

## Historic Port of Washington Project & Museum

MINUTES: Historic Port of Washington (HPOW) Board of Trustees and Executive Officers Meeting.

Date: July 10, 2018

- I. The meeting was called to order by Ray Midgett, President at 6:00 pm on July 10, 2018 at The Coffee Caboose, 111 South McNair St., Washington, NC 27889.
- II. Roll call was taken and people introduced themselves. Board of Trustee Members present included Ken Carpenter, Chairman, Blount Rumley, Keith Hackney, Leesa Jones, Fritz Tanner, Billie Jean Mallison, Gillian Hookway-Jones. Pat Vore joined the meeting by phone. Executive Officers present were Ray Midgett, President, Elaine McClure, Secretary and David Conner, Treasurer.
- III. Minutes of the last meeting held April 10, 2018 were approved.
- IV. Old Business

### Committee Reports

- Finance—David Conner gave out copies of the financial statement. Items discussed included payment of the monthly insurance bill which is \$32. The discussion was to pay the bill on a six-month basis. Second, the bank account requires two people to sign checks. Currently, this is Ray Midgett, President and David Conner, Treasurer. A recommendation was made to have three people authorized to sign checks to help expedite making bill payments. David Conner, Treasurer ended up paying the insurance bill of \$32 and a \$20 quick book expense out of his own pocket. A motion was made by Keith Hackney and seconded by Ken Carpenter to pay the insurance bill every six months. Have three people authorized to sign checks. Billie Jean Mallison a member of the finance committee will be the third person authorized to sign checks. David

will be reimbursed for the \$32 for insurance and \$20 for quick books expenses. The motion passed.

- **Fund raising:** Keith Hackney reported there was nothing specific in the works at this time.
- **Building opportunities:** Ray Midgett reported that there was nothing in the works currently.

## V. New Business

- Vice President position vacancy: Ray Midgett proposed that a nominating committee of three people be formed to find candidates for this position. Discussion took place and Roland Wyman; City Council member be contacted about this position. It was decided that Roland Wyman is a possibility, but other candidates need to be considered. A search committee was formed members being Ray Midgett, Blount Rumley and Keith Hackney to see if two additional candidates can be found.
- Relocating items stored at Brown Library ASAP: Ray Midgett reported that no firm date has been given as to when the HPOW stored items need to be out of the library, just ASAP. Free storage would be best. Number one priority is that the items be in a secure place, second is climate control. Location ideas discussed: contact Bobby Roberson, City Manager for free space. Rent a climate-controlled unit at a storage location. Gillian Hookway-Jones suggested contacting Chris Umfleet at the Bath Historic Museum. They have a space for temporary/travelling exhibits where HPOW could possibly display our historic items. Bath Museum is connected with the State of NCDCCR with headquarters in Raleigh. There could be considerable negotiations and/or paperwork to make

this happen. HPOW is on an ASAP deadline with the Brown Library. HPOW would need a staging area to create displays for the Bath space.

- Future projects and activities: Activities need to be planned that will give HPOW name recognition, exposure and standing in the community. This will help with fundraising. Information is needed about planned events in the area to see if HPOW could have a presence or event at these activities. For long term financial support, a grant writer needs to be hired and grants submitted to the appropriate organizations for financial support. HPOW will look to hire a knowledgeable grant writer with a reasonable fee.

Short term goal for HPOW will be to develop activities that will give exposure in the community. Mid-range goal is to hire a grant writer and get requests for grants in place with appropriate organizations.

- Ray Midgett updated the web site. Biographical information was requested from David Conner, Leesa Jones, Fritz Tanner and Elaine McClure for the web site.
- A discussion took place about the importance of the HPOW prospectus. The group was asked to review what was developed. This document is important when applying for grants and soliciting donations from organizations.
- A thank you letter for donations will be developed by Elaine McClure, Secretary.

With no further business the meeting was adjourned at 7:45 pm.

Respectfully

submitted by,

Secretary

Elaine McClure,