



# Friends of Dennis Township Old School House Museum

March09, 2017 Minutes

Vice-Chairman Rebmann led a flag salute and took roll call. All voting officers present.

Rebmann submitted the Friends initial financial report. A checking account has been opened with Sturdy savings (Dennisville branch). Deposits: \$90 from membership donations, \$275 check donations, \$1320 deposit from an ongoing GoFundMe campaign (goal \$7500). No withdraws. Balance as of 3/9/2017: \$1683. Check books and related financial materials will be turned over to Treasurer Don Gooch who will manage the account. A decision was made not to open savings account or obtain credit/debit cards at this time. It will require two officer signatures to write checks. Connolly suggested limiting the amount of a check with general membership agreement required for amounts exceeding that limit.

Rebmann next shared a sample of a membership donation form he developed with input from Jack Connolly. This form will be made available for public use to apply/reapply for annual memberships. A shorter version has also been created for use on future website, newsletters, and social media.

Ms. Matthews initiated discussion about donations "in kind" and the need to provide donors with suitable proof of donations in the form of receipt containing the organization's EIN# for tax deduction purposes.

Mr. Laughlin asked about the mailing address of record. Presently, Rebmann's home address is the official business address. Chairman DiCicco indicated that the organization will obtain a post office box now that funds are available. Mr. Connolly recommended purchasing the least expensive option (cost approximately \$62 annually). Mr. Gooch will look into that item of business.

Mr. Gooch asked about possible matching funding from the township since a primary purpose of money raising efforts is to pay for improvements to a township owned property. Mr. Connolly will write a letter to township committee addressing the matter. Mr. Gooch also noted that it should be emphasized that monies raised by the Friends is not intended to replace township budget funding but to help pay costs that the township budget does not cover.

Chairman DiCicco next discussed the titles of officers to be included in the by-laws. There will be five

with DiCicco as chairman, Rebmann as vice-chairman/secretary, Gooch as treasurer, and Bevin O'Grady and Tom Laughlin as at large. Ms. Matthews asked about the status of an "at large" member and suggested using the term "alternate". Mr. Penrose observed that due to the non-profit nature of the Friends, the quorum rule might not apply. Mr. Connolly noted that the DHHOA (of which he is president) leaves most voting matters up to its membership, except in cases of "emergency" when the executive committee decides. The Friends will adopt that practice with board members voting on expenditures. Particularly in cases of spending, the president (or Chairman) has flexibility to authorize an amount up to an agreed upon maximum. Ms. Bresan concurred with this information.

Since the by-laws are still being developed, Mr. DiCicco has contacted attorney Anthony Monzo to share his expertise with the group. Mr. Monzo recently developed by-laws for the Friends of Fishing Creek School. DiCicco indicated that he will invite him to the next Friends meeting. Mr. Rebmann indicated that he will be submitting a charitable registration form to the state, a necessity if the Friends apply for grants.

This led into a discussion of grants. Ms. Matthews described the process, particularly regarding the Arc of Cape May County and noted that many grants are "reimbursable" meaning that the grantee provided money upfront for the specific project with the grant paid upon successful completion. Members cited

A number of private sector sponsored grant opportunities including Home Depot, 84 Lumber Sherwin Williams (for paint).

Returning to the subject of officers, DiCicco indicated that on the initial IRS filing, an Executive Board of the non-profit corporation was listed with DiCicco, Rebmann, and Laughlin as members. This will apply for at least the current year. Officers for the organization for the first year: DiCicco (chair), Rebmann (vice-chair/secretary), Gooch (treasurer), O'Grady and Laughlin (Directors). Adding an "alternate" was suggested. Rebmann will list this on April agenda for nominations.

Ms. O'Grady shared a number of detailed designs she has been working on to develop a logo for the group. She indicated that these "mock ups" use different aspects of township history. She described multiple logos for different media and indicated that designs for t-shirts, hoodies, and related items could be unique from letterhead. She passed around her samples. Mr. Laughlin recommended starting with a less detailed design and suggested that a uniform design might be a more appropriate initial approach.

Ms. Matthews added that the (school) building should be incorporated in any logo. Gooch concurred, observing that the museum is the main focal point of the Friends' activity. O'Grady expressed concern about the length of the organization's official name for logo purposes. Gooch reminded the board that at its initial meeting a shortened version was agreed upon for use on a logo: "Dennis Museum Friends".

Ms. Matthews agreed that starting with a simple design would be better and could be embellished later if need be.

Mr. Laughlin led a discussion about potential website designs and explained how he could establish a site for the Friends. There was an extended discussion about the costs of a website, including suggestions offered by various members about what should be included: Friends' Mission statement,

“Home page” with Logo, membership application, fundraising information, and links to other relevant web sites. Laughlin, who indicated that he would donate (in kind) his professional services to establishing the site, noted that the initial cost would secure a domain and site for one year. The board accepted Laughlin’s offer, acknowledging Ms. Matthews’ suggestion that a “conflict of interest statement” would be required, to clarify Laughlin’s status as a board member and professional performing a service for the organization.

The web site discussion finally concluded when Mrs. McGuigan volunteered to underwrite the initial expense (\$129). The board agreed to accept Mrs. McGuigan’s “restricted” donation.

Rebmann next informed those present about activities at the museum, including expanded hours of operations (an additional Saturday per month), planned visits next month from Dennis Township Elementary School), and an updated inventory (there has been no inventory since the museum re-opened in 2009). Rebmann noted that it is NOT a function of the Friends to participate in any of these activities. Ms. Matthews agreed however that it is a good practice to include informative updates at Friends meetings. Mr. Connolly added that Rebmann could ask for volunteers to help with the inventory.

There was some discussion about the nature of the inventory. Rebmann favored making an initial pen/paper list of what the museum contained. Members discussed computerizing records. Mr. Penrose advised that the Avalon museum has been using the Past Prefect program. Ms. O’Grady suggested ‘piggy-backing’ from other museums experiences with inventory. She was especially interested in developing a detailed inventory on written materials, including articles contained in the museum’s incomplete collection of “blue books” published annually by the Cape May County museum.

There being no other business, DiCicco closed the meeting.

