**Sanford Historic Trust**

*Board of Directors Meeting*

Minutes – November 2021

1. **Call to Orderm7:01**
	1. **Brent Terwilliger, Stephanie Pilk, Jackie Nitti, Wally Baatz, Sarah Libera, Doug McLendon, Caroline van den Berg** (bold were in attendance virtually)
2. **Approval of Prior Minutes:** 1st Caroline, 2nd Wally. Approved.
3. **Officer Reports**
	1. President – Brent Terwilliger: No report
	2. Treasurer - Wally Baatz: $56,893.03 in checking plus saving in the $6k range. P&L - we’re in the black for October.
4. **Committee/Project Reports**
	1. Holiday Tour – Caroline: Will review in detail at TOH Mtg on 11/10.
		1. T-shirts – have quote and design. Requesting approval for $800 for 55 t-shirts. Will sell for $20, projected profit of $1000. 1st Doug, 2nd Jill – Approved.
		2. Total expenses $16,474, projected sales of $26k, estimating profit of $9-13k.
		3. Discussion of Balls of Folly.
5. **Old Business**
	1. Bi-law changes
		1. October meeting was supportive; will follow-up with vote in November (proposed changes were emailed out)
	2. Continue discussion of how best to support allocated spending
		1. Discussion of Paypal accounts – membership vs. TOH vendors
		2. Tabling conversation for now. Brent will approach bank as to how to apply for a credit card.
	3. In November: Two members shall be appointed by the president in November of each year to review the Trust’s financial records for that fiscal year
		1. Brent will ask Leon Konieczny and Jill Gossel
6. **New Business**
	1. Engagement - methods to increase member engagement around assuming leadership positions; reduce loss of former board/committee leads organizational knowledge (e.g., identify possible successors early, to help onboard)
		1. Ask Jill for survey results from 2021 survey
		2. Doug suggested talking at planning meeting about main business and getting outgoing board members to onboard new. Also recommended discussing what we want to support in ’22. Need leaders (non-board member liaisons).
			1. January planning meeting – lay out needs and recruit roles, if we don’t get help we’ll have to consider canceling events. Figure out what committees are needed, who will lead from board and membership, fill in committee members.
			2. Brainstorm ideas for new members.
		3. Caroline added that it was a very different bond this year since all virtual. Recommends two chairs for each event. Should be reaching out to new homeowners, consider giving them free tickets to events, baskets, etc…
	2. New Board - incoming Board will have a planning session (Tues, December 14)
		1. Identify topics to be covered in the January annual meeting (Solar and other efficiency technologies) and Trust projects/initiatives to support in 2022
		2. Educational/Programming Committee the need to support planned 2022 activities could be conveyed to membership at the January annual meeting
		3. Potential VP & Treasurer found
	3. Create 2022 Budget
		1. Discussion of looking at 2019 and 2021 to plan for 2022. Add for inflation.
	4. 2022 Example dates/events
		1. January​ - Sanford Historic Trust Annual Meeting (January 20th)
			1. Introduce New Officers/Board Members & Returning Officers/Board Members
			2. Approve 2022 Budget
			3. Introduce Planned 2022 Trust Events/Initiatives & Solicit Volunteer Leads
		2. February - Social/Educational Event
		3. March - Social/Educational Event
		4. April - Sanford Historic Trust Membership Meeting (April 21st)
			1. Officer & Committee Update Reports​
			2. Provide update on volunteer leads for 2022 Trust Events & Initiatives
			3. Solicit volunteer leads for remaining unfilled volunteer lead spots
		5. May
			1. 2nd Annual Garden Tour (May 7th)
			2. Historic Preservation Awards Presentation/Meeting (May 19th)
		6. June - Baseball game
		7. July - Social/Educational Event
		8. August - Social/Educational Event
		9. September - Sanford Historic Trust Membership Meeting (September 22nd)
			1. Officer & Committee Update Reports
			2. Solicit nominations for Officers & Board Member positions expiring in 2022
			3. Establish Nomination Committee
		10. October - Balls of Folly Event and community picnic
		11. November
			1. Sanford Historic Trust Membership Meeting
				1. Officer & Committee Update Reports
				2. Election of Officers and Board Member positions expiring in 2022
				3. Establish Finance Committee to review Trust financials
			2. Calendar Reveal
			3. Holiday Tour of Drinks (Start)
		12. December
			1. Holiday Tour of Homes – December 3rd
			2. Holiday Tour of Drinks (cont’d from November)
	5. Soliciting donations – Discussed needs for materials, resources, not just money
	6. Sign Maintenance - one street topper and bracket that is missing, going forward if SHT is responsible for maintaining them, those costs should be added to the budget. Brent will check with Julie if we are responsible for maintenance.
		1. Is there money budgeted? Wally will check & let us know.
	7. Mt. Dora looking to start historic district – looking for advice.
	8. Storage unit clean up – Feb/March board clean up
	9. Thank You Gifts – Wally will check budget
		1. Discussion of who should receive gifts
	10. Future general membership meeting programming
		1. Committee should be working towards 2021-2022 plans
			1. Nov – No educational programming (business and elections)
			2. Jan - Solar
			3. Should be working towards further 2022 plans
	11. Other (any ad hoc motions or points of discussion)
		1. Discussion of budget and allocations –
			1. Suggestion of offering grants for improvements for homeowners. Need to come up with parameters. Sarah Libera will explore.
			2. Helping churches with repairs.
			3. Brainstorming, approaching vendors to be approved for use.
			4. Discussion of historic district vs all of Sanford for grants.
	12. Confirm Next Meeting Details
		1. Membership Meeting, Thursday 18 November @ Henry’s Depot (6:30PM); followed by Tour of Drinks
		2. Board Meeting – Dec – Tour Preview (12/2/2021 @ 7PM), starting at Touhy park
7. **Adjourn  8:25 1st Caroline, 2nd Stephanie**