



THE SANDOWN HISTORICAL SOCIETY DEPOT AND MUSEUM



Meeting Minutes

December 17, 2020 630p - 735p

Location - Virtual RingCentral

Agenda (sent via email with invite 12/14/2020)

P Report (Shayla) - State of NH AG, Depot Utilities, Boxes of paperwork

VP Report (Heather) - Facebook group, eBay listings and assisting with Merchandise, merchandise inventory

T Report (Paul) - Depot building secure, Water/heat status, IRS update

C Report (Deirdre) - Merchandise sales, historical inventory catalogs

S Report (Katelyn) - Set meeting schedule, process for agendas, meeting minutes, notifying the public (I'm thinking we don't start till January with monthly meetings. ??)

Open floor - what was missed?

Next steps, and how we all think best to keep in touch and communicate.

BoS Introduction meeting Monday 12/21 630pm at Town Hall, upstairs

You're all amazing for jumping into this project, thank you!!!

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Shayla McNally

Sandown Historical Society and Museum

sandownnhdepot.org

603.238.7558

Attended: Deirdre Steinfort-Rivas, Matt Cosgro, Shayla McNally

Notes

NH AG - Shayla contacted the office, annual reports have not been filed since 2014. Reports need to include IRS financial reporting, so 2015, 2016, and 2017 IRS reports can be gained from the IRS and used to complete these reports. Goal is to have them by end of year, if we can get these years from the IRS. 2018, 2019, and 2020 IRS filing will need to be completed before we can file the Annual Report with the State, deadline for this is end of March 2021. The fee to file is normally \$75/year, however the office said they would accept bulk submissions, so the first three years and one \$75 fee, and then the second three years with one \$75 fee, for a total of \$150 to file six years. This will bring us current and back into good standing with the State Attorney General.

Depot Utilities - Eversource electric and Hartmann Oil (propane) have been contacted and accounts put back into the SHS name.

- Eversource outstanding bill for 2020 was paid \$42.93 from October and \$16.21 from November, for a total payment of \$59.14 paid from the SHS checking account. Receipt in file folder. Account set up to be accessed online for quicker invoicing and payment.



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- Hartmann Oil propane tanks last checked to be at 47% full, need to call for refill at 20%, account not on monthly auto-fill due to little use. Past usage averages approximately 100 gallons a year.

Boxes of paperwork - Shayla received boxes of paperwork from previous President, contained mail, membership applications that need to be confirmed complete, donation checks from Network for Good (these were emailed to Heather and Deirdre for researching), and past records. Any IRS documentation was scanned and emailed to Paul for review.

Merchandise - Deirdre has volunteered to serve as Chair of the Merchandise Committee. Do we need to vote on this?

- eBay account has been accessed and secured, password changed. Will be looking through eBay inventory, compare with what we have in physical inventory. Will reach out to Eric Reuter to see when shirts were purchased and from whom.
- Paypal account has been accessed and secured, password changed.
- Some fun gift shop type purchasing catalogs were found in the boxes of paperwork. The option of selling gift shop items can be discussed as we get cleaned up and settled and closer to the depot opening in April.

Museum catalogs - some excel documents were found in the files transferred from the previous board, and some were emailed to us from past members. We will begin sorting through and organizing once transition items are smoothed out. Goal to start this in the new year.

Recurring meetings - Question of setting recurring monthly meetings, example, third Thursday of the month, so the public is knowledgeable and able to attend, either virtually or in person. Thoughts on this? **Action Item - [Shayla McNally](#)** can reach out to Lynne at the town to see which evening is least congested on the town calendar to minimize member conflicts. Will report back to the group.

Matt says once a meeting cadence (and event schedule) is set, we can populate a calendar on the Facebook page for public view

Fundraising (needs a Chair) - Further research needed how SHS raised funds previously and how successful individual efforts were.

- Raffle tickets - Were being sold throughout 2020, this is an annual effort. Found a folder with Jet Blue prize and other information from this fundraiser. Need to find out the other prizes and if they are still valid. Matt can post online, and can be sold in person at events and train shows. Member of the SHS works from Jet Blue and has the tickets donated. Will need to contact people who purchased 2020 tickets and see if they want to be included in the 2021 raffle (this should be done after we confirm we'll have these prizes for 2021, and can do the raffle). There is also a permit that is needed from the town to sell raffle tickets, and all reporting of financials and permits need to be included in the State AG's Annual Report.

Volunteering - It is suggested that we use volunteer tracking of hours for all Executive Board and members. **Action Item - [Shayla McNally](#)** will create a log on G-suite, Board members can do in there and log their hours so far (estimates are fine), and start logging moving forward.

- When the depot opens, we will create a sign-in/out book for volunteers to log hours.



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- Benefits include being able to apply for grants with volunteer backing, and reporting our efforts and progress at re-elections. Also the State AG's office might want this to show our effort in improving the SHS.

Technology - Matt reports there are about 8 old email addresses active from previous members. He has placed these in suspended status until we decide what to do with them and the information in them. Options are to delete (this loses all the information in the emails) or forward them to a current board member to sort through the emails and save what is needed, then delete the rest and finally delete the account.

Next Meeting - Introduction to Board of Selectmen Monday 12/21/2020 630pm. Please watch for updates if this session changes. Shayla will monitor the agenda and meeting place to keep this group updated.

What is everyone's schedule for the next two weeks? I will not invade any family time, but if you are not traveling anywhere and have time to meet again, let's do that. We have some tight deadlines with the IRS and AG.

Thank you all!!