


Smith-Harris House Commission
Regular Meeting Minutes
November 16, 2016

Present: Gary Lakowsky
Kathleen Sasso
Robert Seifel
Barbara Odgers
Richard MacDonald

FILED

NOV 21 20 16 AT 2:40 AM/PM

EAST LYME TOWN CLERK

Absent: Maggi Prokop

Also Present: Joanie DiMartino, Smith-Harris House Director
Donna Massung, Friends of Smith-Harris President
Kathleen Patterson

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Meeting of November 16, 2016 to order at 7:05 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the October 19, 2016 Meeting Minutes.

MOTION: Ms. Sasso moved to approve the October 19, 2016 Smith-Harris House Minutes, as presented. Seconded by Mr. MacDonald. (5-0) Unanimous

III. REPORTS

A. Public Delegations. Ms. Massung reminded the Commission that it will meet jointly with the Friends on November 18 at 2 p.m. at the East Lyme Library. She asked everyone to bring their calendars.

The Wreath Sale will be in the barn on December 3 from 9 a.m. to noon.

The Holiday Open House will be held on December 4 from 11 a.m. to 4 p.m.

B. Ex-officio Report. Mr. Lakowsky reported Mr. Cunningham is attending a Board of Selectmen meeting tonight.

C. Director's Report. See attached October and November reports.

There was a general consensus to clean the historical graves with diluted D-2 in order not to turn them white but to be able to read the names more clearly.

D. Agenda Additions. The Commission was asked if they had any additions to the Agenda and there were none.

E. Chairman's Report. Mr. Lakowsky reported we now have new lights in the attic and on the staircase.

He donated wooden coat hangers to the house.

Messrs. Massung and Lakowsky installed the plug. Mr. Bence and a Hunter Electric electrician hooked it up. The outside light on the side of the building now has a sensor. An electrician from Raymond Zelek Electric donated his time. Dead mice were removed while they were there.

F. Financial Report.

1. Status Update. Mr. MacDonald reported as of November 14, we have \$10,673.66, including encumbrances, remaining in our budget. We have spent 42% of it.

Ms. Odgers added 63% of Museum Programs have been used.

2. Presentation of Bills. There were no bills presented for payment.

3. Barn Rental.

a. Christmas Eve Day Wedding. The Christmas Eve day wedding was cancelled. They will call Ms. Prokop to set a new date in spring.

4. Budget Planning Committee. Mr. MacDonald, Ms. Odgers and Ms. DiMartino met and revised the spreadsheet. It was felt Ms. DiMartino made positive changes to the house since she has been Curator/Director. Ms. Odgers suggested that the budget be on a single sheet. It was felt we need to meet for our future budget in July to review programs we have done and determine its cost and whether or not we will have them again. Ms. DiMartino felt we should continue programs that bring in a lot of people and the costs of the programs.

Mr. MacDonald asked what line item will the mulch come out of? It was suggested that he take it out of miscellaneous.

G. Collections Committee. The Committee reviewed a list of items and decided whether or not to add them to our collection, consider them for special use and research or to decline accepting them. (See attached recommendations).

MOTION: Ms. Sasso moved to accept the recommendations of the Collections Committee. Seconded by Mr. MacDonald. (5-0) Unanimous.

Past perfect software has been installed.

H. Correspondence.

1. Letter dated November 13, 2016 from Lisa Marchinkowski a PhD candidate requesting that she be allowed to do research as part of our tours.

2. Email from Jude and Kurt Rittenhouse dated October 24, 2016 informing Ms. DiMartino that they had a wonderful time during Spirit Voices.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. This is a spring project.
2. Front Walkway. It was felt this could be an Eagle Project.

B. Museum Development.

1. SStepCT Report. (See the attached Director's Report).

V. NEW BUSINESS

A. Property Maintenance.

1. Porch Repairs. Mr. Lakowsky is waiting for an estimate on the porch repairs.

B. Museum Development.

1. Nominating Committee. The Nominating Committee will present names of Commission members who wish to be officers of this Commission.

2. Meeting Dates. The following meeting dates for 2017 were presented for consideration: January 25, February 22, March 22, April 26, May 24, June 21, July 26, August 23, September 27, October 18 and November 15. There will be no December meeting. All meeting dates will be held in the Day Room of the Senior Center at 7 p.m.

MOTION: Mr. MacDonald moved to approve the above meeting dates. Seconded by Ms. Odgers.
(5-0) Unanimous

Ms. Massung reported the Friends meet on the second Tuesday at 2 p.m. in the East Lyme Library.

C. Upcoming Events.

1. Bike and Barbeque 2017. Mr. Lakowsky reported the Lions are willing to barbeque for the 2017 Bike and Barbeque. They would like to use the Smith-Harris House property. Dates for it will be suggested at the January 2017 meeting.

2. Planning Meeting 11/18 from 2 p.m. to 4 p.m.

3. Open House 12/3-12/4. Mr. Lakowsky agreed to be Thomas Avery.

4. Afternoon with Belsnickle. This event is scheduled for December 10 a 2 p.m.
Judy MacDonald will sing.

VI. ADJOURNMENT

MOTION: Ms. Sasso moved to adjourn the Smith-Harris House
November 16, 2016 Regular Meeting at 8:25 p.m.
Seconded by Mr. MacDonald. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

Director's Report

Smith-Harris House, October/November 2016

Upcoming Meetings

- Funeral decorations removal Friday, Nov. 18, noon, all help welcome!
- Programs meeting, Friday, Nov. 18, 2 pm. All welcome.
- Other meetings throughout month TBD.

Professional Development

- The NEMA conference off-site workshop, "Undread the Dead: Taking the Fear Out of Cemetery Preservation" was spooktacular! (sorry, couldn't resist!). Seriously, though, it went very well, and 13 people (yes, 13; even NEMA staff laughed) attended. We couldn't have asked for better weather and all our presenters were excellent. Special thanks to Donna Massung, Kathleen Patterson, Barbara Odgers and Bob Patterson, and Chuck Massung for helping to show the Smith-Harris House off to our peers, and for making the workshop a success.
- Kathleen Patterson and Kay Davis from the Friends Board also attended the rest of the NEMA conference with me. They spoke at the Friends meeting about the sessions they found most engaging. I found the IMLS grant-writing session to be of most importance, as we continue to seek funds for programming, collections work, etc. Most funders are requiring a strategic plan, which I'll report on later.
- I will be representing the Smith-Harris House at the Southeastern CT Cultural Coalition at their first annual THIRVE! conference, speaking on the successful completion of the Historic House Trails Brochure, on Dec. 6th.
- I participated in three Collections-related webinars:
 - "Documenting your Collections: There's a Form for That!" on 9/29
 - "Conducting & Maintain a Collections Inventory" on 10/4
 - "Beyond No Food in the Gallery: Food Management Strategies for Museums in the Real World" on 10/29

Programs/Tours

- Wil Reed's class of about 18 students toured the House; special thanks to Dick MacDonald for assisting with the tour.
- 13 people visited the House & Old Stone Church Burial Ground as part of the NEMA workshop.
- 53 people visited the House & about 15 visited the Old Stone Church Burial Ground as well as part of the Spirit Voices program, which was an amazing success—thank you to everyone!
 - I plan to apply for an Award of Merit from the CLHO (CT League of History Organizations) for this program.
- 117 people enjoyed Slightly-Creepy Tales as part of the Trick or Trunk program; our highest numbers yet! Thank you to Gary Lakowsky, Valerie Kibler, & Michael Hart for sharing stories.

- We're getting ready for our Holiday Open-House on Sunday, December 4th, 11 am to 4 pm. We will be nailing down particulars at Friday's program meeting.
- We're on schedule for the "Afternoon with the Belsnickel." It should be a great program.
- Lisa Macinkowski-June, PhD candidate at UConn, has asked

Collections

- We are working toward a food management policy to protect the collection when we have programs & also when the barn is rented and we have caterers using the House kitchen.
- I have updated the Barn Rental policy/agreement as per Maggi Prokop's request.
- Barbara Odgers will share the suggestions of the Collections Committee for accessioning.
- The Smith-Harris House had the ELPL display case through the month of October. It was a success, and looked vibrant! Special thanks to Bob Patterson, Donna Massung, Chuck Massung, & Barbara Odgers for their hard work on our first mini-exhibit!
- We have gotten approval from the Old Stone Church Burial Ground to move forward with the Avery Henderson gravestone repair, just finalizing some last minute details with the CT Gravestone Network preservationist, Ruth Shapleigh-Brown.

STEPS-CT/Governance

- Bob Patterson turned over all his paperwork from the Landscape session of STEPS. I will organize it and have it in the binders so everyone can access it.
- Donna Massug & I will be attending the final Unit, on Interpretation, which begins at the end of this month.
- We will be applying (up to \$4,999) for a grant to undergo a complete rebranding, including potential name change, new logo, new signage, brochures, letterhead, etc. as part of our final STEPS project.
- We will need to develop a strategic plan; most funders are requesting it (that includes the above-mentioned 1772 Foundation). This may be built into our re-branding grant. We will need to bring in a consultant/specialist who will lead us through a process of 3-5 year long-range determination. This will take place over a full-day (or 1/2 day) board retreat including Commission & Friends members.

Landscape

- I met with the first carpenter to request a bid; Donna Massung also spoke with him briefly. Waiting to receive a bid. We plan to apply for a 1772 Foundation grant.
- I contacted the second carpenter; we are just trying to schedule a meeting for him to look at the porch to put in a bid.

Meetings Attended

- Friends Board of Directors meeting—10/11
- Spirit Voices set-up—10/14
- STEPS sub-committee—10/14
- Commission meeting—10/19
- gravestone repair & NEMA workshop meeting—10/28

- budget meeting with Dick MacDonald & Barbara Odgers—11/2
- Historic Sites Roundtable meeting with Southeastern CT Cultural Coalition—11/3
- porch meeting w/ carpenter—11/8
- NEMA conference—11/9 to 11/11
- Collections Committee meeting—11/15
- Friends of Smith-Harris House Board meeting—11/15
- Commission meeting—11/16

Submitted by:

Joanie DiMartino, Executive Director

November 16, 2016

AVERY, SMITH & HARRIS MUSEUM COLLECTIONS COMMITTEE - DETAILS AND RECOMMENDATIONS FOR RECENT DONATIONS			2/23/2016	
		ADD TO COLLECTION INCLUDING SEASONAL	SPECIAL USE AND RESEARCH	DECLINE OR DE-ACCESSION BY DONATING OR SELLING
EMERROIDERY PIECE	MODERN		2	1
BOOK-THE ARTIST'S BOOK OF FABLES BY JAMES NORTHCOTE PUB 1845 HENRY BOHN, LONDON	7.5" Tall X 4.5" WIDE, AEG, RED MOROCCO, GILT FLORAL BAND RAISED BANDED SPINE WITH GILT DESIGN COMPARTMENTS, 2 LEAFs MISSING	3		
BOOK-TEN LITTLE PUPPIES RAPHAEL TUCK & SONS N/D PUB LONDON, PROBABLY 1890-1900	10.5" TALL X 8.5" WIDE CARD BOARD COVER PLUS 6 LEAFs, STAPLES RUSTED	2	1	
BOOK-THE NIGHT BEFORE CHRISTMAS BY CLEMENT MOORE (written 1822) PUB NEW YORK, PROBABLY 1890-1900	11" TALL X 8.5" WIDE CARD BOARD COVER PLUS 6 LEAFs, STAPLES RUSTED (Moore acknowledged his authorship 1844)	3		
BOOK-FURNITURE TREASURY BY WALLACE NUTTING PUB MACMILLAN CO, NY 1928	MOSTLY OF AMERICAN ORIGIN ALSO AMERICAN HARDWARE AND HOUSEHOLD UTENSILS (some foreign examples)		3	
CAST IRON COOKING POT			3	
PART OF HORSE HARNESS WITH BELLS			3	
NUT, PEPPER AND SPICE GARLAND	REMOVAL OF RED PEPPERS RECOMMENDED		3	
WOODEN ROCKING HORSE		3		