**Sanford Historic Trust**

Board of Directors Meeting

Order of Business, January 7, 2021

1. **Call to Order - 6:02PM**
	1. **Brent Terwilliger, Stephanie Pilk, Jackie Nitti, Wally Baatz, Doug McLendon, Caroline van den Berg, Sarah Libera, Sarah Clore, Jill Albach, Zach Waters, Andrea Cochran** (bold were in attendance virtually)
2. **Approve Prior Minutes** (N/A for first meeting)
3. **Officer Reports**
	1. Introduction of new Officers
4. **Committee/Project Reports**
	1. *Communications/Website/Social Media/Public Relations/Marketing*

✓2020 member(s): Stephanie Pilk, Zach Waters

✓2021 member(s): Stephanie Pilk

* 1. *Membership/Outreach*

✓2020 member(s): Jill Albach, Katie Gardner, Denny Gibbs, Brent Terwilliger

✓2021 member(s):

* 1. *Fund Raising/Special*

✓ 2020 member(s): Caroline Garcia

✓ 2021 member(s): Stephanie Pilk

* 1. *Community*

✓2020 member(s): Sarah Libera, Jill Albach

✓2021 member(s):

* 1. *Preservation*

✓2020 member(s): Unknown

✓2021 member(s):

* 1. **Above Committee reports tabled until next meeting**. Looking for at least one board member to be a part of each committee. Request all board members review Committees over the next month.
	2. *Finance*

✓2020 member(s): Zach Waters, Andrea Cochran, Denny Gibbs, and Leon Konieczny

✓2021 member(s): Brent Terwilliger, Wally Baatz, Andrea Cochran, Zach Waters, Denny Gibbs, Doug McLendon, Ryan Schneider, and Leon Konieczny

* + 1. Discussion of budget for 2021 including Tour, Harvest Moon, Lamp Posts, gifts and how much should be in reserve.
			1. Brent & Wally will meet and come up with two budgets to review at next Board Budget Meeting
			2. Jackie & Doug will check w/ contacts re: reserves for non-profits.
1. **Old Business** (tabled/unaddressed items from prior Board)
	1. 2021 Goals- (website, events, membership growth, membership engagement)
		1. Harvest Moon on hiatus for 2021 will reconsider in 2022. Brent will talk to Main St. about taking over. Stephanie or CJ will reach out to Christina.
		2. Membership currently around 100 members. For growth, discussed reaching out to everyone in district with a Lamp Post (179).
		3. Website (<https://sanfordhistorictrust.wildapricot.org>): No change this year. Continue to use social media and PayPal.
			1. Stephanie motioned not to improve website, CJ seconded, all voted yea.
	2. Stokes Fish Sign: Work complete (Trust earnings, TBD)
		1. Discussion of profits, no exact number provided.
	3. Calendar
		1. Distributed to downtown businesses, still have approx. 150
			1. Stephanie has some people downtown who want them – she will refill.
		2. Error on October, board worked together to affix labels to correct.
			1. For 2021 add someone from board to committee to proofread.
	4. Upcoming Membership Meetings
		1. Topics/locations for January:
			1. “Sanlanta” Team
			2. Main St. – explain reconfiguration and what they are about
			3. Brent will ask Main St. them if they can host.
			4. CJ will ask Aaron from Creations Catering. Sarah will ask owners of gas station if overflow parking can park there.
	5. Info chart on Sanford Historic Groups (Trust, Historical Society, and Preservation Board)-
		1. Zach had forwarded to Donald Epps. Waiting for feedback.
		2. Zach will forward to Stephanie for follow up.
	6. Georgetown Grants
		1. Table for time being. Julie hasn’t heard back from anyone – waiting for contact. Will re-examine as we make way through year – maybe reevaluate in 2022.
	7. Tour of Lights/Drinks: Formal Thank Yous
		1. Discussion of thanks and gifts.
			1. CJ & Stephanie recused themselves for gift vote.
			2. Per Zach – we include $ in budget ($300 - $100 for each contributors)
			3. Brent motioned for CJ & Stephanie to receive Gift Cards. Sarah L. seconds. All vote yea to approve.
			4. Discussed gifts for Lead committee members
			5. Discussion of who should receive gifts, what gifts will be, should be added to budget for consistency.
	8. Updated bylaws to be added to the website (Flossie to email them to Stephanie who will update on website)
2. **New Business**
	1. Need to identify a graphic artist
		1. Discussion of adding line item to pay someone.
		2. Board will ask previous graphic designer if she’s interested in participating again.
		3. Expectation is that we will need someone new for 2022.
	2. Budget – table until next week emergency session
	3. Storage Unit – table for future discussion
	4. Other
		1. Wally asked about membership dues being paid with check.
			1. Discussion to let Katie Gardner know to add to website. Zach can teach someone how to do it.
	5. Confirm Next Meeting Details
		1. Wednesday 1/13/21, 7pm to review budget.
		2. Membership Meeting, Thursday January 21, 2021 (location TBD).
		3. Board Meeting 2/4/2021, 6pm
3. **Adjourn  7:59PM**

**Sanford Historic Trust**

Board of Directors Meeting

Budget Meeting, January 13, 2021

1. **Call to Order - 7:02PM**
	1. **Brent Terwilliger, Stephanie Pilk, Jackie Nitti, Wally Baatz, Doug McLendon, Caroline van den Berg, Jill Albach, Zach Waters, Andrea Cochran** (bold were in attendance virtually)
2. **Officer Reports**
	1. Budget
		1. Review of proposed budget and discussion of funds allocated to lamp posts, spending down vs maintaining reserves, and allowance for graphic design.
		2. Stephanie motioned to approve proposed budget, Wally seconded. All present voted yes. Motion passed.
3. **Adjourn  7:59PM**