**Sanford Historic Trust**

*Board of Directors Meeting*

AGENDA – May 2022

1. **Call to Order –** 7:05pm
2. **Approve Prior Minutes**
   1. First: Tania
   2. Second: Robin
3. **Officer Reports** 
   1. President – Brent Terwilliger (2nd reading-landmark designation for Civic Center passed)
   2. Treasurer- Tania King
      1. Currently net positive; net increase since last month
      2. Reconciled April
4. **Committee/Project Reports**
   1. Events
      1. Garden Tour (Robin and Sarah)
         * Garden Tour
         * total profit: $10,663 (pending one small item that needs confirmation)
         * 805 ticket sales
         * No negative feedback that we’ve seen
         * The event gave the Trust and our community great exposure
         * If Derby event falls on the same day as tour again next year, maybe we can approach to cross-market
         * We might be able to take learnings from this tour to apply to the Holiday tour to simplify it
      2. Holiday Tour
         * Robin mentioned she might know someone that could take the lead on this year’s Holiday Tour of Homes – more to come
   2. Communications (Amber)
      1. Wild Apricot annual plan cannot be changed until next March (2023)
      2. Next year we will switch to Mailchimp and migrate away from Wild Apricot
         * Amber to continue looking into this to make sure the migration would work
         * Migration schedule likely would need to start November 2022
      3. We have a shared passwords document and shared users document
      4. We need to put together a contact sheet for clients/partners/vendors that the Trust works with
      5. For future events, we need a marketing committee lead; the board doesn’t have the bandwidth to do it all
      6. We’ve had feedback that we should put out press releases, but we would need more manpower for this
   3. Calendar (Doug)
      1. Currently accepting photo submissions until mid-July
      2. Have 2 of 4 major sponsors filled
   4. Membership (Virginia)
      1. No new members since April meeting – still 101 active members
      2. Will need to get mail list from Garden Tour for prospective member outreach
5. **Old Business** (tabled/unaddressed items from prior-Board)
   1. Discuss Foreseeable Challenges, Actions, and Other Topics (to keep on Agenda, until resolved)
      1. Discussion with City for shared responsibilities (lampposts, historic signs, photos, etc.); this becomes increasingly more important as Lamppost Committee evolves; discuss options (e.g., external contract with City or their vendor for maintenance)
      2. **Establish Plan for September and November Membership Meetings** – identify topics to be covered and Trust projects/initiatives to support in 2022
         1. September 15 – TBD Educational Topic/Activity
            1. Idea: have a representative from Georgetown steering committee share who they are

Robin will take the lead on this

* + - 1. November – Annual Elections (need to form nominating committee)
    1. Identify options for social events
       1. June – Brigitte from Sanford Museum to give historical garden presentation
       2. July - Social/Educational Event
       3. August - Social/Educational Event
    2. **Review Committee Membership, Leadership, and Responsibilities** - discuss methods to increase general member involvement (especially leadership, planning, and implementation); if no one has stepped up to assume committee leadership roles after the April membership meetings, some hard decisions are going to have to be made by the Board around which initiatives are going to have to be cut out; discuss Board liaisons (including ToH)

1. **New Business**
   1. May - Special​ General Membership Meeting (Thurs, May 26th, 2022) ->Discuss future of Historic Tour of Homes; Query membership on models/technique to consider for 2022 tour; Kick-off meeting to solicit committee leads
   2. Website upgrades (Amber; $960/year, $80/mo)
   3. Financial - petty cash and sales apps for event sales (Doug); need to discuss whether a Board member must be present to oversee
      1. We determined this is not a by-laws issue, just a case-by-case
   4. Regular meeting space–need to discuss how best to support/ maintain social aspect vs quiet meeting atmosphere
      1. For Board meetings and special events: Spoke with city about having the cultural arts center as the Trust’s permanent “home”, and in turn we can help with the upkeep of it
         1. We will put together a proposal for this
         2. Robin is taking the lead on this
      2. For membership/social meeting: we can keep this at a public space with access to food/drinks, OR have meeting at Monroe Hall or other quiet space and then socialize afterwards
   5. Rebekah Richey (Board Member of Goldsboro Front Porch) has asked if we would be willing to (designate a representative to) routinely meet with Historic Goldsboro Main Street Board, Georgetown, and the St James AME Church to share expertise and possibly co-host events to help promote the history of Goldsboro, as well as Sanford; need a Trust member to support
   6. Georgetown Steering Committee
      1. May 21 - Florida Emancipation Proclamation Activity 11 am to 4 pm at Hopper Academy; Volunteers and attendees are needed, requested assistance with 1) recruiting three-golf carts and drivers [two shifts, 10AM->1PM->4PM] to help with parking shuttles) and 2) repost/host their event flyer on our website and social media
         1. B. Terwilliger (10-1)
         2. Denny Gibbs (10-1)
         3. Nancy Gooding (10-1; nancygood51@icloud.com)
         4. Cynthia Billings (1-4; FB messenger)
         5. Tania is a maybe (1-4); need two additional (including Trust member
      2. History Harvest Weekend -- October 14 and 15, 2022. Church service October14 at Historic Saint James A.M.E. Church. October 15 Georgetown History Harvest activities at Hopper Academy 11 am to 4 pm.
   7. Other (any ad hoc motions or points of discussion)
   8. Confirm Upcoming Meeting Details
      1. Historic Preservation Awards Presentation/Meeting - May 19th, 2022 (Holy Cross)
      2. Membership Meeting, Thursday June 16, 2022
      3. Board Meeting – June 2nd, 2022 (location TBD; need to identify a common space)
2. **Adjourn**
   1. Robin
   2. Virginia

MAJOR REMAINING EVENTS

* June – Social/ Education Event (e.g., organize a group for: Baseball game [schedule not yet available]; Rocky at the Wayne Densch [June 2]; Art & Jazz Night [June 16])
* July – Possible Social/Educational Event (typically no membership event this month)
* August - Possible Social/Educational Event (typically no membership event this month)
* September - Sanford Historic Trust Membership Meeting (September 22nd)
  + Officer & Committee Update Reports
  + Solicit nominations for Officers & Board Member positions expiring in 2022
  + Establish Nomination Committee
  + Establish Budget Committee (for 2023 budget preparation)
* October
  + Balls of Folly (if applicable)
  + Community Picnic (TBD time/date/location)
* November
  + Sanford Historic Trust Membership Meeting
    - Officer & Committee Update Reports
    - Election of Officers and Board Member positions expiring in 2022
    - Establish Finance Committee to review Trust financials
  + Calendar Reveal
  + Holiday Tour of Drinks (Start)
* December
  + Holiday Tour of Homes – December 3rd
  + Holiday Tour of Drinks (cont’d from November)