Board Meeting

The Falmouth Historical Society

June 2, 2020
Agenda

Secretary’s Report
Treasurer’s Report
Committee Reports
  • Programs
  • Museum Operation & Exhibits
  • Collections

• Local History
• Communications
• Merchandise
• Museum Buildings & Grounds
• Technology
New Business
Secretary’s Report

Membership report

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Renewal letters
Treasurer’s Report

Financial Report

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Treasurer’s Report

YEAR-TO-DATE PERFORMANCE

ACTUALS VS. BUDGET

July 2019 - May 2020

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Treasurer’s Report

Agenda
Secretary’s Report
Treasurer’s Report
Committee Reports
• Programs
• Museum Operation & Exhibits
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• Museum Buildings & Grounds
• Technology
New Business

INCOME AND EXPENSE
STATEMENT OF ACTIVITY
July 2019 - May 2020

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NET OPERATING REVENUE: $-30.86 $-79.36 $-865.14 $-47.48 $-296.36 $4,247.86 $-411.99 $-265.24 $-1,134.13 $-2,117.21 $4,880.16 $4,004.93

Accounts payable = $2,359.16
Accounts receivable = None
Treasurer’s Report

Foundation
• $5,000 withdrawal deposited
• Expected to last through July

Administration
• Compiled 105 screen shots for admin handbook
• Most common tasks
  ─ Bill processing and payments (autopay & check)
  ─ Dues processing through Affinipay, QBO & Wild Apricot; Need to document processing payment by check
  ─ Out-of-pocket expense processing for volunteers
  ─ Treasurer’s report generation
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New Business

Nothing to report
  • Need to follow up on historic house class
Museum Operations & Exhibits Committee

State order closing the Museum officially lifted June 1st
  • EO 55 FY 19/20
  • Museum falls under “public and community buildings”

Other historical societies aren’t in a rush to reopen
  • MHS says “Not before July 1st”
  • Most area town societies are “indefinite”
  • Gray says “likely September”

Just because we can doesn’t mean we should
  • State encourages digital and remote programs
Today

Museum has been closed to the public for seven months
  • Winter: Nov-Mar
  • Pandemic: Apr-May … ???

Building shut down but accessible
  • Building & Grounds
  • Collections & Local History

Society still operating online
  • Responding to requests from community
  • Only exhibits are inaccessible to public
Obstacles

Coronavirus threatens the safety of volunteers & visitors
  • Many are in risk categories

State guidelines are a heavy lift for a small institution
  • Social distancing/masks
  • Cleaning & disinfection
  • Volunteer screening & training
  • Grooming buildings & rest rooms
  • Lots of signage
  • Transaction safety
  • Submission COVID-19 Prevention Form
Proposed Strategy

Proceed slowly and with caution

• Priority is safety of volunteers and visitors

Open only when confident we can do it safely

• Let others blaze the trail—learn from them
• Wait for the experts to tell us risk is low
• Volunteers and buildings are ready under new rules
• Schedule visits “by appointment” for compliance

No sooner than September—possible not until May 2021
Until Then…

Continue doing the work of the Society online

Plan for reopening

- Develop a written plan
- Obtain supplies
- Groom buildings
- Train volunteers

Allow community access to documents & artifacts

- Online if possible
- At a location prepared to handle visitors if portable
- At museum in exceptional cases
Collections Committee

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Digital Catalog
Local History Committee

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Nothing to report
Communications Committee

**Newsletter**
- Being drafted—will go out with renewal letters

**Social media**
- Need a volunteer to manage our presence on Facebook, Twitter and Instagram

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**Agenda**
- Secretary’s Report
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  - Local History
  - Communications
  - Merchandise
  - Museum Buildings & Grounds
  - Technology
- New Business

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**Newsletter**
- Being drafted—will go out with renewal letters

**Social media**
- Need a volunteer to manage our presence on Facebook, Twitter and Instagram
Merchandise Committee

Cookbook

- Two meetings in May
- Slowly closing in on list of recipes
  - Some old, some new
  - Broader appeal
  - Include traditional as well as modern locavore cuisine
  - Highlight ties to Falmouth, Casco Bay, & Maine
Merchandise Committee

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Tote Options

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Town of Falmouth permission would be required to use the new Falmouth logo.

Alternate designs:
Museum Building & Grounds Committee

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Drainage
Spring Summer cleaning?
Website Activity
May 2020

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Facebook Activity
May 2020

Activity was very light
No posts this year
System Status
June 2, 2020

Activity
Digital catalog development underway (PP)
New Business

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