

Smith-Harris House Commission
Regular Meeting Minutes
September 24, 2014

Present: Gary Lakowsky
Kathleen Sasso
Maggi Prokop
Richard MacDonald

FILED IN EAST LYME
CONNECTICUT
Sept 29 2014 AT 12:10 AM/PM
EAST LYME TOWN CLERK

Also Present: Joanie DiMartino, Smith-Harris Curator
Donna Massung, President of the Friends

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Regular Meeting of September 24, 2014 to order at 7:05 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, corrections or deletions to the August 27, 2014 Smith-Harris House Commission Regular Meeting Minutes.

MOTION: Ms. Sasso moved to approve the August 27, 2014 Smith-Harris House Regular Meeting Minutes, as presented. Seconded by Mr. MacDonald.
(4-0) Unanimous.

III. REPORTS

A. Public Delegations. Donna Massung reported the Friends are revamping its application, raising dues, and adding student membership.

The Friends will supply food for the volunteers that will be painting the barn.

A check will be needed to pay the Curator.

B. Ex-officio Report. Mr. Wilson was not present, and there is no report.

C. Curator's Report. (See attached)

D. Agenda Additions.

MOTION: Mr. MacDonald moved to add under New Business D. 1. Approval for 2015 Meeting Dates. Seconded by Ms. Prokop. (4-0)
Unanimous.

E. Chairman's Report. Mr. Lakowsky reported he and Mr. MacDonald power washed the barn on Monday.

Mr. Lakowsky secured the Day Room for next year's meeting dates.

The Friends of East Lyme are meeting at the VFW on October 6 at 6 p.m.

The Tree Lighting and Holiday Stroll will be held on November 29. We have been asked to dress in period costumes and inform the public on upcoming events at the house.

Ms. DiMartino asked if the Commission knew of anyone who does graphics? Ms. Sasso suggested asking the school to recommend a student.

Mr. Lakowsky asked Ms. DiMartino to email a copy of her report to the First Selectman.

F. Financial Report.

1. Status Update. Mr. MacDonald reported we have spent \$2,857.20, encumbered \$3,926.59 and have an unexpended balance of \$13,642.80.

2. Presentation of Bills. The Curator requested reimbursement of \$5 for her attendance at the Florence Griswold Museum on September 11 "Looking at Furniture Through the Lens of Conservation."

MOTION: Mr. MacDonald moved to reimburse the Curator \$5 to attend "Looking at Furniture Through the Lens of Conservation" at the Florence Griswold Museum. Seconded by Ms. Prokop. (4-0)
Unanimous.

3. Barn Rental. Ms. Prokop reported on September 20 from 10 a.m. to 9:30 p.m. the barn was rented for a wedding.

The Drama Club has rented the barn on October 15 and October 16 for seniors to attend "Our Town."

On October 24 Janet Carlson will tell scary stories.

Trick a Trunk will be held at the house on October 29 from 6 p.m. to 9 p.m.

Fiendish Folklore will be told on October 29.

In November the house will be decorated for Christmas.

On December 5 the Friends will have a Wreath Sale and Silent Auction from 7 p.m. to 9 p.m.

G. Collections Committee. No new items were received.

H. Correspondence. Ms. Prokop made home made cookies for Mr. Putnam and Mr. Bence, and she will also write a thank you note to each of them.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Lakowsky agreed to paint the garden fence.
2. Tree Limbs. Mr. Putnam has agreed to have a crew take care of the tree limbs as time permits.
3. Front Walkway. Mr. Lakowsky reported Mr. Putnam will have a back hoe available for the front walkway.
4. Barn Painting. Mr. Lakowsky reported the barn will be painted October 1-3.

B. Museum Development.

1. Educational Programs. Ms. DiMartino agreed to contact the Middle School. Thank you notes written by students were sent to the Commission.

V. NEW BUSINESS

A. Property Maintenance.

1. Barn Roof. The barn roof is scheduled for next summer.

B. Museum Development.

1. Educational Program. There was no further discussion on the educational programs.
2. Textile Closet. Ms. DiMartino will select the paint color for the textile closet. The Lions have approved \$500 for the textile closet shelving, boxes and tissue paper.

C. Upcoming Events.

1. October 4 - Open House for the Samuel Smith House.
2. October 7 - Textile Closet Painting.
3. October 24 - Scary Stories.
4. October 29 - Trick a Trunk/House readings.

D. 2015 Meeting Dates. Mr. Lakowsky suggested the following meeting dates for 2015: January 28, February 25, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28 and November 18. There will be no meeting in December.

VI. ADJOURNMENT

MOTION: Ms. Prokop moved to adjourn the September 24, 2014
Smith-Harris House Regular Meeting at 8:10 p.m.
Seconded by Mr. MacDonald. (4-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

Curator's Report--September

Submitted to the Smith-Harris Commission

Autumn has arrived, and with it a plethora of programs to engage visitors! We begin preparing for our holiday season offerings: new ideas, such as the wreath silent auction, as well as the wreath sale and open-house, our established favorites. Continued improvement of the site is on the horizon, with an upcoming barn painting and an application for the STePs-CT program through CTHumanities.

Tours/Staffing

- The official numbers currently are 41 people through the house during summer hours and 13 people in the barn. This will change as Maggi provides me with updated information on the approximate numbers for barn use.
- How many hours do we have left for docents? Is it possible to hire Cindy or Hank to assist with the open-house activities?

Publicity

- Signed us up for Constant Contact, so that we can email members and visitors who sign up for emails monthly information regarding upcoming programs, volunteer opportunities, etc.
- Met with Stacey Ventura on 9/11 to go over CC basics, and to establish how to connect the mailing list portion to our website, and also discussed upcoming changes to website as well.
- Began publicity for textiles closet celebration on 10/7.
- We have 5 more programs coming up between October and December; would anyone be willing to offer some basic publicity assistance?

Programs

- "Mary Todd Lincoln: Wife & Widow" very successful. 25 people attended.
- Preparing for "A Toast to our Textiles" event October 7th at 6:15. Have asked Friends Board to invite members of the Lion's Club and Rotary, also plan to invite Susan Jerome.
 - Donna Massung, Lorraine Blinn & I plan to prepare a few textiles for event display during the barn painting, since we'll be on-site and available to work on it.
 - need to get the closet painted and room tidied up by 10/6.
- Attempting to slate silhouette artist Elizabeth O'Brien for a December event.
- **should we hold a separate meeting of folks interested in assisting with the silent auction?
- Odds & Ends re: upcoming programs: stories for 10/29, open-house/Belschnikel, etc.
- In the process of planning events for 2015; working on a 4-part Civil War book discussion group with the library.
- Fourth of July 2015?

Archaeology

- Wil Reed, teacher at East Lyme High School, needs a new location on-site for his students to dig, as the state will be in the “shell midden.” for a formal archaeological survey. I suggested trying to locate where the “Ell” of our house may have been located. Would welcome thoughts and perspectives on this.
- Maggi Prokop & I are scheduled to give the students their semester tour on Tuesday, October 14th at 7:30 am.
- October 18th--12 to 2 pm. Volunteer Saturday. Needs opportunities for Juniors and Seniors. Do we have any tasks they can help with?

Meetings Attended

- 9/4--meeting with Donna Massung, Friends President for updates, etc.
- 9/9--Friends meeting
- 9/11--meeting with Stacey Ventura for Constant Contact
- 9/23--meeting with Suzanne B. and Donna Massung to discuss membership & volunteers

Professional Development

- 9/11--attended “Looking at Furniture Through the Lens of Conservation” at the Florence Griswold Museum

Upcoming Initiatives

- Scheduled to attend 10/6 session on applying for STePs-CT in Williamantic with CTHumanities.
- Continued work with Kathleen Sasso on STePs-CT application.
- NEMA registration; brief meeting with Kathleen Sasso & Donna Massung to plan.
- Program management through December.
- Decorating house for holidays; theme: “Thomas & Elizabeth’s First Christmas Together”
- Program planning for 2015.

Submitted by:
Joanie DiMartino, Curator
September 24, 2015