

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, January 22, 2014**

FILED IN EAST LYME
CONNECTICUT
Jan 24, 2014 AT 1:00 AM (PM)
Jessie A. Blais
EAST LYME TOWN CLERK

Present: Gary Lakowsky, Chairman; Richard MacDonald; Maggi Prokop; Ariel DeLaura and Darlene DeLaura

I. Call to Order

Chairman Lakowsky called the January 22, 2014 Regular Meeting of the Smith-Harris House Commission to order at 7:07 PM.

II. Approval of Minutes

No action was taken, because it was an informal discussion.

III. Reports

A. Public Delegations. There were no guests.

B. Ex-Officio Report. Mr. Wilson was unable to be present, and there was no report.

C. Curator's Report. See attached Report.

D. Agenda Additions.

MOTION (1): Ms. Prokop moved to add under New Business, B. 3. Bylaws Change and B. 4. Election of Officers. Seconded by Mr. MacDonald. (4-0) Unanimous

E. Chairman's Report.

1. New Members. Ariel and Darlene DeLaura were welcomed as new members of the Smith-Harris House Commission.

Mr. Lakowsky reported Ms. Medley is working diligently on the June Eighth Grade Program.

F. Financial Report

1. Status Update. Mr. MacDonald reported as of January 21 we have expended \$5,177.29 and we have an unexpended balance of \$8,862.71; \$2,920.79 is encumbered.

Mr. Lakowsky reported he attended Board of Selectmen and Board of Finance meetings to request \$2,500 for the Curator for the remainder of the year. A Town Meeting will be held to request approval of this amount.

2. Presentation of Bills. Mr. Lakowsky presented bills for invitations, envelopes, cards, and paper for a total amount of \$69.07.

MOTION (2): Ms. Prokop moved to reimburse Mr. Lakowsky \$69.07 for supplies for a program in the barn.

Seconded by Darlene DeLaura. (4-0) Unanimous

3. Barn Rentals. Ms. Prokop reported the barn is rented on October 11, 2014.

G. Collections Committee. There were no new donations.

H. Correspondence. There was no new correspondence.

IV. OLD Business

A. Property Maintenance

1. Garden Fence and Maintenance. The fence will be taken care of at springtime.

2. Driveway. Mr. Lakowsky spoke to Chuck Holyfield, and Mr. Holyfield agreed to have the driveway taken care of in the spring.

2. Tree Limbs. Mr. Lakowsky has asked Mr. Putnam to take care of the tree limbs. Mr. Putnam agreed to have them taken care of at springtime.

B. Museum Development

1. Educational Programs There was nothing further to report on educational programs.

2. Curiosity Shoppe January 25. See the Curator's Report.

V. NEW Business

Ms. Prokop informed the Commission that the Garde will have a program on the Civil War on January 23.

Mr. Lakowsky met with Messrs. Peck, Jr. and Schutt and discussed in June using the senior bus to transport people from one historical house to another. Each house will have a different program.

Ms. DiMartino signed up for a NEMA seminar to be held January 29 on "Marketing a Museum on the Shoestring Budget".

A. Property Maintenance

1. Barn Painting (grant?). Mr. Lakowsky reported Home Depot offers up to \$2,000 in materials for a 501(c)(3), providing the work is done by volunteers.

2. February Program. See the Curator's Report.

3. Barn Roof. Mr. Lakowsky has asked Ron Bence for his help on the barn roof, and its on his work list.

B. Museum Development

1. Educational Program Middle School. There was no further discussion on the Middle School Program.

2. Textile Closet. Mr. Lakowsky agreed to ask the Friends to recommend a carpenter to build the textile closet.

3. Bylaw Change. Mr. Lakowsky asked that Article IV Section 7 of the Bylaws be removed.

MOTION (3): Ms. Prokop moved to delete Article IV Section 7 of the Smith-Harris House Bylaws "The officers shall not serve more than two consecutive years in the same office," effective January 22, 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

4. Election of Officers.

The Commission was asked for nominations for Chairman of the Smith-Harris House for 2014.

MOTION (4): Ms. Prokop moved to nominate Mr. Lakowsky as Chairman of the Smith-Harris House Commission for 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

There were no other nominations.

MOTION (5): Ms. Prokop moved to close nominations for Chairman of the Smith-Harris House Commission for 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

A vote was taken, and Mr. Lakowsky was unanimously elected Chairman of the Smith-Harris House for 2014.

The Commission was asked for nominations for Vice Chair of the Smith-Harris House for 2014.

MOTION (6): Ms. Prokop moved to nominate Darlene DeLaura as Vice Chair of the Smith-Harris House for 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

There were no other nominations.

MOTION (7): Ms. Prokop moved to close nominations for Vice Chair of the Smith-Harris House for 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

Darlene DeLaura was unanimously elected Vice Chair of the Smith-Harris House for 2014.

The Commission was asked for nominations for Corresponding Secretary of the Smith-Harris House for 2014.

MOTION (8): Mr. Lakowsky moved to nominate Maggi Prokop as Corresponding Secretary of the Smith-Harris House for 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

There were no other nominations.

MOTION (9): Mr. Lakowsky moved to close nominations for Corresponding Secretary of the Smith-Harris House for 2014. Seconded by Mr. MacDonald. (4-0) Unanimous.

A vote was taken, and Ms. Prokop was unanimously elected Corresponding Secretary of the Smith-Harris House for 2014.

The Commission was asked for nominations for Financial Officer of the Smith-Harris House Commission for 2014.

MOTION (10): Ms. Prokop moved to nominate Richard MacDonald as Financial Officer of the Smith-Harris House Commission for 2014. Seconded by Mr. Lakowsky. (4-0) Unanimous.

There were no other nominations.

MOTION (11): Mr. Lakowsky moved to close nominations for Financial Officer of the Smith-Harris House Commission for 2014. Seconded by Ms. Prokop. (4-0) Unanimous.

A vote was taken, and Mr. MacDonald was unanimously elected Financial Officer of the Smith-Harris House for 2014.

VI. Adjournment. Mr. Lakowsky called for a motion to adjourn the meeting.

MOTION (7): Ms. Prokop moved to adjourn the Smith-Harris House Commission Regular Meeting of January 22, 2014 at 8:15 p.m. Seconded by Darlene DeLaura. (4-0). Unanimous.

Respectfully submitted,



Frances Ghersi, Recording Secretary

Curator's Report

submitted to the Smith-Harris Commission

It's been a very success holiday season! Although Mother Nature made her presence felt, which caused a rescheduling of a program, the House was beautifully decorated, the Open-House and Wreath Sale were entertaining events and great fundraisers, and everyone is looking forward to continued growth and opportunities to share the Smith-Harris House and its history with visitors.

Thank You!

I want to extend a special thank you to both the Friends Board and the Commission for all the time and energy contributed to decorating the House. Each room looks lovely, and, while some decorations gave us moments of frustration as we approached how to best "deck our halls," with them, those moments were met with laughter, great suggestions, and positive support. It's a joy to work with such committed people. I will be organizing a colleague-to-colleague tour for both groups--hopefully at the Shaw Mansion in New London--as a fun "end of year celebration" opportunity for all of us.

Christmas Curiosities Program--Rescheduled

- I plan to contact Sally tomorrow (1/24) to review any final arrangements.
- I will order the sandwich platter for Saturday evening.
- We need to gently hang a curtain of some sort between the back stairs and the landing.
- Need to have the garbage removed before Saturday afternoon.
- My hours that day will be 4 pm to 9 pm.
- What else is needed?

Sweet Sorrows Program

- Musician Rick Spencer will be at the House on Sunday, February 16th at 6 pm to present his program, "Sweet Sorrow: Historic Songs of Love, Pursuit, Connecting, and Parting."
- I have so far publicized the program at these locations:
 - Post Road Review--ad & calendar listing
 - Discover East Lyme--on-line calendar posting
 - The Day: "Night & Day"--calendar posting
 - Zip06 East Lyme--on-line calendar posting
 - Mystic Country, Eastern Regional Tourism District--on-line calendar posting
 - East Lyme Business Organization--email marketing
 - Facebook, Smith-Harris House wall
 - Others: Lyme Times, scroll, etc.
- This is the blurb; feel free to use it for other publicity avenues:
 - Celebrate the romance of the season by a cozy fire with the Smith-Harris House! This program will feature musician Rick Spencer and his performance "Sweet Sorrow: Historic

Songs of Love, Pursuit, Connecting, and Parting,” an entertaining, amusing and light-hearted musical journey through the adventures and misadventures of lovers. Includes a brief talk in the parlor on courtship in the mid-1800s, and chocolate foiled hearts from Munson’s Chocolates to savor at your leisure! Sunday, February 16th, 6 pm. \$15 per person. Limited seating, call (860) 739-0761 or email curator@smithharrishouse.org to make reservations.

- Rick Spencer has requested to be paid the day of the program; I am submitting his invoice to Treasurer Dick MacDonald at this meeting so he can have it processed in time.
- “Rain date” has been set for Wednesday, February 19th at 6 pm. Let’s keep fingers crossed we won’t need it. :)
- I’ve been in touch with Munson’s Chocolates; we can order the chocolate favors in the store and pay upon pick-up. Will be about \$63. They will need copy of our tax-exempt form.
- I will develop form for collecting reservation information from participants.

Un-decorating

I’m working with Donna from the Friends Board to organize the dismantling of the holiday decorations.

- Scheduled to begin Tuesday, January 28th, 10:30 am. We plan to have the first floor completed first, then the second, in case we’re not finished by Feb. 16th for the Valentine’s Day program.

Program Committee

Members of the Friends Board and Commission have agreed to meet on Thursday, January 30th at 11 am. to create a programming committee to develop programs for the House and Grounds throughout the 2014 calendar year. The idea is to offer at least one program a month to maintain an educational and entertaining presence in the community. We’re also hoping to create a group that can serve as a ‘go-between’ with the Friends & Commission to make decisions that need to happen quickly, while keeping everyone informed. If you can’t make this meeting and have some suggestions you would like to put forward please let me know; phone: 860-326-9967 or joanie.dimartino@att.net.

Meetings Attended

- Friends Board Meeting--1/14
- Meeting with Suzanne to discuss membership changes and volunteers 1/16
- Commission Board Meeting--1/23

Upcoming Initiatives

- working with Friends & Board to establish 2014 programming, including publicity for programs.

- make arrangements with Ed Baker, director of the New London Historical Society for tour of the Shaw Mansion for interested Friends and Commission members as a thank you for making 2013 so successful.
- propose membership changes to the Friends group and develop ways to enlist more volunteers.
- Re-write our tour plan & interpretive strategy.
- Continue streamlining our publicity capabilities, including email marketing.
- prepare proposal for purchasing Past Perfect Software and begin full artifact inventory.

Supplies Request

One item we need right away to preserve our collection are gloves for handling artifacts. I'm attaching the information from Gaylord Archival Source catalog. Cost is \$38.60 for 12 pairs. I'd like to have them as soon as possible for dismantling decorations, taking inventory, and everyday use when the artifacts need to be handled.

Submitted by:

Joanie DiMartino, curator
January 23, 2014

CC: Gene Medley, Acting President of the Friends of the Smith-Harris House