

**AGENDA for March 6, 2014**  
**BHSP MEETING**  
**6:30 – 8 PM – BATH CHRISTIAN CHURCH**

**1. CALL TO ORDER, WELCOME, INTROS IF NEEDED**

**A) ADDITIONS TO THE AGENDA.**

**B) ADOPTION OF THE AGENDA**

**2. SECRETARY'S REPORT**

**3. TREASURER'S REPORT**

**4. COMMITTEE REPORTS**

**A. FUND RAISING**

**B. GRANTS**

**C. MEMBERSHIP**

**D. BUILDING - Dedication - Library / Corridor – March 15, 2014 / BHSP RECEPTION**

**5. OLD BUSINESS**

- **HBF Response**
- **Board Resignation –nominations for replacement- see bylaws**

**4.4 Vacancies.** Any vacancy in the number of Directors occurring between annual meetings of the members shall be filled within sixty (60) days by The Board of Directors in a special election and upon proper nomination by any sitting Director, and the affirmative vote of a simple majority of the Board of Directors present at any meeting at which there is a quorum, provided (on condition that : with the understanding ) notice setting forth any such nomination and election be sent by regular mail to each member of the Board of Directors at least fourteen (14) days prior to the meeting at which the vote is to be taken.

- **Queen Anne's Revenge Exhibit June 23 – July 27, 2014**

**6. NEW BUSINESS – QUESTIONS – COMMENTS**

- **Membership - brochure**
  - **Newsletter**
  - **Website postings – minutes – treasurer's report**
  - **Secretary – May meeting**
  - **Bylaw revisions – May 6, 2014**
  - **Transition of responsibilities – June 3- 2014**
  - **\*\*\*Strategic Planning \*\*\* Debra Torrance**

**7. ADJOURN**

## **Bath High School Preservation Board of Directors Meeting – March 6, 2014**

The regular monthly meeting of Bath High School Preservation was held on Thursday, March 6, 2014. This meeting was rescheduled from Tuesday, March 4, 2014 due to weather. The meeting was held at the Bath Christian Church Fellowship Hall.

**Board Members and Officers Present:** Sandra Harrison, Ruth Dorkin, Debra Torrence, Nelda Ormond, Star Credle, Claudia Alligood, Jerol Selby, James Russell Boyd and Becky Tuten.

### **Also Present:**

Marti Buchanan

The meeting was called to order at 6:35 PM by Becky Tuten and the agenda adopted, by request of the President, Sandra Harrison. After the Treasurer's report, the President presided over the meeting. The Secretary was present.

### **Treasurer's Report**

Nelda Ormond provided the Treasurer's report, asking members to refer to the handout beginning with the cover page, which is a summary of accounts. There have been adjustments to the formatting and categorizing of the report to reflect guidance from an accountant.

### **Secretary's Report**

She asked members to refer to the report sent by email. Sandra asked for any changes to the minutes. No changes were offered. Sandra noted that the minutes from the meeting would be filed.

### **Committee Reports**

#### **Fund Raising Committee Report**

Claudia Alligood provided the committee report. She reported total proceeds of \$9,919.42 were generated by the oyster roast, which was less than last year at \$10,633. The ticket prices did increase by \$5 to support BHSP fund raising needs but she feels this is the highest price that can be asked. So members need to work to get more people to the tables. Claudia thanked Jerol for his support and for building two new cookers that allowed quicker cook time and resulted in all having oysters at the ready through the whole event.

She also shared that the alumni reunion has been scheduled for June 21, 2014 on the BHS campus beginning at 3 PM. More information will follow about this event.

Claudia asked the Board to support the creation of a brick walkway fund raising strategy, with naming bricks of 4 x 8 inches for \$75 each or 18 x 8 inches for \$150 each. Each brick can include up to three lines of text. The first walkway to be constructed would be in front of the main door. Additional walkways to other entrances will follow post-restoration of those sections. James Russell Boyd moved that we proceed with the walkway as describe. Ruth Dorkin seconded the motion, which carried unanimously.

The BHSP annual yard and bake sale will occur again during Bath Fest on May 17, 2014. Able-bodied men are being recruited to move furniture. Please let Claudia know of volunteers for this task. Nelda noted that Bath Fest this year will begin at 10 AM and last until 3 PM.

A contributions chart is being created for use on the day of the library dedication to share all the people who have provided resources in many forms to the BHSP effort.

#### **Grants Committee**

Sandra Harrison provided the grants committee report, in Betsy's absence. She reported that two grants to support building needs including drainage and grates have been submitted to the Historic Bath Foundation for their consideration.



Sandra also shared that Debra Torrence has agreed to help find and review grant applications. A grants chairman is being sought.

She noted that the Marion Covington Foundation likes to be a closer for projects, so this may be a source to look to for an application in September. A grant to the Covington Foundation may be able to be coupled with the Eddie Smith Foundation resources to finish up the gallery. She shared that this is an active period for funders in the past; others may come along later in the year as well, such as Covington.

Sandra also noted that Cori Fritz, Jeannie Woolard and Claudia Alligood have been researching Main Street grant funds and other sources and are working on connections there as well.

### **Membership Committee**

Nelda provided the membership report. As of the date of the meeting BHSP had 470 members. The first of two payments from the library of \$425 each have been received and will be placed in a separate fund category. Three memorial gifts and a \$300 donation have also been received.

### **Building Committee Report**

The Building Committee report was provided by Sandra Harrison. The holly bushes by the water fountain area have been donated by the Bath Garden Club. The sand on the ground in front of the library facing Harding St. will be roped off during the Library dedication to eliminate any potential traffic through the area.

Insurance for the renovated portion of the building is estimated to be between \$3,800 and \$4,000 for coverage of \$455,000 with a \$5,000 or \$10,000 deductible. Sandra has requested a start date of March 1, 2014. She suggested paying the 25% down and then paying monthly. Library rent will likely be used to cover this expense. The library has insurance for contents. **Rent revenue** was not included in the Budget ... nor was the increase in insurance cost. Rental income for 2014 is projected to be \$4675.00.

Sandra reported on utility costs and is investigating the cost of the two meters. Electricity is running about \$25.00 for the Gallery and \$17 for the pole each month and water is \$57 a month. Total budgeted for utilities in 2014 is **\$900.00**.

The dedication of the library is scheduled for March 15, 2014. Invitations to over 195 people have been sent. About 40 RSVPs are in so far. Others are expected. Becky reported that the luncheon was being put together by the committee and will include finger foods including sandwiches, vegetable trays, grapes, meatballs and deserts. A donation of \$500 from James Russell Boyd was accepted with many thanks to cover this expense.

Sandra reported that the Queen Anne's Revenge will be in Bath starting on June 13 for a six week period. An article in the emerging newsletter shares the details. An art display on Blackbeard in conjunction with the exhibit and in partnership with the Historic Bath Commission is planned.

### **Old Business**

**HBF Response** – Sandra referred members to the HBF letter sharing that if ownership was not possible then negotiations would cease. Sandra will share with the HBF Board when they meet next on March 14, 2014 the continued interest of BHSP to lease or create a condo arrangement to support placing the museum in BHS and to not split up the ownership of the building.

**Board Vacancy** – George Elliott, IV has been nominated to fill the vacancy created by the resignation of Karen Waters. Star Credle moved that the nominations be closed. James Russell Boyd seconded the motion. The Board voted unanimously to elect Mr. Elliott to the BHSP Board to complete the term associated with the vacancy created by Karen Waters resignation.

**Nominations for the Board** - Sandra noted that June Wallace has agreed to chair the nominating committee; a search is underway to fill the following positions: of a President, Vice President, Secretary and Treasurer and three Board members. A Board nomination form was passed out to members to support identifying nominees.

### **New Business**



**BHSP Membership Brochure** – Sandra shared that she reviewed the brochure, made a couple edits including adding the date submitted; it will be emailed to the Board.

**BHSP Newsletter** – A draft copy of the new newsletter format created by Debra Torrence was passed among the members. The Board agreed that members should be listed and will do their best to do this once a year to share a complete list of members as of the publication of the Fall/Winter editions. The Board also agreed that the newsletter could include as many pages as needed this time, but would aim for no more than 8 pages in the future and that it would be posted on the website. The distribution of a completely electronic newsletter is not feasible at this time due to the limited number of emails provided by members. Members will be encouraged to share their emails and use the website to access information going forward.

**Website Postings** - Sandra asked that the Board confirm that minutes posted to the website is to be the Board approved final documents. The Board unanimously agreed. The treasurer's report would also be posted with the minutes.

**Secretary for May Meeting** – Sandra asked members to consider who would be willing to take notes at the May meeting as Debra will be presenting at a national conference. Ruth Dorkin agreed to take minutes.

**Bylaws Revision** – Sandra shared that small tweaks to both clean up and update the bylaws will be brought before the Board for a vote in May.

**Transition of Responsibilities on June 3, 2014** – Sandra asked that all individuals who had not submitted guidelines as to their duties please complete them and forward to Margaret Ann Woolard. Additionally, all members going off the Board or changing duties should be prepared to assist in orienting their successors.

**Strategic Planning** – Debra Torrence provided an overview of the benefits of a strategic plan, the components of it and use for it. Outlines of the components of a strategic plan and a draft of a fund development plan populated with current efforts were distributed to the members for reference. She asked the Board to vision what would be accomplished by 2020, the top three goals that needed to be accomplished to support that vision, the outcomes or changes that would result from achieving the goals and the activities that would need to be undertaken to support reaching the vision. The draft plan compiled from the Board's brainstorming will be compiled and added to by Debra for Board member review as a next step. See Attachment 1.

**Board Capacity** – Sandra thanked Cori Fritz and Debra Torrence for their efforts to grow the capacity of BHSP by reaching out to experts to provide future presentations to the Board and building the planning documents from the work done to date that will be needed to support next steps and fund development.

Sandra asked that the Board give their full support to these two ladies in creating the tools being offered. Becky moved to accept Debra and Cori's offers of planning and development sessions. James Russell Boyd seconded the motion. The Board unanimously supported the motion.

#### **Next Meeting**

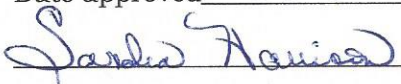
The next Board meeting has been scheduled for May 6, 2014 at 6:30 PM at the Bath Christian Church Fellowship Hall.

#### **Adjournment**

The meeting was adjourned at 8 PM.

Minutes submitted by Secretary Debra Torrence

Date approved 5-16-14

 , Sandra Harrison, President

**DRAFT**  
**Bath High School Preservation**  
***Vision 2020: A Strategic Plan***

**Mission:** To protect, preserve and promote the structure that was used for the former Bath High School such that the building is ultimately put to use in a way that will benefit the community and assure that it regains and maintains a place of dignity in the community

To support this mission, the Bath High School Preservation Board will work together with its members, the Bath and regional community, groups and entities at the state, regional and local partners, and funding partners to realize the following goals and objectives by implementing the activities outlined below between 2014 and 2020.

**Goals**

1. Fully restore the Bath High School by 2020.
  - a. Library by 2014
  - b. Gallery by 2015
  - c. Dentist by 2016
  - d. Health clinic by 2017
  - e. Auditorium occupied by *date to be determined* to address a high level of community interest in moving on the restoration and use of this space
  - f. Upstairs by *date to be determined* to accommodate retail space, art gallery, flex space, conference rooms, and/or other identified needs
  - g. Downstairs by *date to be determined* to accommodate possible museum, community care space for children and seniors and/or other identified needs
2. Secure occupants to populate the building and provide services and resources to the community, which reflects community input and documented needs.
3. Fully occupy Bath High School building by 2020.

**Objectives**

By fully restoring the Bath High School, BHSP will

- Provide needed services will be available to community residents.
- Support population growth.
- Create a centralized community space to support community connections.
- Enhance the beauty of the community, making it more livable and desirable to residents and visitors.
- Generate interest in the history and in Bath and preserving Bath.



## Activities

1. Build capacity of BHSP Board to secure funding and sustain operations by developing a strategic plan and fund development plan to compliment the feasibility study.
2. Enhance BHSP Board knowledge about available preservation resources and additional partners through expert and resource presentations at Board meetings.
3. Share the strategic plan with the community and current and potential partners to articulate the vision, timeline, collaboration opportunities and BHSP activities over the next three-years.
4. Create a business plan based on the feasibility study and strategic plan to support BHSP in securing resources and increasing awareness of funding and sustainability needs.
5. Create and post on the website a fund development plan to outline a schedule of BHSP activities that will be undertaken to meet fundraising goals and increase community participation.
6. Support membership recruitment and retention by implementing outreach activities including but not limited to updating the *Pirate's Revenge* newsletter and website, utilizing mailing lists, posting member names in BHSP materials, creating naming opportunities, such as bricks in walkway and sponsorships, reaching out to partners to share outreach efforts and utilizing social media to engage the current and potential membership in BHSP activities.
7. Build a BHSP social media campaign to engage future generations in preserving, celebrating and utilizing historic structures to address current needs.
8. Raise awareness of BHSP activities through updated newsletter and website and in partnership with local, regional and state government, economic development and historic preservation groups/entities.
9. Grow the number and type of BHSP partners to support restoration and sustainability of efforts, including civic groups and entities supporting services that will be provided in occupied BHS space.
10. Develop lease agreements to support tenant occupancy.
11. Develop marketing materials to support securing tenants in the building.
12. Develop marketing materials to support use of services available and possible and distribute through free and fee-based services.

9:31 AM  
03/02/14  
Accrual Basis

**2012-BHSP  
Balance Sheet  
As of March 2, 2014**

	<u>Mar 2, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Southern Bank Checking	50,407.94
10200 · BHSP Library/Corridor	5,859.55
Total Checking/Savings	<u>56,267.49</u>
Other Current Assets	
11500 · Sales Tax Receivable	616.82
Total Other Current Assets	<u>616.82</u>
Total Current Assets	<u>56,884.31</u>
<b>TOTAL ASSETS</b>	<u><b>56,884.31</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Retained Earnings	49,163.61
Net Income	7,720.70
Total Equity	<u>56,884.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>56,884.31</b></u>