

Historic Bath Foundation, Inc.
Quarterly Board Meeting Minutes
October 26, 2012
Bath Town Hall
3-5pm

Vice-Chairman Gene Roberts welcomed everyone. A quorum was determined. Directors present: Gene, Karen, Jerry, Robin, Mariann, Jim. One vacancy. Absent: Surry, Betsy. Ex-officio directors: present: Leigh, Bill. Absent: Jimmy Latham, Jimmy Edwards. Gene asked if everyone had a chance to review the draft minutes. There were no questions or corrections. Jerry moved to approved as presented. Second by Jim. None opposed.

Treasurer's Report

At December 31, 2011 unrestricted assets are \$80,982.88. During the first ten months of 2012 the total cash balance for the Historic Bath Foundation has increased by \$9,371.10 from 2011 bringing the cash balance to \$229,453.14. General Contributions were \$24,870.00, Reverse Raffle \$10,890.00, Misc. Income \$40.32. Investment income is \$396.65. Total Income \$36,196.97 which is the largest amount since 2007. Grants were \$5,328.97, membership expenses \$5,074.97, Reverse raffle \$4,658.09, and other expenses \$1,964.87. Total expenses \$17,026.06. Reduction of restricted assets: Lawson's Walk was \$8,160.00, Save the Margaret \$1,639.81. Reduction of equity is \$9,799.81. At October 26, 2012 we have restricted assets for: Museum \$106,850.77, funds previously held by DCR for museum \$15,625.02, The Margaret \$4,622.46. Total restricted funds \$127,098.35. At October, 2012 unrestricted assets are \$101,153.79. Investments: \$50,000 Southern Bank CD, 5/25/2012, for 11 months, rate .5%

Reports of Officers

None.

Reports of Committees

Membership: Karen shared the summary of membership activity, cost quotes for printing marketing material from Morgan Printers, and a copy of the draft marketing plan. Jerry said he will attempt to implement elements of the marketing into the strategic plan. The board agreed to printing materials by Morgan Printers as needed. Mariann requested that we order bulk amounts so that we will have enough material for several seasons (10,000 brochures, 5,000 larger 10 point envelopes, and return envelopes). Jerry motioned to approve. Second by Mariann. Mariann asked the membership committee to continue with mailing the newsletter twice a year and said that we usually have new members sign up after it goes out. Karen said she will prepare packets for everyone once printed materials have been received. She will provide each director with stock material and the membership letter so that personal notes can

be written to members you have selected to contact. They will go out in December, followed by the winter newsletter, and January renewal letter.

Nominating: The committee reminded the board that we will need to appoint someone to fill Blanche's un-expired term. Jordan Whichard was mentioned and the full board agreed that he would be a good choice and Jim agreed to inquire as to whether he would be interested in serving.

Small Grants: Gene asked Robin if she or another board member would be interested in being the Chairman since Blanche has resigned. Robin agreed.

Museum: Gene explained that the gallery project (BHSP hallway corridor) would be moving forward next year and the museum committee will meet soon with the BHSP committee to firm up gallery ideas and roles as previously agreed upon by both board of directors. BHSP has anticipated 394,000 in construction costs for the library and gallery. Recent funds for this project have been provided by the Eddie and Jo Allison Smith Family Foundation and Grady-White Boats (74,000) with the understanding that it would be called Grady-White Gallery. We will need to purchase display cabinets and there may be some other costs. The cabinets will eventually be moved into their permanent location in the museum once the location has been determined. We will continue to identify artifacts for the museum. Mariann asked how much is the expected cost for the BHSP NW wing to be transitioned into the museum. Gene has received tentative cost estimates from Ken Freidlien who did the BHSP Feasibility study. He estimates around 250,000 for renovation and Gene guessed an additional 150,000 for displays, etc.

Finance/Fund Raising: Mariann shared that the committee will work on putting a schedule together for fund raising events, investigate endowments and First Will and Testament donation opportunities.

Historic Research: Karen and Leigh discussed moving forward with creating a more comprehensive walking tour brochure which would include digital links. We anticipate having a template by the end of the year. We asked if we could combine several committees into one. The Inventory/Structures and Walking Tour Brochure Committees could be folded into the Historic Research Committee since tasking and committee members are similar. No objections. Betsy, Karen and Leigh are committee members. Blanche and Josie have resigned for personal reasons. Karen commented that a comprehensive approach to pulling a structural/landscape inventory is hampered until the Town Council decides about hiring a preservation planner to compile everything. A cursory listing within the brochure will need to suffice for now but there will probably be an opportunity for us to be involved once they decide about historic district inventory and guidelines.

Public relations: Karen asked everyone to consider what public events we can attend.

HBF Promotions: Jerry mentioned that we have been working behind the scenes but haven't met with groups formally. We should be doing that more and primarily due to fund raising events which are overwhelming the community. It seems like every other month and sometimes twice a month some people are asking for funding. In the coming year we need to try to organize the groups. Mariann mentioned that the membership committee is attempting to increase HBF's visibility and she made a motion for approval of \$500.00 to create some promotional items with the foundation's logo on them. Second by Jerry. None opposed.

Collaboration: Gene mentioned two collaborative efforts. Debra Torrence has been in contact with Senator White and it appears that approval was given to install signs on HWY 17 for the exit to Bath and we have an opportunity to partner with Washington Tourism Development Authority to advertise Bath on their billboard on Hwy 17 from December until next August. Our cost is \$500 for nine months. We cannot afford to let opportunity pass us by. Jerry motioned to approve payment of \$500. Second by Mariann.

Strategic Plan: Jerry will plan to walk us through an update at the March meeting.

Report of Ex-officio Directors

Chairman Historic Bath Commission: Bill said things are hectic in Raleigh. Linda Carlisle will probably be leaving. There will be Department people leaving. There was a recent review of Boards and Commissions and what they are costing the State. They placed us all in same category even though we, HBC, do not cost them a dime. The Commission will be making some changes and updating our bylaws. We are functioning well and hear good words from Raleigh.

Mayor of Bath: absent

Manager Historic Bath State Historic Site: Leigh shared that the Commission had purchased an artifact safe to ensure recent gifts remain secure. The Museum committee work continues for displaying them. The 2nd Saturday program continues. The Library will be having a fund raising event on the State Site – *The Written Word*. We appreciate HBF encouraging new signs on Hwy 17. The Commission decided that HW 264 sign was too damaged and it is now down. We need to decide about getting another sign. The garden signs for the Bonner Garden project have been installed. We will have a new event for our December Christmas Open House – A Candlelight Tour on Friday evening and we would like to invite board members to join us.

Bath High School Preservation President: absent

Old and Unfinished Business

Bath High School/Bath tenancy: as above

Lawson Walk: Karen shared that recreational components have been installed. The next phase is signage.

Bonner House Garden: Leigh shared that small signs are installed and we are working to soften the look of the maintenance area.

Restoration: Gene said that we have sent Mr. Willson a letter. Some board members and townspeople have talked with him. We are waiting on the resolution from the trial.

National Register: none.

The Margaret: Mariann has not received invoices from the contractors. The board agreed to pay the contractors directly once she has received approval from the owner.

Glebe House: Gene commented that the exterior renovation is moving along. Mariann hasn't received any invoices yet. We discussed the approval motion and email correspondence regarding the project and found that we are still waiting on John Wood's recommendations of the entire renovation project. When the committees met, we agreed that the renovation (exterior and interior) would be approved by him and he made specific recommendations during the evaluation which he was to send along to both committees.

Outstanding reimbursement for small grants: Karen, HDC Chairman, shared that the Town's Historic District Commission has asked the town to consider hiring a preservation planner for compiling architectural guidelines, inventory, etc. And so therefore the small grant for \$500 will not be needed for a much extended period and can therefore be rescinded. The Town will re-apply at a later date if needed.

New Business

Award Ceremony: Gene shared that the nominating committee suggests that this year's award go to honor our seven founding board members. There was some discussion about recognizing them by installing plaques at the museum. It was agreed that this was a good idea also. A cost estimate of around 2500 was agreed upon for the ceremony. Jerry motioned. Second by Karen. None opposed.

In closing, Gene extended a thank you to Mariann for a job well done in organizing the fund raising event. He mentioned that this has been one of the highest years for income and that increasing membership and having fund raising events will help us meet our goal for having a museum.

Award Ceremony scheduled for January 26th, 6pm. Location – TBA.

Next quarterly meeting is scheduled for March 29, 3-5pm. Bath Town Hall.

Gene asked if there was additional business. None offered. Jerry motioned to adjourn. Second by Jim. Meeting was adjourned with no objection.

Submitted

Karen Sayer
Secretary

