

Brookside Farm Museum
Meeting Minutes
November 26, 2018

Present: Robert Seifel, Chairman
Maggi Prokop
Gary Lakowsky
Cheri Meier
Richard MacDonald
Robert Patterson

Also Present: Donna Massung

FILED IN EAST LYME
CONNECTICUT
Dec 4 2018 AT 10:56 AM/PM
Brookside Farm ATC
EAST LYME TOWN CLERK

I. CALL TO ORDER

Chairman Seifel called the meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES

Mr. Seifel asked for additions, deletions or corrections to the October 25, 2018 Brookside Farm Museum Minutes.

MOTION (1): Mr. Lakowsky moved to accept the October 25, 2018 Regular Brookside Farm Museum Meeting Minutes, as presented. Seconded by Ms. Prokop. (6-0) Unanimous.

III. REPORTS

A. Agenda Additions.

MOTION (2): Mr. Lakowsky moved to add, under New Business C. Upcoming Events, Open House. Seconded by Ms. Prokop. (6-0) Unanimous.

B. Public Delegations.

Ms. Massung presented the contract with Heidi Trees to the Chairman for his signature.

She reported the Friends would like to have an Open House on December 2 from 1 p.m. to 3 p.m.

Ms. Massung reported the house has been decorated in Christmas traditions.

Ms. Massung informed the Commission that Mr. Taylor has been working at the house two days per week. He has been inputting information on textiles into the computer. Once he has completed the information on textiles, he will build a new inventory list.

C. Ex officio Report.

Mr. Cunningham was unable to be present, and there was no report.

D. Directors Report. There was no report.

E. Chairman's Report. Mr. Seibel had nothing new to report.

F. Financial Report.

1. Status Update. Mr. MacDonald reported the remaining balance in the Brookside Farm Museum budget is \$12,995.24. He stated 44% remains in the budget.

2. Presentation of Bills. Mr. Patterson reported Riverhead Building Supply Company is the new owner of Niantic Lumber. Mr. Lakowsky suggested contacting Anna Johnson, Finance Director, to prepare a Purchase Order to encumber some money for Riverhead Building Supply Company.

3. Barn Rental. Ms. Prokop reported the barn is closed to barn rentals for the season.

4. Budget Planning Committee.

a. Review Budget and Planned Expenses. As soon as budget information is received a Budget Planning Committee will be formed.

G. Collections Committee. Ms. Massung asked that any public donations to the house be given to Ms. Patterson.

Mr. Patterson reported he was contacted regarding a donation of bellows for the house. He felt it was too large and did not fit into the Commission's long-term plan for the house.

H. Correspondence. Ms. Prokop read letter from a member of Walk of Horror enclosing a \$250 donation to the Friends. The event had 1600 individuals on Friday. Saturday was cancelled due to inclement weather. They received 20 boxes of food for Care and Share. Mr. Patterson felt they did a good job cleaning up after the event.

Mr. Lakowsky received a telephone call from a member of the East Lyme Book Club. They plan to meet at the house on December 4 at 6:30 p.m. They expect to have ten individuals and asked that chairs be set up and asked for a small table to serve hot cider. Ms. Prokop and Mr. Lakowsky plan to be at the house at that time.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Lakowsky reported the garden fence will be a spring project.

B. Museum Development.

1. The Strategic Planning Committee. Ms. Massung felt the Friends and the Commission will need to meet in January.

V. NEW BUSINESS

A. Property Maintenance.

Mr. Patterson reported the barn was cleaned after the wedding.

1. Porch Repairs. Mr. Lakowsky has received two bids for the porch repairs. The work will be done when a grant is received.

2. Strategic Fiscal Planning. The Strategic Fiscal Planning Committee will meet in March or April.

2. Technology-Internet. Mr. Lakowsky plans to meet with Ms. Ames regarding the internet.

B. Museum Development.

1. Committee to Search for a Curator. Joshua D. Taylor has been hired as Interim Curator.

2. Committee to Search for a Rebranding Firm. Ms. Massung recommended hiring Alaina Tobin.

C. Upcoming Events.

The Open House will be held on Sunday, December 2 from 1p.m. to 3 p.m. Ms. MacDonald will play the guitar and Diane Silvia will play the melodeon. Crafts and refreshments are planned.

The Preservation groups plan to have a Pot Luck Supper at Niantic Community Church on January 11, 2018.

MOTION (3): Mr. Lakowsky moved to change the Brookside Farm Museum June meeting date to Thursday, June 27, 2019. Seconded by Ms. Prokop. (6-0) Unanimous.

VI. ADJOURNMENT

MOTION (4): Mr. Lakowsky moved to adjourn the November 28, 2018 Brookside Farm Museum Regular Meeting at 7:45 p.m. Seconded by Ms. Prokop. (6-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary