

Newport Historical Society Monthly Board Meeting
Monday, September 19, 2016
The Nettleton House

1. **Call to Order** by Vice President Jerry Hagebusch at 6:34 p.m.
2. **Members Present:** Cathryn Baird, Jackie Cote, Larry Cote, Dick Gassett, Jerry Hagebusch, Priscilla Hagebusch, Jayna Hooper, Rita James, Ann Stout, Stan Sweeney.
Public Present: Arnie Hebert, Nancy Meyer
3. **Public Comments:** Dick shared that **Bruce Davis** is recovering well and sends his thanks to the NHS board members for their cards. Dick also reported that **Igor Blake** is convalescing with his daughter, Laura, in San Francisco. He expresses his appreciation for all the warm wishes that he has received from friends in Newport. Nancy Meyer shared a **Newport Women's Club calendar**, donated to the museum by Mindy Thorpe.
4. The **Treasurer's Report** was handed out by Jackie Cote, with the following account summaries:
 - i. Accounting Summary of 8/1/16 - 8/31/16
 - ii. Main Operating Account, Fiscal Year ending 9/30/16: *August 2016 Income and Expenditures were reviewed.*
 - iii. Nettleton House Account, FY ending 9/30/16: *August 2016 income/expenditures reviewed.*
 - iv. NHS Budget Comparison Operating Acct. – Income, 10/1/15-9/30/16: *Aug. 2016 income reviewed.*
 - v. NHS Budget Comp. Operating Acct. – Expenses, 1/1/15-9/30/16: *Aug. 2016 expenses reviewed.*
 - vi. NHS Budget Comp. Nettleton Acct. – Income, 10/1/15 – 9/30/15: *Aug. 2016 sales/donation income reviewed.*
 - vii. NHS Budget Comp. Nettleton Acct. – Expenses, 10/1/15 – 9/30/15: *Aug. 2016 building expenses reviewed.*
 - viii. Farmers' Market / Apple Pie Craft Fair 2012-2016: *Comparison of revenue reviewed.*

Priscilla made a motion to accept the July treasury report. Stan seconded. The Treasurer's Report was accepted unanimously.

5. The **Minutes** of the August 8, 2016 meeting were moved by Larry and seconded by Jackie. Ann noted that the Little Red Schoolhouse photo was taken by Venita Nudd, not Beth Rexford. The amendment was noted; the minutes were approved unanimously.
6. The **Museum Report** was given by Larry Cote.
Eleven (11) visitors signed the museum guest book during the month of August. Only about 50 percent of guests, however, actually sign the book. Therefore, the total number of museum visitors for the month of August was at least twice as high.

The museum purchased two **Ken Andler paintings** from the Go Lightly Consignment Shop in New London, for \$210.00. The paintings are now hanging in the museum's bedroom.

Six (6) **wire racks** have been purchased for artifact storage. Two of the racks (purchased through a **targeted donation of \$170** by the Newport Rotary) are being used for the collection of bound *Argus* volumes that has been donated to the NHS by the Claremont Historical Society; four are being used for storage of items in the Annex.

Twelve (12) **LED spotlights** have also been purchased. LED bulbs have been installed in the **bedroom**, where three (3) new lighting fixtures have been installed as well. There have also been two (2) new lighting fixtures installed in the **Champollion room**.

Thank you to **Larry Cote and Stan Sweeney** for putting together **new displays** in the bedroom and the two hallways.

The NHS has verbally contracted with Michael Hale to **cap the outside wall** for \$1,500, whenever he is able to fit the work into his schedule.

Vermont Life Safety will be installing **smoke detection alarms** and wiring it into the museum's new security system.

A brief discussion about museum coverage was discussed and coverage dates were arranged.

7. The **Fundraising Report** was given by Jackie Cote.

Coleen Hennig and her colleague recorded the Billy B. Van program for \$60.00. The **recordings** are on a Universal Disk Format, Mpeg, and there is a file copy. Dean made an extra copy to send to Peter Harding (Van's grandson) in California.

Thirty-five (35) **black and white copies** of the **BBV book** have been ordered. They will be sold for \$15.00. All but one of the colored book copies have been sold. Lake Sunapee Bank was listed as a colored printing sponsor, however the bank's new upper management decided not to sponsor the book after all. Thank you to **Terry Spanos** who volunteered to personally pay Lake Sunapee Bank's sponsorship portion. What a generous gesture by Terry.

The NHS has sold out of **Jesse Scott books**. If anyone would like one, please contact Jackie Cote, as she may be able to get two (2) more books through Spunky Dodge.

Fifteen (15) copies of the **Jacob Wheeler diary** have been printed and are available for sale for \$10.00. Also for sale is a new, more complete **index** to the Edmund Wheeler history, featuring spousal information. This is available for \$15.00. Thank you to Arnie Hebert for his work on this index.

Helen Coidakis Stamos has donated 20 more copies of her book, **Greeks of Newport**, for the NHS to sell for \$25.00.

The NHS has two new **Corbin Bridge post cards** for sale, one from Venita Nudd and the other from Beth Rexford. The Little Red Schoolhouse photo by Venita is of too little resolution to be able to be used as a post card image. Thank you to **Ann Stout** for transferring these beautiful photos to post card images. A verbal thank-you and three complimentary post cards will be given to photographers of postcard images.

Jackie has sent **eight (8) ornament samples** to the Library Arts Center for the **Gallery of Gifts** jury approval: three winter carnival ornaments, Towle School, Newport House, Nettleton House, Eagle Block, and the firehouse. Because the **Towle School ornaments** have increased in popularity in the last few months, Jackie has ordered another 48 of these ornaments from Joan Dodge.

The Fundraising Committee has met to brainstorm two **additional ornament images**. They have agreed upon the Little Red Schoolhouse, and the North Newport "Green" Bridge. The committee will also arrange for other images to be painted by Joan Dodge, during her down time, paying her for painting 100 of each image decided upon.

The NHS will have a sales booth at the **Sugar River Bank** on the following dates: 11/4, 11/11-12, 11/18-19, 12/2-3, 12/9-10, 12/16-17, and 12/23 (and maybe 12/24). On Saturday, November 5, the NHS will host a sales table at the **Richards PTO Holiday Fair**, from 9 a.m. to 3 p.m.

The **Farmer's Market** season is coming to a close. For the 9/23, 9/30, and 10/7 markets, the NHS will add a table for its shirts. This additional display room will likely result in more shirt sales.

Membership letters have gone out in the mail. Four different letters were mailed: one to those who've paid ahead; a second to Life members; a third to those who need to renew; a fourth to potential and past members. The NHS membership stands currently at 259 members. The goal is to receive four more new members by 9/30/16 to equal 263. All member names will be entered into a raffle, with gift certificate prizes donated by local

businesses. Raffle winners will be drawn on Tuesday, November 8th, at REVITE. Ann will work with Jackie to draft an article to submit to Archie Mountain about the NHS membership drive. Ann also suggested that the NHS create a **thermometer** poster to be placed next to the information booth on the Common or on a sandwich board on the porch of the Nettleton House in order to bring awareness to the general public that the NHS has members and to remind people to renew. **Ann** agreed to check with Julie Magnuson in the Zoning department office concerning **signage guidelines**.

8. **Old Business:**

The NHS will work with Paul Rheingold and Stone Vault to **correct the date of Billy B. Van's birth** on the new headstone placed in the Pine Grove Cemetery. Cathryn will arrange for Stone Vault to rub off the "8" and turn it into a "0" so that the headstone reads "1870". Paul Rheingold will send a check to the NHS as soon as Cathryn receives the invoice from Stone Vault. Ann made a **motion to accept Cathryn's offer to handle the date change**. The motion was seconded and approved unanimously.

A lengthy discussion took place concerning the **Past Perfect** computer program. The program is designed for cataloguing museum acquisitions. **Arnie Hebert** has been volunteering a great many hours entering museum items into this database system, along with such information as who donated the item, a description of it, who accepted the item, who gave the item, the location of the item in the museum, and so on. From 2010 to 2016, this information was recorded manually using "Deed of Gift" and "Accession Form" paperwork. The **Accession Form** records information concerning the source of the item; the date the item was given; who the item was received by; the date the item was accessioned (or integrated into the museum collection) by NHS Museum Director, Larry Cote; as well as a description of the item. Each item added to the NHS collection receives an accession number that is recorded on the donated item, as well as on the Accession Form and the Deed of Gift document. The **Deed of Gift** requires all of the above information, as well as signed and dated consent by the donor specifying that the NHS has full right, title, interest, copyright and trademark to the specified gift. Donors receive a copy of the "Deed of Gift", and the NHS keeps both aforementioned paperwork on file at the museum.

Concern was raised about the cumbersome and time-consuming data entry process required by the Past Perfect program. Cathryn shared that other area volunteer-run historical societies, such as ours, do not use the Past Perfect program to catalog their museum items. Pris raised concern about the number of hours that the Past Perfect system would require in order to maintain accurate records of all museum items. A further concern was the potential cost that future updates to the program may require. Cathryn asked Arnie how accessible and easy to navigate the Past Perfect program would be for any museum docent to access during volunteer service at the museum on Sundays. Arnie responded that written directions are available for anyone to read through and follow in order to be able to access information about any item that has been catalogued in the program. Jayna raised concerns about the number of volunteer hours that would be required to ensure that ALL museum items were entered correctly into the database: is this a feasible task considering the limited volunteer base that the museum has and the limited number of hours that the museum is open? Ann suggested that a tutorial demonstration for museum board members would be useful before determining whether or not the Past Perfect program is a sustainable method of data entry for the NHS organization. Stan agreed with Ann and they both offered to defer to Larry, as the Museum Director, as to the most useful and accessible method of record keeping.

Cathryn moved to table the discussion about the feasibility of continuing with Past Perfect.

Cathryn commented on the wonderful Billy B. Van program in August, as well as Steve Taylor's September program.

9. **New Business:**

The NHS received large donation of military uniforms. Pris made a motion to let Larry take the uniforms to be dry cleaned. Dick seconded the motion. It passed unanimously.

The October program was tentatively described as e a “Memory walk and discovery” discussion, to be held at the museum.

10. **Meeting Adjourned:** 8:29 p.m. Motion made by Larry; seconded by Dick.

Respectfully submitted,

Jayna H. Hooper, Secretary