



## Minutes of Meeting, Board of Trustees, 14 January 2014

Present: Heather Leavell, Geri Tremblay, Jackie Bates, Ellen Aamodt, Sarah Burks, Aimee Taberner

Others: Chuck Luca, James McGough

Absent: Dan Johnson, Paul McGaffigan

The meeting was called to order by Heather Leavell at 7:15.

Geri Tremblay circulated a copy of 'Arlington Life' noting that articles and notices were welcomed by this publication (Arlington@HIBU.com).

### **Minutes of Meeting, 14 January 2014**

The minutes were reviewed and adjusted as required. Sarah Burks proposed the minutes be approved as corrected. Aimee Taberner seconded the motion. The minutes were approved unanimously.

### **Treasurer's Report**

The Trustees reviewed the deposits and expenditures. Additional expenditures were incurred for Christmas decoration and were recommended for reimbursement, along with a claim from Aimee Taberner for \$200 for the upcoming publication which had been reviewed at the December 10 meeting. Geri Tremblay moved that the report be received, seconded by Heather Leavell. The motion was approved unanimously.

The board was reminded that the budget under preparation was a 6 month budget for the period 1 January – 30 June 2014 and a one year budget would be prepared during this time for the period 1 July 2014 through 30 June 2015.

### **Volunteer Report**

The total number of visitors for 2013 stood at 1188. The board noted that there would be some gaps in the availability of docents for staff duties at the Museum. Heather

Leavell offered to prepare a sign up sheet and circulate it to the Trustees to sign up for coverage at the Museum.

Ellen Aamodt explained her plan for soliciting volunteers to visit other historic sites in the area to place and resupply CDAM brochures. An announcement in the Arlington Patch would be expanded to include additional volunteers to staff the museum during opening hours.

Jackie Bates made a motion to accept the Volunteer Report, seconded by Aimee Taberner. All were in favor.

### **Other Business**

The board discussed briefly how the draft strategic plan would be implemented. Heather Leavell explained that at its meeting on 21 January with the consultant the roles and responsibilities of the town board and the non-profit board would be discussed. It was agreed that a subsequent meeting would be needed in June to detail the specific activities of each of the board and these details would be attached to the strategic plan as an addendum. In the meantime, the Trustees would move forward with the scheduled activities on the calendar. Heather Leavell agreed to discuss an additional meeting with the consultant and the costs.

The board also discussed the calendar of activities for Spring 2014 and the fee schedule for the workshops. A walking tour was tentatively scheduled for 18 May. The month of May seemed to have a concentration of activities so the board would check to see if the Gallery Talk scheduled for 21 May could be moved to a later date. The board also needed to decide whether the activity for 4 May should be cancelled.

James McGough drew the board's attention to the Boston Globe grant program, encouraging subscribers to nominate candidates for awards.

The meeting adjourned at 9:30 p.m.

Ellen Aamodt, Recording Secretary

## **Action Items for 11 February 2014**

- Heather Leavell to circulate a sign up sheet for museum duty
- Ellen Aamodt to place volunteer announcement in Patch
- Heather Leavell to discuss additional meeting with strategic planner
- Confirm Walking Tour on 18 May
- Postpone Gallery Talk on 21 May?
- Cancel 4 May activity?