

Sanford Historic Trust Board Meeting Minutes

Date: April 7, 2015

Time: 6 PM

Place: 104 Park Ave

Note Taker: Kristin Cole

Attendees: Rob Hawkins, Brenda Boland, Kristin Cole, Alec Then, Nelson Beverly, Jim Fears, Fran Cramer, Hank Dieckhaus

Others present: Charlotte Smith

Nelson Beverly calls meeting to order at 6:01

1) **March Meeting Minutes** were reviewed and unanimously approved

2) **Reports of Officers**

- a. Jim Fears - Treasurer. Overview of the financial summary. No major changes to the financials in March. Annual storage unit charges were in line with budget and paid.

3) **Project Reports**

- a. **2016 Calendar Project Update:** The 2016 Calendar contest is underway; running from April 1 – June 30th. The goal is to print 2000 calendars, an increase over the 1500 that were printed last year. Creative Printing has quoted \$4,295 to print the calendars. Last year, all calendar costs were covered by sponsorships. The goal is to do the same this year, but this will require obtaining additional sponsorships. Current potential sponsorships include Center State Bank and Insurance Risk Services. We will need two more \$1000 sponsorships to cover the total costs. The Board discussed prospects for potential new sponsorships, including Thermostat and CPH.
- b. **Lamppost project:** Hank provided a detailed list of lampposts currently in need of maintenance and a list of proposed locations to be considered for 2015. The Board discussed the need to begin seeking a contractor that can manage the installation process for the 10 new installations that the SHT has budgeted for 2015. Kristin Cole volunteered to create a Request for Proposal document to be used with potential contractors. The RFP will outline the specific tasks and responsibilities that contractors bidding on the work will be obligated to provide. The RFP will be presented to the Board at the next Board meeting in May.
- c. **Holiday Tour:** No updates
- d. **Sign Toppers:** Nelson and Alec continue communication with the City concerning the SHT initiative to install street sign toppers within the District. Upon approval, we will attempt to facilitate dovetailing the sign topper installation with other City street sign work, so that the City can assist with the installation of the toppers. Initial communication with the City has been positive regarding this project.

- e. **Communication & Technology:** Membership renewals on the new cloud platform have been successful. SHT currently has 35 active paid members.
- f. **Fun Map:** The project is on hold until a replacement artist can be found to complete the work.
- g. **Proposed By-Law changes:** Charlotte Smith submitted a second draft of the proposed updates to the By-Laws of the SHT. The second draft incorporates the Board's feedback from the March meeting. The Board engaged in a line item review of the draft. The general opinion of the Board is that the proposed changes provide more clear, concise and accurate verbiage than is currently in place. Next steps include:
 - i. Charlotte will create a final draft of the proposed changes inclusive of the comments and suggestions from the April Board meeting. The final draft will be made available to members at the April member meeting and posted online. An email will also be sent to members, advising them of the proposed changes
 - ii. Members will be encouraged to review and submit questions or comments regarding the proposed changes prior to the May general membership meeting. Since the changes are comprehensive, encouraging review prior to the May meeting will allow us to progress through the draft review in a more expeditious manner.
 - iii. The goal is to review, edit as motioned, and approve the new By-Laws during the May meeting

4) New Business

Rob Hawkins expressed thoughts concerning the acquisition and preservation of old photographs depicting Sanford historic buildings. These photographs help to preserve Sanford history, as well as providing a point of reference for current and subsequent preservationist work. Discussion was general in nature. The Board agreed to think about how to best engage the community to participate and submit their photographs.

Meeting adjourned at 8:11 p.m.

Minutes submitted by Secretary, Kristin Cole.