

Reliving History, Inc. (RHI) Board of Directors Meeting



Minutes

Date: November 11, 2009 Location: Holiday Inn Express, Charles Town

Board Members Present: Joyce Cole, Kristen Marino, Faye Stubblefield (via email), Bill Theriault

Board Members Absent: John Cowan, Betty Lowe, Nelson Parkinson, Deborah Rochefort

Others Present:

Proceedings:

J. Cole called the meeting to order at 7:10 p.m.

Approval of Minutes:

Discussion of minutes was tabled until the next meeting.

Treasurer's Report:

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Committee Reports:

- 1. Organization:** J. Cole reported that she has continued working with Walter Washington on the narrative for the 501(c)3 paperwork. We need \$500 to file the application.
- 2. Archaeology:** Board members discussed possible locations to clean artifacts during cold months.
- 3. American Chestnut Tree Project:** Nothing new to report.
- 4. Wetlands & Drainage:** Nothing new to report.
- 5. Fundraising:**
 - Grants: J. Cole reported she continues to pursue grants, including the 1772 Foundation, AmeriCorps, Humanities Council mini-grant, and a Clorox grant.
 - Board members need to define a program so we can seek further grant funding.
 - J. Cole and F. Stubblefield attended the Aaron Burr Association meeting in Washington, D.C. October 26-31, selling embroidered tote bags and tiles. Items that didn't sell will be placed on the website in the future to be sold.
 - J. Cole has been researching a Blastoff website to be used as a portal to garner income when people shop online.
 - J. Cowan donated a number of tools and shop equipment to be sold as a fundraiser. These items are currently in a storage facility and need to be put on Craig's List, or sold in another fashion. J. Cole is working to get detailed photos.
 - B. Theriault has donated copies of two of his books to be used to encourage donations. He suggested giving them to donors when they give at certain donation levels, similar to a PBS

donation.

- A thank you letter needs to be created on letterhead to be sent to donors.

6. Library: J. Cole has ordered several books, as well as Colonial-era crafts and activity packets to be added to the library.

7. Costume/Interpretation: Board members need to develop guidelines for interpreters/docents.

8. Outreach: Nothing new to report.

9. Website & Communication: Nothing new to report.

10. Master Plan Review: B. Theriault reported that the Master Plan review meetings are continuing the third Wednesday of the month from 6-7 p.m. Theriault hopes to complete the preliminary review by December and have draft available by January.

11. Program Planning: Board members need to identify a chair for this committee, develop a list of programs on which to concentrate, and identify a person to lead each project.

Old Business:

The Board's top priority continues to be acquiring \$500 to be applied toward the fee to file for 501(c)3 status.

New Business:

J. Cole would like to develop an educational process for Board members, including "field trips" to local historic sites. On December 2, the Claude Moore Farm is hosting a workshop and members are encouraged to attend.

Adjournment:

The meeting adjourned at 8:40 p.m.