

## BHS Preservation Board of Directors' Meeting

February 6, 2018

The February meeting of BHSP Directors was held on February 6, 2018, in Pirate Hall with Ruth Dorkin presiding. Board members present included Ruth Dorkin, Gary Hollis, June Lee, Sandra McCann, Ricky Carawan, Janet Courson, Carol Persche, Becky Tuten, William Waters and Celestia Carson.

After calling the meeting to order, Ruth asked for additions or changes to agenda. Sandra made a motion to accept the agenda. Gary seconded.

The minutes were reviewed and approved (motion, Sandra; second, Ricky; all in favor).

The treasurer's report was given. The bank balance is \$84,482.25. The report was approved (motion, Gary; second, Ricky).

### Committee Reports

#### **Building – Ricky Carawan**

Ricky reported that the stairs by the library are now usable, and the door has an operational lock. The stairs in the hall next to our kitchen are unusable. They are in process of being redone.

Gutters are in place. Ricky suggested the need to continue with gutters around the building to the chimney. The group asked Ricky to get estimates for this to occur.

No bill has been received from Stocks and Taylor for their work.

Cliff Jordan is helping with the handicap ram. There is some problem with the way it is planned. It has to meet NC laws.

The historic museum is still connected into our water meter. Ruth will talk with Jerry Waters about this and how to handle it.

East Carolina Plumbing bill for work in the library bathroom was \$335.00.

Ricky turned heat on to 55 degrees during the cold spell. We need to continue and keep the kitchen door open at all times.

Ricky requested permission to buy a file cabinet to be located on the second floor. He was given the okay to get the needed equipment.

Work continues to keep moisture under control.

Ricky will get the electrician back to get the appropriate plug for the microwave.

#### **By Laws – Sandra Harrison**

Sandra feels that we should review by-laws and the board will vote on final bylaws. After she reviews them, she will email us the new bylaws and her recommendations. The group will then discuss the changes and vote.

Marti Buchanan asked the date of the by-laws we are following. Ruth informed her they are May 5, 2015.

#### **Membership – Nelda Ormand**

November – 276 members

5K - \$25.00

14 sponsors - \$3,851.00

Memorials for Myra Wingate - \$170

Memorials for Jack Wallace - \$20

1 brick for class member of 1966

Donation for auditorium seats - \$50  
1 directors' insurance payment - \$70  
5 donations - \$1800  
Laura and Frank McNair - \$100

December – 276 members  
Memorial for Myra Wingate \$125  
Donation for auditorium seats - \$75  
5K - \$384.00  
2 Donations - \$200  
1 directors' insurance payment - \$70

#### Fundraising – Claudia Alligood

Each member needs to get one item to be used in silent auction at the Oyster Roast. All members need to let Claudia know the number of oyster tickets sold by February 16-17.

#### Grants – Carol Persche

A letter was sent to RJ Reynolds letting them know that we have a connection (Ray Tuten). Still no response.

#### Old Business

A request from Arts of the Pamlico to participate with Bright Minds Art Exhibit. This exhibit is sponsored by NC Glaxo-Smith Kline Foundation. The exhibit seeks to increase awareness of hunger and food insecurity in Beaufort County, where one in four children are hungry. The schedule for the exhibit is February 13 – 28, 2018 at the Historic Turnage and March 1 – March 19, 2018 at Pirate Hall and March 22 – April 8, 2018 at Kaye Lee's Corner.

#### New Business

George Chrismon sent a proposal for landscaping at Pirate Hall for general labor service and pine straw; the total would be \$190.00. The group agreed to this proposal (motion, Janet; Becky, second; all approved).

Ruth shared an application from Washington Chamber of Commerce. The group discussed the pros and cons of membership. The group decided we would not benefit from joining.

New Flag – Jim Albera took the old flag down. Ruth with talk with Toni Jensen to see if Boy Scouts can dispose of it. Jason Pair has offered to give us a new flag. The flag is a large one and Ricky is not sure our present flag pole will be sufficient. Becky's neighbor has just put up a new pole. She will get information from him.

#### Updates of events in Bath:

May 19 – Bath Fest  
May 26 – Memorial Day Event  
June 1 – BBQ Exhibits open  
Ruth will email complete list to everyone.

Motion to adjourn (motion, William; second, Janet0.

The next meeting will be held on March 6, 2018, at 7:00 pm in Pirate Hall.

Respectfully submitted,  
Celestia Carson, Assistant Secretary

Date approved March 8, 2018

Ruth W. Dorkin, President Ruth W. Dorkin  
Claudia W. Alligood, Secretary Claudia W. Alligood  
Celestia Carson, Assistant Secretary Celestia Carson

## BHS Preservation Board of Directors' Meeting

March 6, 2018

The BHS Preservation Board of Directors' Meeting was held on March 6, 2018, in Pirate Hall. Directors present included Becky Tuten, Sandra McCann, Carol Persche, Janet Courson, Dale Benson, Ricky Carawan, Gary Hollis, William Waters, Celestia Carson, June Lee, Ruth Dorkin and Claudia Alligood.

Ruth Dorkin, president, called the meeting to order. The agenda was approved (motion, Becky; second, William).

Minutes were reviewed, a question was raised by Dale regarding suggestions to be given to Sandra Harrison for by laws, and minutes were approved (motion, Carol; second, William).

A report of the Oyster Roast/Raffle fundraiser showed a net profit of \$21,793.68. Claudia expressed appreciation from the fundraising committee for all the help provided by other board members and the many volunteers who stepped up to help. showed 89 volunteers who gave 455 volunteer hours for this project. In-kind donations, especially from Jerol Selby and Mark Keyzer and Tony Tripp, totaled \$6625. Income from the individual areas of the event included desserts, \$502; 50/50 drawing \$526; beverages \$1184, auction \$1858; Pirates Store \$163; oyster tickets (475) \$14,530, and raffle \$6,605. Ninety bushels of oysters were used.

June Lee gave the treasurer's report showing a bank balance of \$111,522.98. Ricky asked about a way of earning more money. June said there is currently no way with interest rates so low. The report was approved (motion, Claudia; second, Gary).

### Committee Reports

#### Building – Ricky Carawan

Ricky reported on a walk-thru with John Woods, Sandra Harrison, Ruth Dorkin and himself. John praised everything he saw and heard about.

We will be allowed to put awnings over the doors to protect from water damage. John is doing research and we will proceed.

Basement is looking good, drying.

The chimney continues to carry a high moisture content that is transferring to the corner of the rooms. John suggested that we vent the chimney and add something to move air to prevent moisture retention.

We have no estimate yet on gutters.

Cliff Jordan is working with Ricky to find a solution to the ramp needed to enter Pirate Hall from the porch, a height of 3 ½ inches.

Stairwells are operable. John approved them and we will be able to complete the work.

The kitchen is furnished and is functional.

Ricky noted that we do not keep the hot water on at all times in order to save money.

#### Membership – Nelda Ormond

Nelda said that current membership is 575, and she has been trying to create some complimentary membership from oyster roast spending.

She also questioned the total for the 50/50 drawing; she thought the amount was \$575.

Grants – Carol Persche

We haven't heard from any grants.

No other committees had reports at this time.

Old Business

Coastal Carpet Cleaning, recommended by Cindy Baldwin, looked at the kitchen floor and said he would send a quote on cleaning and sealing the floor. Estimate should be in the \$300 range.

The old flag from the courtyard, that was taken down, needs to be disposed of. Dale will take it to the Coast Guard. Ricky will donate a new flag.

Pirate Hall has been rented for June 8 and possibly for May 19.

New Business

The Bath Elementary School is looking to dispose of the old safe that was in the office of Bath High School. They contacted BHSP and offered us first chance at the safe if we had a need for it. Ricky looked at it and felt there was nothing exceptional, especially allowing for the space we would need to house it. It was decided not to accept the safe (motion, Claudia; second, Ricky).

Janet Courson's niece has been given a baby grand piano, and she has offered the piano to BHSP. When the group considered the price of moving and tuning the piano, as well as the need for a climate-controlled space to house it; it was felt now is not the proper time to take on such a gift.

Ruth brought up the fact that there is a need to change the locks on the Pirate Hall entry door. Several ideas were suggested, such as changing the locks or installing a keypad. The group decided to change the locks and to install an alarm system to alert the library staff when someone opened the door from their area to Pirate Hall (motion, Claudia; second, Celestia).

The ribbon cutting for the Exhibition Hall (Museum) went well. Marti Buchanan's Blackbeard items are on display and add greatly to the exhibit.

There was a discussion about the water bill, one meter being shared with HBF. HBF will pay a tie-in fee and will reimburse us for overage on our usual amount.

The Arts of the Pamlico exhibit on hunger, held in Pirate Hall, was well received. Their reception was well attended, and several BHSP board members assisted with and attended the reception.

Celestia has pens that were donated by Jim Cayton. He has created these pens from the armrests of the auditorium seats. He is allowing us to sell these with a slight reimbursement to him.

The meeting was adjourned (motion, Becky; second, William).

Respectfully submitted,

Claudia W. Alligood and Celestia Carson, Secretaries

The next meeting will be held on April 3, 2018, in Pirate Hall at 7:00.

Minutes approved April 3, 2017

Ruth W. Dorkin, President Ruth W. Dorkin  
Claudia W. Alligood, Secretary Claudia W. Alligood  
Celestia Carson, Assistant Secretary Celestia Carson

## BHSP Board of Directors' Meeting

April 3, 2018

The Board of Directors of Bath High School Preservation met on Tuesday, April 3, 2018, in Pirate Hall with Ruth Dorkin presiding. Board members present included Ruth Dorkin, Sandra McCann, Gary Hollis, Ricky Carawan, Claudia Alligood, Celestia Carson, Carol Persche, Janet Courson, Dale Benson, and William Waters, *June Lee*.

Ruth welcomed the group, called the meeting to order and asked for an adoption of the agenda, which the group did (motion, William; second, Sandra).

The group read over the minutes and adopted same (motion, Carol; second, Gary).

As a part of June Lee's treasurer's report, she brought the group up to speed with regard to changes at her bank. Now, instead of First South, we are banking with CresCom. June explained that we are grandfathered in as previous account holders. We will still have a free safety deposit box. We can now open a money market account and earn more interest on our money. This account should show a worth of approximately \$200 per year. June will move \$100,000 to the money market account and keep the remaining \$10,000 in the current account. Our current bank balance is \$110,832.71. The report was approved (motion, Celestia; second, William).

### Committee Reports

#### **By-Laws – Sandra Harrison**

Sandra informed the group that most of the corrections are basically cleaning up errors in the text. She reviewed the rationale for each change or correction. There were questions about rules and additions that need to be made. At this point she was only asking for questions about the changes she has made. She would like to get these changes accepted so that they can be ready for the annual meeting.

Dale said he has about 10 pages of suggestions, etc., for the by-laws. The board may need to share suggestions, etc., apart from the by-laws committee.

Dale moved that we accept the proposed <sup>recommendations</sup> changes from the by-laws committee; Claudia seconded. The motion passed.

It was agreed that June and others can send their suggestions to Dale by April 17, and we can work on these changes later. Sandra suggested that some ideas and suggestions might better fit into guidelines rather than by-laws. By-laws should be easy guides for an organization and not so detailed as to hinder progress.

Sandra will send a copy of the corrected by-laws to Yvonne Waters so that it may be added to the web site.

#### **Building – Ricky Carawan**

Sandra Harrison has donated two large filing cabinets to BHSP. There are lots of documents and items that need to be filed and protected. The group appreciated Sandra's donation.

The gutters have been approved; they have been ordered and will be installed on the back side of the library complete with two drip spouts.

We are having to deal with drainage problems. Ricky is working with the town to try and find a solution.

Cliff Jordan has done work free of charge to get the plans for the handicap ramp from the porch up to the door of Pirate Hall. He also helped Ricky with info on how to proceed. Ricky went to Brent Burbage, building inspector. Mr. Burbage came out and looked at the space. He had some ideas to suggest as well.

The flag is on the pole.

New filters have been purchased and put into place for the air conditioning.

#### **Fundraising – Claudia Alligood**

The annual bake sale in conjunction with Bath Fest will take place on May 19. Everyone needs to bake or buy.

May 26 has been set as the date for the Yard Sale at the Old Bath High School Gym.

#### **Membership – Nelda Ormond**

3 complimentary members, bringing the membership total to 316.

The Class of 1948 closed out its account and sent money for a brick and a \$300 donation toward the work on the auditorium.

2 memorial donations for Angelia Shackelford

\$160 received for silent auction items

#### **Grants – Carol Persche**

A negative reply to an inquiry about a grant citing lack of funds

#### **Newsletter – Joanne Childs**

Please send any information that needs to go into this newsletter, Pirates Revenge, by April 17.

Bulk mailing can no longer be done in Bath. It will be done in Washington.

No other committees had reports.

#### **Old Business**

Scott from Steamers Carpet Cleaning will clean the kitchen floor for \$375. He will clean and seal the tile and grout. It should last about five years. Restrooms also need to be cleaned and a finish applied. He could do that for \$250, but the group decided not to do the restrooms at this time. The floor will be cleaned on Tuesday, April 10.

Alarm for the library door – Jason Pair suggested getting them from Lowe's. Jason Pair will also send an estimated for changing door locks.

#### **New Business**

Review cover letter for the annual meeting.

June 2018 through May is the time period for annual memberships.

Nominating Committee: Ron Moore, Chairman  
Janet Courson  
Gerald Morris

Board Retreat – Janet suggested we have a retreat and discuss what our vision is for the school. We will discuss this idea next month.

Information from the Bath Historic Site:

- \*HBF received \$200,000 for their use; \$100,000 will be used to install an elevator.
- \*June 1- session on NC Bar-B-Q
- \*June 15 – Bar-B-Q fest, they need to have teas
- \*July 21 – Pirates in Port (see [www.Blackbeard300.com](http://www.Blackbeard300.com))

April 21 – Cycle NC will be riding through Bath. There will be a refreshment stand at Bonner Point.

A letter has been received from Jimmy Latham concerning bids for tiling the ditch on Harding Street and creating 30 parking spots. Jerol Selby's bid is \$20,130.00 and Slade Landscaping's bid is \$26,090.00. The amount will be divided between five groups. BHSP agreed to pay our fifth of the amount (motion, Dale; second, William).

Connie Bond's family would like to give a donation in her honor. We need to come up with some appropriate memorial.

Motion to adjourn (William); second (Carol). Motion passed.

Our next meeting will be held on May 1 at Pirate Hall at 7:00 pm.

Respectfully submitted,  
Claudia Alligood and Celestia Carson

Minutes approved: May 1, 2018

Ruth W. Dorkin, President Ruth W. Dorkin  
Claudia W. Alligood, Secretary Claudia W. Alligood  
Celestia J. Carson, Assistant Secretary Celestia Carson

## BHSP Board of Director's Meeting

June 5, 2018

The Board of Directors of Bath High School Preservation met for its regular monthly meeting on Tuesday, June 5, 2018, at Pirate Hall, Ruth Dorkin presiding. Board members present included Ruth Dorkin, Claudia Alligood, Gerald Morris, Becky Tuten, Carol Persche, Janet Ross, William Waters, Ricky Carawan, Ron Moore, Gary Hollis, June Lee, Celestia Carson, and Dale Benson.

Ruth welcomed the group and presented the agenda. Dale wanted to add committee reports to the agenda; then the agenda was approved (motion, Claudia; second, Gerald).

Minutes were reviewed by the group. Pirate Hall should be added to old business. Dale wants an exact copy of the info quoted by Sandra Harrison from *Roberts' Rules of Order* at the previous meeting. By-laws should wait until new members can review. Minutes were approved (motion, Becky; second, Carol).

June Lee's treasurer's report showed \$2168.95 from donations, \$4560 from membership, \$4422 from fundraising, and \$465 rent from Library and \$500 from rent of Pirate Hall, in addition to other funds. The current assets stand at \$117,775.23. The treasurer's report was approved (motion, William; second, Carol).

### **Committee Reports**

#### **Building – Ricky Carawan**

\*Gutter system has been installed.

\*Ricky is working with the town about the tile.

\*Ricky is working on and Appendix B inspection for the upstairs over the library. The inspection has to be reviewed to coincide with new laws begun on June 1.

\*Materials have been purchased for the ramp into Pirate Hall.

\*A question about the elevator; Surry Everett requested and exit into the Preservation space. The elevator will be located on the porch area outside Pirate Hall and will have three doorways to hallways upstairs.

\* Work is continuing on under the building.

\*Inspections have been done and approved all work done on the stairs and ramp.

\*No further word on the parking area across the street on Harding Street.

#### **Fundraising – Claudia Alligood**

\*Bake Sale will be held on May 19 in conjunction with Bath Fest. Help is needed with baked goods. The

\*The Annual Yard Sale will be held on May 26. Volunteer help is needed to receive donations during the

\*The Farmers' Market opened on June 2. The Board was asked to volunteer for one Saturday to take charge of the market. At this point that are very few people who have agreed to assist.

**Membership** – Nelda Ormond

\*New memberships stand at 114 for a financial total of \$6,010.

\*Donations (\$2,073), memorials (\$1175), and other financial benefits have been received.

**Nominating** – Janet Courson reporting

Nominating Committee Ron Moore, chairman; Gerald Morris and Janet Ross presented the following slate of officers to serve for the coming year: President, Ruth Dorkin; Vice President, Gerald Morris; Secretary, Claudia Alligood; Assistant Secretary, Celestia Carson; Treasurer, June Lee; Past President, Becky Tuten. Becky moved to accept the slate; Ron seconded the motion. Motion passed with Dale abstaining.

**Pirate Hall** – Ruth Dorkin

\*Pirate Hall is rented for June 8, June 9, October 6, and October 13

\*Claudia will purchase 25 more chairs and 3 tables to accommodate the 75 people that Pirate Hall has been approved to seat according to fire codes.

**Old Business**

\*We will discuss possible retreat in fall to include new board members.

\*Assistant Secretary needs to be added to the by-laws <sup>duties + responsibilities</sup> and approved by the Board of Directors

**New Business**

\*Dale – At the August meeting, new committee chairs need to be appointed and approved. We need to have a list for the next meeting as well as a calendar.

Becky moved to have no meeting in July; Gerald seconded; all approved.

Motion to adjourn by Claudia; second by Dale; all approved.

The next meeting will be held on August 7 at 7:00 in Pirate Hall.

Respectfully submitted,

Claudia W. Alligood, Secretary

Celestia Carson, Assistant Secretary

Approved August 7, 2018

Ruth W. Dorkin, President Ruth W. Dorkin

Claudia W. Alligood, Secretary Claudia W. Alligood Celestia Carson Asst. Sect., Celestia Carson

## BHS Preservation Board of Directors' Meeting August 7, 2018

The Bath High School Preservation Board of Directors held its regular monthly meeting on Tuesday, August 7, 2018, in Pirate Hall; Ruth Dorkin presiding. Board members present were Ruth Dorkin, June Lee, Gary Hollis, Ricky Carawan, Dale Benson, Janet Courson, Nancy Thomas, Mike Godley, LeAnna Holmes, Celestia Carson, Becky Tuten, and Claudia Alligood.

Ruth called the meeting to order and welcomed everyone present, especially the three new board members: Nancy Thomas, LeAnna Holmes, and Mike Godley. Additions to the agenda included adding the new calendar and new chairpersons. Additions were accepted (motion, Claudia; second, Becky).

Minutes were reviewed by the group. There were two sets of minutes: one for the Directors' meeting held on June 5; the other for the Annual Meeting held on June 5. Dale suggested that the duties and responsibilities of the assistant secretary should be added to the by-laws and approved by the board. This was to be covered under old business; however, duties and responsibilities of the assistant are already a part of the by-laws, showing assisting in the same duties as the secretary. Ricky Carawan corrected a comment under Building Committee to read that we are researching mechanical venting to help with the moisture (water) problem under the building where we are currently using circulating fans and sump pumps. The minutes of the Directors' meeting of June 5 were approved with the corrections noted (motion, Becky; second, Gary). Mike pointed out that the Annual Meeting minutes were not to be approved until the next Annual Meeting in June 2019.

June Lee began the treasurer's report by explaining that we needed to have new signers on our bank account. Previous signers were June Lee, Ruth Dorkin and Becky Tuten. June suggested the new signers should be June Lee, Ruth Dorkin and Claudia Alligood. This recommendation was put into the form of a motion by Celestia; seconded by Janet and approved by the board.

The remainder of the report gave an accounting of fund raising profits. She reported t-shirts at \$977 (the sale of 16 more shirts will pay for the shirts), bake sale at \$550.90, Farmers Market to date at \$4,208.47, yard sale at \$3,401 for a net income for June of \$6,184.58 and net income for July of \$3,690.92. The current bank balance is \$127,650.73. The treasurer's report was approved (motion, Mike; second, Becky).

### **Committee Reports**

#### **Building – Ricky Carawan**

Ruth and Ricky met with Surry Everett, Seldon Taylor, and Jerry Waters to talk about the elevator. The Foundation wants to use our exits.

We need to raise the floor to eliminate the step-down landing where people would exit the elevator into the old store area of the upstairs. We also need to work on the upstairs wing over the library.

Cliff Jordan has accepted the job to complete Appendix B. Cliff Jordan thinks we need to go even farther. Cliff and Seldon Taylor will work together to see what we need to do.

Ricky brought up the issue of conflict of interest. This involves being a sitting member of the board and being hired to work for the organization. Ricky has done a tremendous amount of maintenance work for which he has not accepted any payment. This cannot continue. He is willing to do the work, but needs to receive payment for his time, yet he does not want to be guilty of conflict of interest. The conversation which followed his remarks indicated that a conflict of interest policy needed to be written. Mike Godley made a motion to that effect; seconded by Becky. The board approved the motion. Dale Benson moved and Nancy Thomas seconded a motion to have the by-laws committee draft a conflict of interest policy to be presented to the board within 60 days.

Entities within HBF want the elevator to have two separate doors; one to open to the HBF wing, the other to open to the BHSP property. Such a change in the original plan is very expensive. There will be a meeting on August 17 with representatives from the State to decide what to do. HBF has a grant for the elevator installation, but this grant will not cover the extra \$50,000 that the two-door plan would incur.

#### **Fundraising – Claudia Alligood**

Claudia reported that the Farmers' Market has been a success to this point. It has involved a tremendous amount of work, and thanks we expressed for board members and others who have helped to make this project happen. It was suggested that there is possibly a grant available for food items.

There will be no 5K in October. Yvonne Waters thought that we need to skip a year, especially because there are so many other 5K's in our area during the month of October. It is being discussed that the time of year may need to be changed to the spring.

#### **Membership – Nelda Ormond**

Membership for this year totals 168 members and \$3,945 in membership income. She also reported 11 donations for \$2,540, 2 "in honor" donations for \$250, 8 memorials for \$425, 1 brick for \$75, and a window for \$250.

#### **Special Events – Janet Courson**

Janet's committee consists of Gil Jones, Maree Benson, Leanna Holmes, Nancy Thomas, Alma Friedman, and Chip Shackelford. This committee met to discuss plans for the year.

The Christmas Parade is their first undertaking. Chip Shackelford has some good ideas for the float. Janet was informed that there is a \$200 budget for this project.

Janet reminded everyone to save the date of October 6 for the planning retreat at Goose Creek State Park from 9:00 am until 4:30 pm. Maree Benson is talking with Blackbeard's and the Country Kitchen about food; Rachel K's, possible snacks.

Michelle Oros will be on hand to discuss grant ideas. John Woods will represent the NC Dept of Historic Preservation, Martin Johnson will make a presentation, and Sam Gore will lead a planning discussion. Other stake holders are being invited to attend the retreat. The Board agreed for Janet to expend up to \$800 to defray costs of retreat expenses (Dale, motion; Mike, second).

Janet's committee is also planning an event on April 28, partnering with HBF to present a concert by Bill Lyerly at the Turnage Theater. Rock the Pamlico will give our group a night of its

calendar of events for this concert. The Turnage will not charge us for the event. Janet mentioned other ideas the group has to help promote BHSP in conjunction with the concert. She needs \$1100 to get started. Becky moved to donate \$750 to support the Special Events Committee in their Turnage Theater Event in April 28; Dale seconded the motion. The motion passed.

**Pirate Hall – Ruth Dorkin**

The Pirate Hall has been rented several times, and Ruth had very attractive pictures of the service held for Andy Mason. She also mentioned that she has several other rentals for the space.

No reports from other committees.

**Old Business**

The by-laws suggestions will be sent to Sandra Harrison, by-laws chairman, for review.

The amendment regarding the Auditorium Committee was tabled until the retreat.

A discussion of the coming year's calendar ended in moving the January meeting to January 8 (motion, Dale; second, Nancy). Motion carried. The December meeting will be reserved as a called meeting if necessary.

Ruth suggested having a reception for volunteers, which was tabled.

Adjournment (motion, Claudia; second, Mike). Motion passed.

The next meeting will be held on September 5 at 7:00 at Pirate Hall.

Respectfully submitted,  
Claudia W. Alligood, secretary  
Celestia Carson, assistant secretary

Approved August 7, 2018  
Ruth W. Dorkin, President, Ruth W. Dorkin  
Claudia W. Alligood, Secretary, Claudia W. Alligood  
Celestia Carson, Assistant Secretary, Celestia Carson

## BHS Preservation Board of Directors' Meeting

September 4, 2018

The September meeting of the BHS Preservation Board of Directors was held on September 4, 2018, at Pirate Hall with Ruth Dorkin, President, presiding. Board members present included Ruth Dorkin, Gary Hollis, Becky Tuten, LeAnna Holmes, Mike Godley, June Lee, Nancy Thomas, Gerald Morris, William Waters, Celestia Carson and Claudia Alligood. Ruth called the meeting to order and welcomed everyone.

The agenda was presented and approved (motion, Becky; second, William); all approved.

The minutes were reviewed by individuals and approved (motion, Mike; second, Nancy); all approved.

June Lee began her treasurer's report by asking each board member to bring \$70 to the October meeting for the purchase of directors' insurance. June reported that the Farmers' Market made a profit of \$6005 for the summer. The current checking/savings' accounts balance is \$126,948.36. The report was approved (motion, Mike; second, Gary); all approved.

### Committee Reports

#### **Building** – Ricky Carawan

Ricky reported that he had met with Cliff Jordan and Appendix B has been completed. Ricky suggested we give two oyster roast tickets for the tremendous help Cliff has been. He did all the work free of charge.

We have to have a building contractor who has unlimited license. If anyone knows one, let Ricky know.

East Coast Electrical came to check the top floor for electrical needs.

#### **Membership** – Nelda Ormond

We now have 178 members. Nelda also reported two memorials for Andy Mason and \$366.61 in donations.

#### **Special Events** –

A reminder of the retreat on October 6 at Goose Creek State Park 9:00 am – 4:30 pm.

#### **Fundraising** – Claudia Alligood

Claudia thanked everyone who helped with the Farmers' Market, suggested that we might try it again next summer, and mentioned changes will be made based on this year's experience.

#### **Pirate Hall** – Ruth Dorkin

Pirate Hall is rented for October 1 for a luncheon.

There were no other committee reports at this time.

### Old Business

Ruth reiterated a suggestion she had made at an earlier meeting that she feels the need to have an appreciation social to thank all the people who have helped our organization in the past year, especially the volunteers who have worked so hard to make our fundraising events successful. It was mentioned that the social would be a good time to show these volunteers what has been accomplished with regard to the restoration and to see other areas that still need attention. Mike Godley mentioned forms that were used in the early days of the restoration work when people signed a release of responsibility when

they entered the building. It was decided that mid-January, possibly January 19, would be a good time and the hours would be 3:00 -5:00. Claudia will gather names and what addresses she has available.

Ricky mentioned that the chimney on the library side of Pirate Hall is in bad shape. There are cracks and mortar is missing in some places. Ricky's suggestion is to lower the height of the chimney to a level that will be below much of the damaged area. Mike Godley asked that Ricky speak with John Wood about his ideas and see what can be done to alleviate this problem.

Seth Effron has agreed to chair the Grants' Committee. This nomination was approved by the board (motion, William; second Ricky); all members were in favor.

Seldon Taylor estimated approximately \$30,000 for an engineering study to get started with plans for the auditorium restoration.

The group discussed whether to choose to approve an engineer's study of the auditorium or to continue with the plumbing and electrical work needed for the upstairs area of the library wing. Ricky will continue to gather information as to costs for the upstairs work and then we will look at the engineering study needed for the auditorium. The group is hopeful that we can accomplish both tasks as our grants' committee works to find sources of funding for the auditorium project.

Motion to adjourn (Celestia; second, William)

The next meeting will be on October 2 at 7:00 in Pirate Hall.

Respectfully submitted,  
Claudia Alligood, Secretary  
Celestia Carson, Assistant Secretary

Approved September 4, 2018  
Ruth W. Dorkin, President Ruth W. Dorkin  
Claudia W. Alligood, Secretary Claudia W. Alligood  
Celestia J. Carson, Assistant Secretary Celestia Carson

## BHS Preservation Board of Directors' Meeting

October 2, 2018

The October 2 meeting of BHS Preservation Board of Directors was held in Pirate Hall; Ruth Dorkin presiding. Members present included Nancy Thomas, LeAnna Holmes, June Lee, Janet Courson, Mike Godley, Dale Benson, and Ricky Carawan. Ruth called the meeting to order and welcomed everyone.

Agenda – Ruth presented the agenda; Ricky moved to accept; Janet seconded; motion accepted.

Ruth thanked Ricky for the ramp outside the door. She gave a personal story of her bother concerning access to the handicapped. This ramp means a great deal to those who need it. Ricky also expressed thanks to Cliff Jordan for his help. Ruth sent Cliff a thank you note.

Minutes – Members read over the minutes; Nancy moved to accept; LeAnna seconded the minutes. The motion carried with two abstentions for members who were not present at the September meeting.

Treasurer's Report – June Lee: June present the treasurer's report. *Bank balance - \$126,674.92* October is budget night. June presented the proposed budget. The 5K was discussed. Nancy brought up that \$750 for the Spring Concert could be used as advertising rather than as an Office Expense. Nancy asked to see the costs of the fund raisers and the net of the fund raisers to make comparisons. For example, we need to be able to see how much we are putting into a fund raiser to see if the net is worth the time. June said she had that information and could bring it to the next meeting.

Ricky asked about the restricted funds of \$1450 for the auditorium. ~~We~~<sup>What</sup> is it restricted to? June said it is just general.

Dale asked if the cost of the parking lot improvement was included in the budget. June answered that we will be paying that item (Parking Lot) this year. June didn't put that in because we have not paid it. We do not actually know what the exact cost will be. It was estimated at \$15,000 with five groups paying shares. Those groups are HBF, Bath Christian Church, Library, BHSP and the Town. June says this will be on the January report.

Dale asked what was made on the last 5K. June said in 2016 it was about \$10,000 so that is what she had budgeted for this year's 5K. The amount in 2017 was much less due to lack of sponsorships. Is the Silent Auction included in the Oyster Roast? The answer is yes.

Ruth directed the group to the vote on the treasurer's report. (Motion, Mike; second, Ricky). The budget was approved.

### Committee Reports

#### Building Committee – Ricky Carawan

Ricky talked with Seldon Taylor about the building projects, including the upstairs office space and the auditorium. Their meeting plans were interrupted by Hurricane Florence, so Ricky has postponed the planning session with Seldon.

Ricky checked on the building after Florence. There was a leak in the stairwell and water in the basement. Other than that, there was no damage. Seldon is going to give thoughts to Ricky concerning the auditorium.

Ruth said HBF is still discussing the elevator. An elevator with two openings will cost an additional \$70,000. The state is giving HBF \$100,000 for the elevator. A decision has not been made about the state's approval of increasing their payment by \$70,000. HBF is interested in getting gutters as well. Ricky is to get an estimate for HBF's part in the cost of gutters.

#### Membership – Nelda Ormond

Nelda reported one new member in September.

#### Fund Raising Report – Claudia Alligood

Claudia was absent; no report.

#### Special Events – Janet Courson

**Update on Retreat:** Janet gave a report on the retreat plans. We are still waiting to hear from John at Slices & Ices to get deal for the pizzas. Rachel K's has given us 25% off a tray of two dozen baked goods. Several board members are donating coffee, paper products, soft drinks, chips and salsa. Nine board members have RSVPed that they are coming. Mike Godley will be unable to attend but has written a brief history of BHSP. Gill Jones made a ppt. presentation of photos of our building through the process. Martyn Johnson will talk on Beaufort County Economic Development. Janet has been in communication with Michele Oros about her presentation concerning grants and with Sam Gore about his presentation and facilitation of our afternoon session. Stakeholders who will be present are Ken Friedli, HBF; Martyn Johnson (BCED); Seth Effron; Frankie Waters (Beaufort County Commissioner); and Ruth Peterson (Bath Public Library). Lentz Stowe with BCCC emailed today that something has come up and he will not be able to attend. Chris Umphleet emailed that he will not be able to attend but may send someone from the Historic Site. No response from Jason Pair or Jimmy Lathem. Nancy and Janet will go to the State Park to make sure the ethnology is working for the visual displays on the two large TVs.

#### Pirate Hall – Ruth Dorkin

Pirate Hall was rented yesterday. There is a class reunion scheduled for this Saturday, and next Saturday will be the class reunion for Ruth's Class. Pirate Hall has been rented during November.

Chairs and tables were ordered from True Value Hardware. The metal on the chairs is gray and not black. Ruth thinks we should return the gray ones.

With the rentals, we need to make a check list. Breakers need to be turned off. Ruth is to make up a check list, sign it and leave it in the kitchen. The refrigerator should be left on.

#### Old Business

Ricky expressed a concern at the August meeting about conflict of interest. Sandra Harrison sent Ruth the Conflict of Interest policy. We had made a motion to have the bylaws' committee write a conflict of interest policy. Mike commented that that is not necessary because we already have one. If the board decided that it is worthwhile to use Ricky's services, we could explain with the conflict of interest policy that we are not self-dealing. The elements that are outlined in the conflict of interest not involved in the discussion or the vote. The second element is that there is evidence presented that BHSP would be worse off if someone else did the work. Example: someone else would be charging more, etc. The other element to the policy describes that we should annually declare if there is any interest that may be in conflict. All directors would sign the form. Any conflicts of interest would be stated on the form. This should be done annually. Ruth sent a copy of the conflict of interest policy to Ron Moore. Mike sent a link to the board. The link will give us access to the Conflict of Interest policy.

No further old business.

Dale asked that we put the Conflict of Interest be tabled until next meeting, which will give Ron a chance to look at it.

Nancy asked if we send the calendar to the people who update our social media, Facebook, website. Yvonne is supposed to be doing the website. Joanne Childs is doing the newsletter. Lent Stowe had suggested a student from BCCC could take on BHSP as a project to help us with our website and social

media. Mike Godley has designed websites. Mike did the "bones" of the site we have now. Yvonne made some changes. Mike says if it is what the board wants, he would be willing to be the webmaster. He would want to be able to make changes and neaten things up. Social Media includes things you can play with and will not have to involve the main website. Mike said he would make his time available to do that. Ruth is going to reach out to Yvonne. We will have a report on the website soon. Dale asked if we will have a newsletter next month. Ruth reported that Joanne Childs is currently experiencing some health problems, so it may not be our next month.

Nancy moved that we adjourn; Ricky second the motion.

The next meeting will be held on November 6, 2018 at 7:00 pm in Pirate Hall.

Respectfully submitted,  
Janet Courson and LeAnna Holmes, Acting Secretaries.

Approved: November 6, 2018

Ruth W. Dorkin, President Ruth W. Dorkin  
Janet R. Courson, Janet R. Courson, Acting Secretary  
LeAnna Holmes, LeAnna C. Holmes, Acting Secretary