**Sanford Historic Trust | Board Meeting Minutes**

August 8, 2023

Call to order: 7:05

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

1. **Officer Reports**
	1. President
		1. Community grants: $10,000 available. Make proposals for board vote at October board meeting.
			1. Reached out to Brigette for a microfilm projector.
			2. Roof also needs repair, they have a matching grant, just a thought to donate $1,000.
		2. Calendar
			1. Kathy will be discontinuing the calendar, meaning we have decide if to move on, however Tammy may potentially be fundraising.
	2. Treasurer
		1. Shared P&L report - compile questions
			1. Tour of Homes also attached, available to be viewed email questions to Tanya.

1. **Events**
	1. July 25: Christmas in July
		1. Wrap up and next steps.
		2. Committee leads meeting.
			1. No update

1. August 15: Historic Panel/Roundtable
	* 1. Pitch nominations committee
		2. Boosted ad on Facebook.
			1. Instagram post – Jenn
		3. Need iPad to collect emails for email list - promote September event.
		4. Bring printed homeowner grant applications, TOH signup, newsletter signup.
	1. Updates & needs from Denny.
		1. Do we have a timekeeper with signs to give time remaining or to move on?
			* 1. Denny will manage this.

1. September: Mini Citizens Academy / Civic Engagement 101
	* 1. Updates & needs from Denny.
	1. Consider extra marketing spend posters, FB ads, etc
	2. Develop printed takeaway with key info.
		* 1. Denny to send content to Jenn to create printed material.
			2. Create place cards.

1. TBD: October
	1. Picnic - need leads and participants.
	2. Potentially use this time to get past presidents together.
		1. Begin planning for plan of approach.
		2. If we want to do this, we could have sign-up sheets at September event
	3. Cemetery Project event

1. November: Buster's bingo
	* 1. Asked we would like to do a bingo night, would be asked to bring a few prize. Plan for October 24th
		2. Calendar reveal is usually this month.
2. **Preservation**
	1. Grant applications
		1. Open
		2. Promote once a week on Instagram and Facebook
3. **Admin**
	1. N/A
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. Need interim maintenance - Denny to connect with Alex.
	2. Outstanding items:
		1. Write new homeowner agreements.
		2. New city agreement
		3. Website form – Amber
		4. Letter & postcard - Jackie & Amber

Dino will draft letter of rules of disengagement to have if needed. Denny, Steve, and Dino will meet with Alex

1. **Marketing**
	* 1. Need social media to promote:
			1. Grant applications – Jenn to create post and share once a week.
			2. Aug event
			3. Sept event:
		2. Share Aug and September events with the newspaper, Sanford365, I love Sanford (Amber)
2. **Old Business**
	1. Discuss recruitment and nomination for next board.
		1. Prep and present information at 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

1. **New Business**
	1. **N/A**

**Adjourn:** Jackie Nitti, Denny Gibbs,