



The Sandown Historical Society and Museum
 6 Depot Rd, PO Box 300 Sandown NH 03873
Sandownnhdepot.org



Meeting Minutes

Date: Thursday March 11, 2021

The Sandown Historical Society will have a meeting on **Thursday March 11, 2021 at 6:30pm (EST)** (approximate), to be held virtually and in-person at the Sandown Town Hall (Downstairs)

Attendance at the meeting by members of the board and the public can be done by video conference at

You're invited to join a Microsoft Teams meeting

Join on your computer or mobile app

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDgwNDkwN2QtMjgxMi00MmQ4LTkzNWYtNDQxNGRkZTJjZTVm%40thread.v2/0?content=%7b%22id%22%3a%2200374d14-ff76-4ef0-8890-80cc18340e4a%22%2c%22oid%22%3a%22ad5641f3-8210-4274-8494-cdb345012009%22%7d)

[join/19%3ameeting_NDgwNDkwN2QtMjgxMi00MmQ4LTkzNWYtNDQxNGRkZTJjZTVm%40thread.v2/0?content=%7b%22id%22%3a%2200374d14-ff76-4ef0-8890-80cc18340e4a%22%2c%22oid%22%3a%22ad5641f3-8210-4274-8494-cdb345012009%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDgwNDkwN2QtMjgxMi00MmQ4LTkzNWYtNDQxNGRkZTJjZTVm%40thread.v2/0?content=%7b%22id%22%3a%2200374d14-ff76-4ef0-8890-80cc18340e4a%22%2c%22oid%22%3a%22ad5641f3-8210-4274-8494-cdb345012009%22%7d)

6:30p

Call to Order

Roll Call Present: Heather Rosati, Dave Gaudet, Ellen Jones, Sue Dupoy, Shayla McNally, Paul

LeCain

Not present: Katelyn Whittier, Deirdre Steinfort-Rivas

Approval of Minutes (February Meeting) **Approved**. Action Item: Come to future meetings with printed out previous minutes and current agendas

Correspondence

-Diane Vieira (Winsor) Action item: Post to SHS, Library, OHD, Sandown and Sandown 2 Facebook pages to see if people have any of these photos to share. See if we can tag either Diane Winsor or her brother Bill Winsor. Shayla will follow up in Diane's email to let her know we are posting, and will provide anything shared with us.

-New member application and payment received for Ellen Jones

6:45p

Administrative Update

-State AG's Annual Report Status - 2018-2020 Annual Reports being submitted by end of March, bringing the SHS back into good standing. IRS good standing letter to be included with full financials

-Treasurer's Report (Paul) - See attached financial report. Action Item: Paul will call the attorney's office regarding an invoice received in the mail pertaining to previous board activity.

-Merchandise Report (Deirdre/Paul) - See attached Curator's report

-Curator's Report (Deirdre) Action item: Shayla to email Ellen with Deirdre in copy to connect about catalogs previously made of books and publications in the Depot. Question of washboard and family Bible previously held by the SHS, location unknown. Action Item: Paul said he would call the PD to see if these items are there

-Media/Fundraising Report (Heather) Action item: Shayla to forward to Heather media contacts for local newspapers to post about SHS. Check into Seacoast News - suggested by Ellen Jones. Guide Star transparency rating now Silver (Amazon Smile validation). Network for Good (Facebook fundraising) checks reissued from mail found in Board transition. Webpage to have an accuracy check and update on the Sandown History section.



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7:15p

Projects

Timeline and schedule for:

Spring Cleanup - Set for Sat April 17th. Action Item: need to advertise on Facebook, ask for volunteers, supplies, trucks for dump runs. Idea to host membership drive at same time. Action Item: Shayla to email Dave Gaudet from ATV Club about details of membership drive. Look into email apps for communicating with membership.

Return to Mercantile Project

-Sandown Farmer's Market

-Rotating schedule of antiques, crafters, florists/garden clubs, food trucks

Action Items: Shayla to connect with Salem, Derry and Hampstead Farmers Markets to see how they got started. Shayla to connect with Lynne from the Town to explore what type of permits are needed.

Sue will reach out to Arline Bassett about the Bassett Farm and if they would be interested in participating.

Advertisement for the Spring Cleaning - Supply donations needed ie. cleaning, labeling, etc.

Garden Club social event planning.

Amazon Smile Campaign - ask facebook members to post a photo of their account showing us listed as their charity of choice, for a chance to win a prize. Amazon gift card???

Calling for special committees with volunteer members for Cataloguing, Groundskeeping, Mercantile Project

Next meeting Thursday April 8, 2021 630pm Town Hall (downstairs)

7:30p

Adjournment Actual time 8:09pm

Please be advised, agenda items may not be discussed in exact order. The Historical Society may discuss other business brought before them that may not be explicitly listed on this agenda.

You are invited to attend, or you may submit written comments prior to this meeting. If you require personal assistance for audio, visual, or other special aid, please contact our office at least 24 hours prior to this meeting.



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Sandown Historical Society - Treasurer's Report 2/1/2021 - 2/28/2021						
TD BANK CHECKING	Starting Balance 01/01/2021				\$7,284.11	
	Ending Balance 01/31/2021				\$7,204.89	
	Account Activity			INCOME	EXPENSE	
				\$ 85.00	\$ 164.22	
	2/16/2021	SBB Deposit (check received)	Check received - Refund for cancelled train show	\$ 85.00		
	2/4/2021	Check #995002 to: Paul LeCain	Reimbursement for propane payment			(\$74.79)
	2/5/2021	Check #995003 to:Hartmann Oil & Propane	2nd Propane delivery			(\$89.43)
			Feb. Cash Flow		(\$79.22)	
PayPal	Starting Balance 2/01/2021				\$331.23	
	PAYMENTS RECEIVED				\$1.00	
	REFUNDS				\$0.00	
	Fees				\$0.00	
	Transfer to bank				\$0.00	
	Transfer to PayPal				\$0.00	
	Online Payment				\$0.00	
	Ending Balance 2/28/2021				\$332.23	
	Total Cash				\$7,537.12	
Next period known expenses/income	Electronic Check	Hartmann Oil (Late February)		Utilities	(\$161.87)	
	Electronic Check	Eversource		Utilities	(\$23.29)	
	?? Bill sent from SHS Attorneys ??				(\$500.00)	
	Deposit	Network for Good checks			\$235.98	
		Eversource		Utilities (estimate)	\$24.00	
				Total known activity for March	(\$425.18)	
Notes						



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Sandown Historical Society & Museum		Bank Reconciliation Statement			
6 Depot Road PO BOX 300 Sandown, NH 03873					
Opening Date: Monday, February 1, 2021	Closing Date: Sunday, February 28, 2021				
Bank Reconciliation Statement					
Opening Bank Balance					\$7,284.11
Add:					
Payments Received					\$0.00
Direct Deposit from Customers					\$0.00
Other Income Received					\$85.00
Expense Refunds					\$0.00
	SBB REFUND - Cancelled Train Show	Tuesday, February 16, 2021	\$85.00		
Transfer into Account					\$0.00
Owner's Equity - Contribution					\$0.00
Dishonored Cheque to Vendors					\$0.00
Interest Earned					\$0.00
Total Funds Deposited					\$85.00
Less:					
Expenses					\$164.22
	Check # 995002 (Electronic) Paul LeCain reimbursement 1st propane delivery	Thursday, February 4, 2021	\$74.79		
	Check #995003 (Electronic) Hartmann Oil & Propane - 2nd Propane delivery	Friday, February 5, 2021	\$89.43		
Transfer out of Account					\$0.00
Direct Payments					\$0.00
Deposits in Transit					\$0.00
Dishonored Cheque from Customers					\$0.00
Bank Charges					\$0.00
Total Funds Withdrawn					\$164.22
Closing Bank Balance					\$7,204.89



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Merchandising and Curator's Report 3/11/21

Deirdre Steinfors-Rivas

Merchandising

Shirt Inventory and Sales

Since 2/11/21 we have sold 1 shirt.

Book Inventory and Sales

Since 2/11/21 we have sold 1 book.

Curator's Report

Time line/punch list for spring cleaning/ Reopening:

1. Logistics/Items for Spring Cleaning
 - a. Pick a weekend
 - i. Saturday focus: flanger cars
 - ii. Sunday focus depot building
 - b. Rental items
 - i. Port a potties
 - ii. POD for storage
 - c. Donation items Needed
 - i. Cleaning supplies
 - ii. Labeling supplies
 - iii. Food/drinks for volunteers
 - iv. Trucks for dump hauls
 - d. Media - get the word out so we can get as many volunteers as possible!
 - i. FB
 - ii. Town Hall marquis
 - iii. Sandown website
 - iv. Scouting groups
 - v. Gardening club?

2. Put together a committee of past curators, volunteers, etc to assist in overseeing determination of Depot contents.
 - a. For cleaning weekend: print out all existing inventory sheets and physically check off that item is on site and what will become of it (keep, donate/sell, trash)

3. Grand Re-Opening!
 - a. Pick a date
 - b. All displays and merch to be set up week prior



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- c. Advertising/media
 - i. Invite the Chronicle, local news/media, neighbor train assoc., etc.
 - ii. Combine with the 1st Farmer's Market or other town event?
- d. Port a potty rentals
- e. Refreshments
- f. tables/ chairs?
- g. Entertainment?