

**BARTLETT HISTORICAL SOCIETY BOARD OF DIRECTORS
MONTHLY MEETING**

Reported Minutes:

Date: Wednesday, February 16th, 2011
Time: 6:00 PM
Location: Hannah's Office

Attendees:

President – Norman Head
Vice President – Bert George
Treasurer – Hannalore Chandler
Secretary – Tammy Bronejko
Curator – Kathleen Howard
Web Master – Absent

OPERATIONS:

Policies & Procedures

- Policies & Procedures
 - New email
 - Letter Head and Envelope
- Approval of Minutes
 - January 16, 2011 Board Meeting
- Meetings
 - Board Meeting 2011 Meeting Dates
 - April 20, 2011: Chalet
 - May 8, 2011: Chalet
 - June 15, 2011: Chalet
 - July 20, 2011: Chalet
 - August 17, 2011: Chalet
 - September 21, 2011: Chalet
 - October 19, 2011: Chalet
 - November 16, 2011: Hannelore's Office
- Review the proposed Board of Directors Duties & Responsibilities, will be handed out at meeting and will be up for approval at the March 16, 2011 meeting.

Finances & Auditing

- Financial Report
 - Submitted and recorded
 - 1099 Statement from TD Bank regarding interest on CD in the amount of 83.55.
- Grants
 - Non at this time

- Fundraising
 - Non at this time
- Retail
 - 1 Note Book Sold at the Lady Blanche Presentation.

Administration

- Facilities
 - At this time of report the Chalet is still shut down. Will discuss turning on water at March meeting to be scheduled for April.
- Records & Correspondence
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PROMOTION:

Membership

- Records & Mailing Lists
 - A letter was sent to Thomas Mitchell as well as Ed Steven for double payment of 2011 dues.
 - Sample of Invoice that will be going out after February, 16th boards meeting to all non paid members for 2011 dues.
- Retention & Recruitment
 - Presented Report
 - Emery entry for dues paid is from Ellen Emery not Jimi Emery
- Volunteers & Committees
 - New Member Ellen Emery has offered to volunteer when we are ready
 - Tammy to look at the forms to create a list of the members that wish to volunteer.

Publicity

- Newsletter
 - Present Newsletter Committee Report
 - Newsletter Schedule
 - April Newsletter info dead line: March 18, 2011
 - July Newsletter info dead line: June 17, 2011
 - October newsletter info dead line: September 16, 2011
- Postage
 - Presented Report
- Newspapers & Media
 - Nothing to report at this time

- Website
 - Norman received information from Dave to announce at the meeting that we received 725 hits to the website. 11 hits were made for the Lady Balnche.
- Marketing
 - Nothing to report at this time.

Volunteers & Committees

PROGRAMS, PROJECTS & EVENTS:

2011 Programs

- Recap of the January 19th Lady Blanch Program – was very successful, good turnout, presenter was very good and inquired a new member.
- April 12, 2011; Kearsarge Peg Mill; Red Fox Pub
 - Dinner 12.75 exclusive
- June 14, 2011; Howard Family in Jackson & Bartlett; Whitney Center; we do not need to do anything for this program.
- Annual Meeting, October 18th Stories of our Local Hotels by Linda Chisholm
- Proposed 2012 Program line up, to be discussed at the March 16th meeting. Need to generate new audience to increase membership and donations.

Projects

- Life, Legends, and Lore – Village Voices
 - Handed out a format for the project that Marcia put together.
- Genealogy
 - Status of the Obituary Notebook
- Railroad
- Cemeteries
- Military

2011 Events & Fund Raisers

- Present Committee Report
- Discuss the outcome of the Fund raising committee that was held on February 7, 2011

Retail Items

- Present Report
 - Present 1st draft of calendar
 - Hannah to generate sponsorship for the funding of the calendar; present update
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COLLECTIONS & HISTORIC SITES:

Museum, Archives & Research Library

- Curator to report
 - Cataloging Update
 - New Items
 - What is the status of the display case for the Bartlett Library
 - Research Library – Summer of 2011
 - Research Town Hall – Summer of 2011
 - Will need to purchase hand held scanner to retrieve this information

Villages & Communities

Cemeteries

NEW BUSINESS:

Open Discussion