**Sanford Historic Trust**

*Board of Directors Meeting*

AGENDA – March 10, 2022

Present: Brent Terwilliger, Amber Wojcek, Jackie Nitti, Sarah Clore Virginia Vlassick, Robin Theisen, Dino Ferri,

Excused: Tania King, Doug McLendon

1. **Call to Order 6:58pm**
2. **Approve Prior Minutes 1st Robin, 2nd Dino, Approved**
3. **Officer Reports**
	1. President – Brent Terwilliger:
		1. Welcomed Julie Scofield from the City of Sanford.
		2. The Historic Preservation Board will be voting on a historic landmark designation for Civic Center on Wednesday 3/16 at 5:30 at the City Hall Commission Chamber. We would like to put out an eblast/social media post to encourage attendance.
		3. There have been a notable number of inquiries regarding historic refurb/rehab recommendations [e.g., windows]). Discussion of referral options. We will keep a list of community members who have done projects to connect members.
	2. Treasurer- Brent reported for Tania:
		1. We received a refund from the City of Sanford for TOH.
		2. As of February 28, 2022, our account balances were Checking: $77,101.74, Savings: $6,013.96, Total Assets: $83,115.70
		3. The IRS Tax Exemption is resolved, we are an active 501(c)3 organization with full tax- exempt status. Donors may deduct contributions made to our organization.
		4. Our annual IRS tax return filings are current with the 2021 form 990 due May 15,2022.
		5. Our 2022 annual report has been filed with the Florida Division of Corporations and Sunbiz now reflects the current board.
		6. The Solicitation of Contributions permit issued by the state of Florida had expired in July of 2016. All the required financial disclosure forms and applications to the Florida Department of Agriculture and Consumer Services have been submitted for calendar years 2015-2021. Renewal has been assured. Penalties are still undetermined.
		7. Our Consumers Certificate of Exemption issued by the state of Florida is active and expires 10/21/2022.
		8. South State credit card application is prepared and ready for signatures.
4. **Committee/Project Reports**
	1. Guest Julie Scofield – City of Sanford (re: Harris House and other collaborative opportunities).
		1. Georgetown signs went up and the community is grateful for the assistance of the SHT. We have helped build momentum for their community.
		2. St. James Church received a $500,000 grant for rehab.
		3. The Hopper Academy may be a good meeting space. Seminole Improvement Association helped to save building. The Mayor is on the board.
		4. Julie provided some history of The Harris Nest on 2nd street. A non-profit called Golden Rule owns it and has applied for a grant to save it but were declined. They could use a partner. They have invested nothing over the years and it needs a lot of work. The SHT is invited to visit and learn the history.
		5. Georgetown is planning a May 20th reenactment of the reading of the Proclamation of Independence (which became the national holiday of Juneteenth). They would appreciate if we could share on website to help promote. Would also like to do an old house workshop w/ a series of lectures and vendors – for whole Sanford community.
	2. Events (Garden Tour)
		1. Sarah reported:
			1. We have 12 committed gardens, no street closures.
			2. 4/23 will be an info session for homeowners at 3pm, 5/5 will be the pre-tour from 6-8pm, 5/7 is the Garden Tour from 10-5pm.
			3. The Cultural Arts Center is headquarters, the vendor mall will be Centennial Park
				1. Caroline is the coordinator for vendors - $30 bring own tent and tables,
			4. Ticket prices will be $15. There will be promos on our website and Facebook.
				1. Discussion of ticket release and posters. Discussion of boosting on Facebook - will need to discuss with Tania to see if there is money in the budget.
				2. $35 will be for ticket with a membership.
			5. Sarah needs helping contacting media, Amber will help.
			6. We have two current sponsors, 6 pending sponsors, with a goal of early April to secure. If anyone can help secure sponsorships it would be appreciated.
			7. Sanford tours & experiences will give 25% cut of profits for the day in exchange for promotion.
			8. Working on Friends of Garden Tour ticket packages – for individual supporter’s vs businesses.
			9. A few educators are pending. Dino is looking into a bat person. We are also talking to speakers for bees, pollinators, landscaping, and the Florida Native Plant Society.
			10. Discussion of how to take credit card payments for the day. Would like to recommend trust tablet for all events. Brent may have something available. Consider adding to 2023 budget requests.
		2. Robin reported:
			1. Sheena had meeting with the city regarding the historic garden at museum and it’s a go.
			2. They would like to secure Richard Geer as landscape designer for a conceptual drawing.
				1. We are planning on using the funds from the garden tour to support this project, but we cannot pay for anything in advance. Recommended to ask landscape designer to create design pro bono and then we’ll promote his business. The Trust will need to be briefed once they have a plan & budget in place. Discussion of garden tour fundraising and how that money will be spent.
				2. Action items:

“A portion of the proceeds of the garden tour will help fund the historic garden.”

Reach out to Richard Geer for pro bono conceptual drawing, estimate.

* + - 1. Robin also had a conversation with Derrick Daniels regrading Harvest Moon. He’s from Project Sanford and they would like to take it over.
				1. Discussion of having a table at the event, we will not assist in planning.
	1. Grants
		1. Jackie reported that the committee is moving forward with protocols and will present at the April Membership meeting
			1. Invited Brent to 3/22 meeting to discuss scoring, invited Amer to later meeting to discuss marketing.
			2. Will present recommendations to board prior to April Membership meeting.
			3. Current schedule is to have applications ready to promote in August, would like to have due date in October, with review and selection process to distribute awards at January meeting.
			4. Sarah suggesting using a blind review process, maybe engaging other communities for the judging so there are not conflicts of interest. Grant decisions must be reviewable inside the organization for transparency.
	2. Preservation Awards
		1. Jackie reported that things are going well and encouraged board members to make nominations by 3/20.
	3. Membership
		1. Virginia reported that there are 97 active members, including 10 new since last month.
		2. Virginia talked to Laura Bedard about ideas for engaging new members and creating a family membership.
			1. Added auto renewal for membership on our website.
			2. Created discounted membership for Garden Tour Tickets.
			3. Talked about having a welcome basket for new homeowners. Laura’s idea was to partner with realtors, maybe connect with Main Street for businesses to add something
		3. Sarah recommended SHT Board member name tags for Member Socials.
1. **Old Business** (tabled/unaddressed items from prior-Board)
	1. None.
2. **New Business**
	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). Brent asked Julie who would be the best person to talk to or connect with. For long term advocacy/advice talk to public works director.
		2. Denny Gibbs gifting membership->recommended provided several incentivized memberships per year; all committee members to be gifted 2023 membership (not event volunteers). Maybe top performers/critical volunteers get gifted memberships.
		3. **Establish Plan for September and November Membership Meetings** – identify topics to be covered and Trust projects/initiatives to support in 2022
			1. September – TBD Educational Topic/Activity
			2. November – Annual Elections
		4. Identify options for social events
			1. June - Baseball game
			2. July - Social/Educational Event
			3. August - Social/Educational Event
		5. **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)
	2. Major elements to include in April General Membership Agenda (start thinking about now, discuss and finalize at April Board meeting) We’ll finalize next month.
	3. April​ General Membership Meeting (Thursday, April 21, 2022)
		1. Present overview of Historical Projects Funding Committee (e.g., description, evaluation criterion, etc.; discuss, as needed)
		2. Continue recruitment for Committees and Events
		3. Education/Presentation – discuss topic
	4. Other (any ad hoc motions or points of discussion)
	5. Confirm Next Meeting Details
		1. Membership Social Event, Thursday 24 March @7PM – Yardery. Owner will do introductions.
		2. April Board Meeting – April 7, 2022 (location TBD; need to identify a common space)
		3. Membership Meeting, Thursday 21 April @ TBD (need to identify a location)
3. **Adjourn 1st Amber, 2nd Dino, adjourned at 8:56pm**