, 2 seats provisional. Quorum present.
(Note quorum after 2 Provisional Directors are seated today the quorum will increase from 4 to 5).

Minutes reviewed: Jerry motioned to approve with no corrections. Blanche concurred. *None opposed.*

Acting Treasurer's report: Reports compiled by Joe Waldrop (January-November: Statement of Financial Position, Income & Expense Budget vs. Actual, and Statement of Financial Income and Expense) were received via email prior to the meeting. The Acting Treasurer summarized: transactions occurring since August 31st. Deposits: \$1735 (membership dues), \$77036.93 (ECB CD). Balance on additional ECB CD \$50387.68 and on the Southern bank CD \$60,155.86. Checks written totaled \$64,755.70 (listed). Cash balance \$233,259.57. Discussion arose regarding how much money to maintain in the checking account and whether to re-initiate a CD taking into consideration the balance in the checking account is \$122,716.03, total temporary restricted assets are \$130,635.79, unrestricted \$154,800.14, net income (\$54,377.36) and total equity is \$231,058.57. It was decided to establish a CD at ECB for one year in the amount of \$75,000. Gene motioned, Robin second. *None opposed.*

Other discussion: in the interim we need to investigate options for CDs which will mature on 2/19 (ECB) and 5/3 (Southern Bank). Also, AG Edwards manages funds for Beaufort County Community College and we could look into this as an option.

2010 Budget review: Budget versus Actual: contributions are up by \$2515. Special grants which were not budgeted include: BHS (\$50,000) and Historic Bath State Historic Site (\$20,000). Both were approved by the BOD at the July and September meetings respectively. Lawson Walk special grant (\$10000) was approved at the September meeting and awarded through the 2010 grant contingency fund. The 2010 champagne reception was not in the 2010 budget but approved at the September BOD meeting. The budget was approved to fall in line with previous budgets for champagne receptions. All other budget categories are within the parameters set. Outstanding: BHS has not submitted an invoice for the \$2500.00 small grant they were awarded. Bonner House Landscape project balance \$6729.70. Motion to accept Acting Treasurer's report. Jerry motioned, Gene second. *None opposed.*

2011 Budget was discussed: We have around \$2500 in membership dues for 2011 and we exceeded our 2010 \$15,000 projection so therefore an expectation of \$20,000 in membership dues for 2011 is projected. All items are within budget within similar projections with the exception of the grants contingency fund being reduced by 3270.30 from \$10,000.00 to accommodate the balance of the

Bonner House Landscape Beautification project balance which is \$6729.70. Other expenses were expanded to include public relations/promotions/website design and hosting, display/interpretation and related function costs. Decision to approved 2011 budget is delayed until the next meeting.

None Opposed.

Report of Officers:

Chairman: Surry read letters from Pat Axness in which she stated she had resigned and did not think it was appropriate for her to receive a certificate at the Awards ceremony. Surry read a letter from Josie Hookway who expressed she felt the Museum Concept Committee's work in cataloguing local artifacts was complete and the function of the committee had succeeded and therefore she was resigning her position. Surry expressed gratitude for their hard work and dedication

Vice President: Gene shared the mandate of the Museum Committee was broader than just cataloguing available artifacts and this had been clarified at a recent board meeting. The Committee's charge is to explore all aspects related to being involved with creating a museum or exhibit space in Bath. Surry asked who was on the committee. Gene shared that Betty Pruitt resigned last June and that left me and Karen. Surry asked for volunteers. None offered. Surry asked Jerry if he would be on the committee or if he would at least think about it. Jerry agreed. Robin suggested that someone from the community might be involved to help bridge the gap for those having artifacts and knowledge. Gene expressed it was a good idea and that he had been considering several people. Gene further discussed the Museum Concept Committee is exploring the opportunity of exhibiting archeological artifacts from Beasley's Point and from other areas in and around Bath. The Museum Committee will meet with the Archeology Director to see if there is enough material to display.

Secretary: Standards for the Membership Chair, Nominating Committee, and Awards Ceremony were previously submitted via email to the Board for consideration.

Reports of Committees

Nominating Committee: Surry indicated we have not received any additional information from the IRS regarding the change in our Board of Directors and so therefore the Provisional Directors are now full Board members barring no objections. **None opposed.**

Karen re-iterated the Nominating Committee consisted of Karen, Jay Hardin, and Marti Buchanan. The need for a Treasurer has been ongoing and Jay Hardin had originally submitted Dick Haar as a likely candidate but Dick resigned before taking his seat. Karen inquired with Marti Buchanan as to other nominee possibilities and none were offered. Karen inquired with CPA Mariann McQueen and she expressed an interest and completed the Nominee form. A summary of her qualifications was read. She is willing to fill the unexpired term of Joe Waldrop through July 2012. **Gene motioned to accept nominee. Blanche second. None opposed.**

Terms are as follows: 2011: Barbara, Surry, Karen, 2012: Mariann (Joe), Pat, Gene (Ella Mae), 2013: Blanche, Jerry, Robin.

Surry indicated there is one "at large" vacancy seat open and we can address this at our next meeting. Karen indicated she was willing to stay on as Chairman of the Nominating Committee and Gene volunteered to be on the Committee. One person will need to be added from the membership. Surry asked everyone to provide suggestions of candidates to the Committee.

Karen reported the Slate of Officers as follows: President: Surry Everett, Vice President: Gene Roberts, Treasurer: Mariann McQueen, Secretary: Karen Sayer. **Barbara motioned to accept slate as presented. Blanche second. None opposed.**

Membership Committee

Michelle Myers, Membership Chair and Karen reviewed processes and have submitted standards for your consideration. The membership year runs from July 1 through June 30th. We currently have around \$2500 in 2011 membership. The membership renewal letter will go out in January but will first be sent to the Board for review. We would like to consider expanding our solicitation list to Greenville, Raleigh, and the Greater Bath area plus add businesses. Surry indicated we will need to take care not to ask too much from businesses/corporations if we expect them to match big grants.

Grants Committee

Blanche had submitted emails related to the process of the small grants including a flier she has created to be distributed in and around Bath. The Board indicated that local distribution would be adequate since our target for small grants are those who are making a difference in Town. The Board agreed there was no need to distribute a separate flier to the Elementary School. Blanche indicated she has the policies and will need two additional Board members to assist with the grant review process. Barbara and Robin volunteered. Blanche will work towards placing two other people from our membership on the Committee. She will need the current membership list.

Museum Concept Committee: as reported by Gene above

Preservation Award Ceremony

Karen reported the Award Ceremony would come in under the previous budgets of 3500 and asked Robin to explain how the Committee worked through the planning of the event. Robin indicated that previously caterers were hired to provide and serve food products and this year we decided to pull our resources together. We will provide the food, setup and service ourselves. Karen mentioned that Old Town Country Kitchen would be providing food at cost and indicated other sponsors as follows: Gordon Pippin (waived his fee), Dr. Edwin Clement (champagne glass rental), Barbara Oliver (Award certificates), Town of Bath (no rental fee), Garden Classics (entry greenery). Jurgen Boergen from WDN will be present for the Ceremony.

**Report from Ex-officio Directors (Chairman of the Historic Bath Commission: absent
Mayor of the Town of Bath: absent)**

Site Manager of the Historic Bath State Historic Site

Leigh indicated the painting of all three historic structures was completed in October and even though it was a controversial decision, it was the right thing to do. Next Tuesday we will begin decorating for Christmas Open House and the event is scheduled for Sunday from 12-4pm. We will have music, poetry reading, and cider and gingerbread. A final report was submitted related to the Site's small grant award. Leigh indicated that HBF was placed on the walking tour brochure as a sponsor and that Bath High School was added as an attraction. The Bonner yard project is moving along and we are also considering leaving the Bonner yard unlocked at all times in order to promote ease of access.

Old and unfinished business: deferred. **None opposed.**

Barbara submitted a list of items she is working on placing in the administrative manual and Karen indicated it is an important tool for when we start writing grants and indicated we should try to place this information on the website as well.

New Business- Jerry led a discussion regarding strategic planning which provided the following insight from the Board:

Historic Bath Foundation
Strategic Plan Outline
DRAFT

- I. Vision
- II. Mission
- III. Present Status
- IV. Long Term Objectives
- V. Short Term Goals
- VI. Success Indicators

I. Vision:

Encourage and promote the historic aspects of the Town of Bath.

II. Mission

- a. Aid the Historic Bath Commission and the North Carolina Department of Cultural Resources in acquiring historic objects and developing historic properties, interpretations and functions.
- b. Work cooperatively with the Historic Bath Commission, the Historic Bath State Historic Site, the Town of Bath and other civic groups who are working towards preserving and telling the complete and true story of Bath.
- c. Become a proactive leader, bringing all likeminded groups together, to facilitate charitable contributions and educational attributes.

III. Present Status

- a. Foundation consists of 240 members.
- b. A total of \$350,000 has been collected over the past ten years.
- c. Funds in the amount of \$120,000 have been disbursed on projects for the accomplishment of the Mission objectives.
- d. Current net worth is \$231,059 including \$130,636 identified as restricted funds.

IV. Long Term Objectives (What will we do to reach the Vision?)

- a. Assist historical research and study of Bath and surrounding areas and the value related to NC history.
- b. Aid in purchase, preservation, rehabilitation or restoration of structures and sites in Bath that have special historical significance, architectural or aesthetic value.
- c. Promote maintenance and advancement of the Historic Bath State Historic Site.
- d. Implement an educational program of historic interest to Bath and Beaufort County such as storytelling and Maritime lectures.
- e. Develop a Museum to preserve and exhibit the treasures of Bath. Develop a donation protocol and establish a mechanism to ensure donated items remain in Bath. Provide an interim storage space in order to secure items from people willing to donate items now.
- f. Coordinate with other civic groups with consideration to forming grant seeking committees.
- g. Create a new and more comprehensive Bath Historic Site walking tour brochure.
- h. Develop a promotional plan.
- i. Develop a biannual newsletter

V. Short Term Goals (What will we do in the next year?)

- a. Increase membership level to 500
- b. Create a comprehensive Website
- c. Conduct special functions to promote the Foundation
- d. Become more interactive with community events (parade, Bath Fest)
- e. Create and distribute flyer/brochure – related to Outreach and Information sessions
- f. Set up individual focus group discussion: how can we work together (HBC, Town of Bath, Lions, Ruritan, Book Club, Garden Club, BHSP, Library)
- g. Reach out to all Beaufort County citizens

VI. Success Indicators (How will we measure our success?)

- a. Membership level
- b. Funding level
- c. Projects completed
- d. Artifact donations

Everyone was pleased with the Strategic planning session and the remainder of discussion will be placed on March's meeting agenda. With no further business being expressed, Surry declared the meeting adjourned.

Submitted

Karen Sayer
Secretary

Next meeting is scheduled for March 25th 3-5pm Bath Town Hall

