



## MINUTES

### Annual Meeting

Thursday, August 18, 2022

#### **Mission Statement:**

We make Castine history accessible, relevant, and inspiring to all.

#### **Agenda:**

- Welcome and approval of the 2021 annual meeting minutes – George Hatch
- Overview of the 2021-2022 period
  - Finance Committee report – John Mitchell
  - Exhibit Committee report – Brooke Tenney
  - Collections Committee report – Richard Ames/Jules Thomson
  - Buildings & Grounds Committee report – Marc Pelletier
  - Education Committee report – Alice Alston
  - Development Committee report – Lisa Haugen
  - Executive Director's report – Lisa Simpson Lutts
  - Governance Committee report – Ellie Benjamin
- Recognition of retiring board members – Ellie Benjamin
- Vote by CHS membership for Board of Directors slate – George Hatch

- Introduction of slate of new officers for Board of Directors – George Hatch
    - Program: Robert Shetterly “*My Favorite Stories from Americans Who Tell the Truth*”
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President George Hatch convened the meeting at 4:04 and provided brief introductory remarks. This meeting will be available to view on our YouTube channel. George thanked the members for all the work they have done to make this a successful year.

President Hatch then called for any issues with the 2021 minutes for the annual meeting. Hearing none, a motion was made by Marc Pelletier and seconded by Susie Hatch to accept the minutes. The 2021 minutes were approved as voted by the membership.

Chairs of various committees reported briefly to the membership on activities during the current year.

**Finance Committee:** John Mitchell reported that 2021 was a challenging year as many restrictions are still in place, resulting in several changes to the budget. Actual income exceeded the budgeted amount and expenses were less than the budgeted amount. The committee also initiated a significant reduction in the Grindle House mortgage, saving on interest payments and taking 4 years off the term of the loan. Much volatility in the market in 2022 has caused some significant losses in endowment funds but remained within the benchmarks established by the board. Things are looking better for endowment investments and the endowment continues to be monitored by the Finance Committee.

**Exhibit Committee:** Brooke Tenney reported on the work of the Exhibit Committee. Last fall the *Risky Business* Exhibit was dismantled in preparation for the new exhibit, *Clark Fitz-Gerald: Castine’s Celebrated Sculptor-in-Residence*. They welcomed Carl Little as guest curator of the new exhibit. Thanks to Lisa Lutts, CHS received 2 grants from the Maine Arts Commission for the exhibit. There has been a very positive response from guests to the current exhibit. Brooke announced that the exhibit will be refreshed and carried over for another year.

**Collections Committee:** Jules Thomson reported for Richard Ames, who was unable to attend. The most significant area of expansion took place behind the scenes with a move toward digital preservation and digital access at CHS. We now have a public collections catalog which can be accessed through a link on our website. Patrons and researchers around the world can browse our archival and photographic collections. In 2021, we had more people donate items to the collection than ever before, which added to our backlog of materials to be processed. Also, in 2021 we acquired a painting of the ship Castine in port in Trieste in 1892, by Basi Ivankovich. We received several large donations, including over 30 daguerreotype and ambrotype photographs depicting members of the Whiting, Whitney, Jarvis and Hatch families, and a large collection of Wescott family archives and objects dating back to the mid-1800s. Thanks to

Richard Ames, Elizabeth Ames Macdonald and Anne Wescott Dodd for these donations. The Collection Committee contributed to the new Strategic Plan. They also reviewed the updated Disaster Preparedness Plan with a view toward preservation of the collection and online records in a disaster situation. The Committee has also been reviewing and amending its own policy documents, starting with the Collections Management Policy.

**Buildings and Grounds Committee:** Marc Pelletier explained that the Buildings and Grounds Committee is responsible for overseeing the upkeep, maintenance, and improvements to the properties. This year, the committee and staff hired contractors to wash mold off the Grindle House and repair the room around the cupula of the Abbott School. Some committee members also repaired and repainted the Abbott School doors. The committee also installed memorial bricks in the walkway and worked on weed control. They designed, fabricated, and installed many of the display cases for the current exhibit.

**Education Committee:** Alice Alston explained the three charges of the Education Committee. First is to support the volunteers, docents, guides, etc. This year we returned to a full 7-day schedule for the exhibits and 3 days of walking tours. The second is to support Lisa and the staff in planning educational programs. And third is to work with local schools to enable them to use our resources. Along with teacher Heather Trainor, the committee is developing a curriculum packet for 3<sup>rd</sup> and 4th graders on occupations in Castine in the 19<sup>th</sup> century.

**Development Committee:** Membership is the backbone of our organization. Lisa Haugen noted that through outreach to newcomers and fresh connections through the House & Garden Tour, we have gained 50 new membership households. The gift shop provides another income stream and should be considered for holiday shopping. The Castine House & Garden Tour, our biggest fundraising activity, was a huge success. This year we had record ticket sales with over 1000 attendees. Income was well beyond our expectations. The funds will go into our money market account and will, in part, help support future projects that are meaningful to the community. Thank you to Ruth Scheer, Lynne Dearborn, Mary Dearborn and the 200 volunteers who contributed to the success. The Fall Annual Appeal will be coming up. Twenty-seven percent of our membership makes this additional year-end gift, which is crucial to our operating budget.

**Director's Report:** Lisa introduced new staff members, Mary Durost and Jules Thomson. Angela left and was replaced by Mary. Paige resigned to go back to consulting work and returned for a 6-month consulting contract through June. This enabled Jules and Paige to work together for 6 months, making for an easier transition. Jules has been able to accomplish a lot, including the digital catalog. The staff continues to work during the "off-season" on advertising, exhibit planning, education, etc. Attendance for our exhibit is almost back to pre-Covid numbers. We have had many successful activities this summer including the House & Garden Tour, Stephan Fitz-Gerald's talk *Clark Fitz-Gerald: Aspects of my Father's Life*, the lecture *Wearable Art – Studio Jewelry from the 1940-80s*, the jewelry appraisal fundraiser, the Pulliam lecture, and the

upcoming screening of the *Truth Tellers* documentary. Thank you to all the members for their support.

**Governance Committee:** Ellie Benjamin reported that it has been a busy time for her committee with several housekeeping tasks. They have reviewed policies and created a new Personnel Manual. The committee also oversaw the creation of a new Strategic Plan for 2022-2025. Each year the committee is responsible for seeking out new potential board members, which they did over the winter. George Hatch and Bill Buchanan have completed their second terms on the Board and so are retiring. George has been Chair of governance and then president for the last year. Bill has been an important asset to the Finance committee. He was responsible for renegotiating the loan for the Grindle House. He, as a valuable member of the Finance Committee, also monitors our investments. He has agreed to stay on the Finance Committee. Thanks to both for their service to CHS.

George Hatch introduced the new Board of Directors slate: Dr. Brittany Goetting, Charlie Pearce, and Susie Hatch have been nominated. George asked for a motion to be made by the membership to accept and second this slate. A motion was made by Ruth Scheer and seconded by Marc Pelletier. There was no further discussion, and a vote of the membership was called. The membership unanimously elected the slate for a three-year term.

George Hatch announced the following slate for officers for 2022-2023: Susie Hatch, President; Howard Lowell, Vice President; Lisa Haugen, Secretary; and John Mitchell, Treasurer. George noted that, as per the Bylaws, the officer slate will be voted on by the Board of Directors. This vote will occur via email.

The meeting closed at 4:40, followed by a talk *My Favorite Stories from Americans Who Tell the Truth*, by nationally known artist, Robert Shetterly.

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**Election of Officers:** In a separate meeting as required by the CHS Bylaws, on a motion by Alice Alston and seconded by Roberta Boczkiewicz, the Board unanimously voted by email to elect the following Officers for 2022-2023: Susie Hatch, President; Howard Lowell, Vice President; Lisa Haugen, Secretary; and John Mitchell, Treasurer.

Respectfully submitted:

Mary Durost  
Office Manager