**Sanford Historic Trust | Board of Directors Meeting**

Minutes for July 11, 2023

Attendance: Steve Snipes, Dino Ferri, Denny Gibbs, Amber Behring, Jackie Nitti, Jennifer De La Mota and Kathy Hull

Call to order: Jackie Nitti, 1st motion, Dino 2nd motion.

Report from Kathy:

* Calendar updates, send payment. Rob Hawkins, sent over payment for 2,000. Will be final year of calendar due to cost going up. Sheena donated 1,000. Dino
* Cost of production 7,000 for 2,000 calendars.
* Unsure of Sanford brewing
* Reg is still open to judging of calendar – advice to sell the calendar, not the best idea better to keep at a donation based.
* Budget met: 6,350 + 7,000 for calendar

1. **Officer Reports** 
   1. President
      1. Jim Kirchhoff
         1. Member of the community, has passed away. In honor of his passing, they have tagged SHT. Send out condolences.
      2. Saint James AME
         1. Thank you to Denny, Steve, Jackie for attending the prayer celebration. It meant a lot to them to see member attend.
   2. Treasurer
      1. P&L report
         1. Budget to date:
            1. Member events spending amount: $1,500
            2. Preservation spent $1,011.50, Budgeted: $1,000
            3. Create class for grants, printing material

Send out report week before board meetings to allow everyone to review budget.

1. **Events**
   1. July 25: Christmas in July
      1. Tuesday, July 25 @ 7, welcome center
      2. Finalize outstanding details and roles
      3. Communication & outreach
         1. Goal to reinforce Holiday tour of homes through the community
         2. August 25th committee meeting
         3. Instagram post received a lot of feedback.
         4. Wanting bakery items
         5. Tour of home guides
         6. Water, plates, Fruit, veggie trays, - Tonia
         7. Yes on wine
         8. Plants 1 case – Jennifer order
         9. Tour of homes printed material/ video/ presentation
            1. Jenn will reach out to Michelle/Amy
            2. Tonia will share link to photo drive to Jenn to create idea
         10. Social media: schedule more post. Jenn to create content items based on the photos shared
   2. August 15: Historic Panel/Roundtable
      1. Updates & needs from Denny
         1. All items set up
         2. Will need signs, names, organizations
         3. Amy will be moderating. Denny will get with Amy to finalize discussion points
         4. Will be recorded
   3. September: Mini Citizens Academy / Civic Engagement 101
      1. Updates & needs from Denny
         1. Consider extra marketing spend: posters, FB ads, etc
            1. Will be in Chambers
            2. Boosting on social, Sanford 365, Sanford Herald, IloveSanford
            3. Will be recorded
            4. Plan to have someone to moderate – potentially Tammy
   4. TBD: October picnic - need leads and participants
      1. Plan for either picnic, or bring cemetery crew to come back our or plan for a volunteer opportunity with them
2. **Preservation**
   1. Grant applications
      1. Application opening begins August 1st
      2. One application has already been sent
      3. Posters printed, will be shared
      4. Begin social media posted
3. **Admin**
   1. New storage unit!
   2. Migrating Drive
      1. Trust google drive was set up with past board member, will need to download all items to reuploaded back into trust account.
   3. Website
4. **Lampposts (5 minutes max)**
   1. 2023 Board needs to finalize how we are managing through EOY and setting up for the future
      1. No money included in the budget this year to install more. No new installations until maintenance and future plan is developed.
      2. Jackie & Amber share proposal draft
         1. First we need someone to own potentially Alec Then
         2. Plan for secondary meeting to: August/September
            1. Define proposal
            2. Have a vote on how to move forward.
         3. Reach out to public works to ask if they have copy of agreement to figure out how to move forward.
   2. Outstanding items:
      1. Write new homeowner agreements
      2. New city agreement
      3. Website form - Amber
      4. Letter & postcard - Jackie & Amber
5. **Marketing** 
   1. Grants applications open
      1. August – October 1st Jenn & Amber
   2. Calendar contest closing
   3. July, Aug and September events
      1. Share Aug & September with the newspaper (Amber)
      2. Schedule posts through next two weeks to push event in people’s feed and notifications: what should I wear; white elephant ideas; TOH photo from past
6. **Old Business**
   1. Discuss recruitment and nomination for next board
      1. We will present information at July, Aug and September events
      2. Host informal office hours - for example, Amber will be at palate on x days for 2 hours, and people can come say hi, chat, ask questions
      3. Other recruitment ideas, or people we can re-engage?
      4. Who do we know that could be interested or that we would like to have? Personally invite them to upcoming events.
   2. Separating reconciling from check writer; in progress with Tania & Amber
7. **New Business**
   1. N/A
8. **Adjourn**: 8:58 Jacki Nitti 1st, Amber Behring 2nd.