

# Historical Society of Topsail Island

## Board Minutes

Fiscal Year of June 2018 – May 2019

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**August 9, 2018**

PRIVATE TOURS:  
May 31<sup>st</sup>, Home School Children from Hillsboro, N. C. ; 4<sup>th</sup> & 6<sup>th</sup> grade.  
Jun. 11<sup>th</sup>, Sumer Camp for mentally challenged adults from Jacksonville, N.C.

July 5<sup>th</sup>, Twenty International Instructors from Camp Lejeune.  
 July 10<sup>th</sup>, Surf City Summer Camp, 50 children.  
 July 16<sup>th</sup>, New Monsignor Ntuwa from the St. Mary's and All Saints Catholic Church.  
 Aug. 1<sup>st</sup>, Emma Anderson Church; Children's Summer Camp

**THANK YOU:** Butch Parrish for his patience and always keeping me informed during the renovation.  
 Steve Smith for the New Window!!  
 The Trustees: Good Decisions!!

## Committee Reports

**Message to Committee Chairpersons:** Edna asked committee chairpersons to model positive behavior for people on their committees. Encourage people to assume good intent and act accordingly, so that volunteers are not disrespected. We can disagree without being unkind. We have wonderful volunteers, let's treat them well and encourage them to treat each other with respect.  
 Sue Newsome suggested that when decisions are being made, it is important that those being affected by the decisions be contacted.

**Dock:** Butch Parrish  
 Dock income since January is \$8300, with contracts in hand for \$4,200 thru October. Our annual total should be \$12,500 this year. We have one slip available that will handle a 16' boat.

**Capital Improvements:** Butch Parrish  
 A few minor unfinished electrical tasks remain in the attic (re-hanging a couple of control boxes). We expect the final electrician bill to be under \$1000, and our final total project cost to be about \$149,100.

I have been managing the thermostats via computer through a break-in period for the past two years. Under Steve's guidance we upgraded some of our w-fi hardware this past winter, and our system has been performing well since then. Steve has agreed to begin managing the thermostats on an ongoing basis. We will make the transition in a couple of weeks.

### Education Committee: Virginia Teachey

		Attendance	Donations
June 27	Frog Songs	47	\$39
July 11	Mermaids and Pirates	80	\$66
July 18	Fantastic Fish	75	\$47.50
July 25	Turtle Time	75	\$88
August 1	Scaly Survivors	25	\$40
August 8	Jammin' Jellies	89	\$87

Our new AV equipment has been very helpful to enhance the Aquarium Program and Luncheon Programs.

**Luncheon:** Gaylene Branton  
 Luncheon program is part of our education mission and not a fund raiser. Jeff Price will charge the same price as last year so no increase in cost. Speakers are required to wear a microphone.

**Maintenance:** Keith Myers  
 The following work has been done at the AB. Replace the emergency light in the upstairs office. Repaired the switch to the main hall fans. Secured the toilet to the floor in the left bar area bathroom. We are looking at the cause of leaks in the sunroom windows and have recommended a course of action to Steve Smith

**Membership:** Suzanne Murray  
 Total additional memberships for 2018-19 since last report: 56  
 Scotch Bonnet: 16  
 Pirate: 21  
 Talos: 19  
 8 of these people also sent a donation

Total memberships for this year to date: 65

**Programs:** Cathy Brown  
Sept. Ghost Walk Vignettes  
Oct. Retired librarian from Wilmington Library

**Jingle Bell Ball:** Rick Stidley  
First organizational meeting will be after the September luncheon. Tickets will also go on sale at the same luncheon and we have a message ready to go out to all HSTI members.

**Autumn With Topsail:** Rick Stidley  
With only 74 days till the fence goes up, things are running full throttle for AWT. No pressing issues right now and everything is coming together. Was able to get a free spot in the "Our State" magazine this week with the help of Pender County Tourism. Always looking for volunteers and donors so keep us in mind. Working on corporate sponsors: Publix, Hampton Inn. Beer competition was in our favor. We only have 2 billboards this year but will be publicizing in radio, TV, and social media.

**Bingo:** Barry Newsome  
August 9 is our last night of bingo for this year. It appears that we will have another good year. We will let you know the results in September. A big thank you to our wonderful group of volunteers.

## **OLD BUSINESS**

Rose Peters reported that while Will Alexander was changing furnace filters, he asked that he be included on offering a bid for landscaping.

**Flooring for Assembly Building:** Flooring was approved by the board but delayed because of construction. Sue Newsome will talk with Watkins and get a new estimate.

**Assembly Building Security:** We have had money and items stolen from the museum. The police have suggested having new key, moving key lock box to police station, changing lock box code. At this point, we have changed the key and the code on the lock box. There have been no thefts in the short time since both of these were completed. Gaylene reported on coding system with a key pad where everyone will have their own code to enter museum. They will code in and code out so it is known who has been in and how long they were there. This could also be used for renters and cleaners of the building. The trustees will look further into this keyless entry system.

**Grants:** We are very interested in applying for a grant. We would like to begin the grant process by receiving a form and password and developing our basic information into the appropriate format and learning the cycles. We will then be ready to complete the form adding the program we would like to use. Possible options include: museum display, aquarium program, and others.

Dave Stipe moved and Suzanne Murray seconded that we develop the program as described. Motion passed.

### **Credit Card Pilot Project:**

We have explored using the credit card process with Membership at luncheons, Bingo, AWT Historical Society table, and some in the museum. The process has worked well and people are appreciative. We now need to continue training on the system. We may need to update system to develop separate accounts for various programs and would need to purchase computer/tablet.

Suzanne Murray moved and Janine Stidley seconded that we continue to expand credit card use. Motion passed.

## **NEW BUSINESS**

**Strategic Planning:** We will update of strategic plan. Volunteers are: Edna Smith, Ann Tumblin, Dave Stipe.

**Financial Accountability:** Each of our programs needs to submit expected expenses to the Budget Committee.

**Board Insurance:** Gaylene Branton will check into our insurance policy as to how each of the board members' responsibility.

**Record retention:** storage space needed.

**By-laws.** A by-law review committee will look into some omissions and some anomalies.

# **HISTORICAL SOCIETY OF TOPSAIL ISLAND**

## **Emergency BOARD MEETING**

**Sept. 27, 2018**

**Call to Order:** President Edna Smith called the meeting to order at 2 PM.

**Members in Attendance:** Edna Smith, Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Suzanne Murray, Cecile Broadhurst, Steve Smith, Bill Horstmann, Bobbie Morrison

**Assembly Building Repairs after Hurricane Florence Damage:** Steve Smith.  
Report attached. Further information:

1. All 8 A/C units are running but some will need repair
2. Roof repair estimate is \$135,000
3. Have two estimates for repair

Bobbie Morrison moved and Bill Horstmann seconded that we hire APR Inc. to complete hurricane damage. Motion passed.

**Discussion about Autumn With Topsail:** discussed pros and cons of continuing with the festival.  
Bo Fussell (Fire Department Chief) shared some things we should consider:

1. Some outside electric service poles would need to be replaced by an electrician, then inspected before JOEMC can put electricity to them.
2. Any tents must be inspected by Pender County Fire Marshall
3. Vendors must have an up to date fire extinguisher and they cannot have a drop cord across walkways.

We probably will not have the use of Assembly Building and a few things may have to be canceled. Vendors need to be notified that they should reserve rooms as soon as possible. The beach will still be closed for clean up. It is not known if short term rentals will be permitted by the town.

Bill Horstmann moved and Bobbie Morrison seconded that we continue with Autumn With Topsail. Motion passed.

### **Announcements:**

BINGO proceeds were \$17,000

Heather Shargo resigned her position as Corresponding Secretary as she had to move due to hurricane damage.

HSTI is still in need of a Vice President.

A new BUZZ will be distributed via of email and website.

Bill Horstmann is continuing to look into insurance.

Sue Newsome shared that we have returned fees paid for weddings.

**Meeting Adjourned at 3:20 PM**

Respectfully submitted,

Ann Tumblin

Recording Secretary

**Addendum:** New notes from Steve Smith on repair of Assembly Building

1. Met the insurance adjuster on Monday @ 9AM. Expect to have insurance numbers on Tuesday.

Roof estimates currently a concern.

2. Dance floor and stage removed Saturday

3. Sea Shell cases and storage racks moved to museum

4. Carpet removal began at 10AM on Monday.

5. Ceiling insulation to be removed on Wednesday. Drying of ceiling tiles will begin once insulation is removed.

6. New roof installation will start on Friday.

7. Fire alarm, emergency lights and fire extinguishers to be checked on Oct. 11

8. Once main room is dry then process of installing new carpet and dance floor starts.

9. Charles Fisher has indicated he will check out septic system this week.

10. Have reviewed all building issues with TB planning & code. We are good for all permit issues.



Steve's Note – Actions -9-26-18

Subject: HSTI - Assembly Building Repairs - Hurricane Florence

Please find status of efforts to bring our building back to operation:

1. Insurance Adjuster to arrive Monday, Oct. 1, 2018 @ 9 AM. – Hope others can meet with him.
2. Industrial Hygienist to test air and determine if we can allow to dry the asbestos/cement Ceiling tile or will need to replace on Wednesday. Could have results by late Friday
3. Still looking for an air condition pod/container. May have to come up with another solution for storage during repairs. Need to get as much out of meeting area as possible. Trying to get this area up and running... will cleanup museum but does not have same impact on HSTI. *8 are running - units*
4. Sea Shell case has been emptied and placed in boxes --- Will need to get cases out of room –I suspect base of cabinets have water damage from sitting on wet carpet. Carpet was wet in BINGO room... should empty this room for proper repairs.
5. Electric system needs to be inspected and cleaned at panels. I have asked Dave to get up with electrician
6. Have called Gideon – Expect them on Thursday to inspect system ==== expect some duct work will need replacing. One system not running in Museum
7. No internet or telephone service – they have been contacted but they can not give time frame for repair.
8. We are obtaining 2 quotes for <sup>service</sup> cleanup/repairs --- one company is owned by father of bride for wedding on Nov.3. He does not want to have to find another location. He has insulation person to get wet insulation out and a cleaning crew to stop the mold ready to go. He will also help get carpet and dance floor up for replacement --- will just remove stage at this time and not replace at this time – need some design work for a better platform/stage. Should have quotes from both companies by Friday.
9. Floor – Have talked with Wathins Floor – they need 2.5 weeks once they know flooring style and say go. Last quote was \$25k for new floors
10. Roof – It has been dried in. This does not mean no water. --- They need 2 weeks once we can say go for roof replacement. I should have quote from Flores & Foley by Thursday for a whole roof replacement. The roof was 50% *135,000* uncovered during storm. Flashing and nail boards failed on north and west walls. The quote will include insulation of roof with 20-year guarantee. May still get some water in on North/West corner as lots of damage in this corner.
11. Siding on north side has at least 2 holes – have not been able to cover or repair. Not sure why the failure of these points but it does appear something

# HISTORICAL SOCIETY OF TOPSAIL ISLAND

## BOARD MEETING

October 12, 2018

**Call to Order:** President Edna Smith called the meeting to order at 2 PM.

**Members in Attendance:** Edna Smith, Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Suzanne Murray, Steve Smith, Bill Horstmann, Rick Stidley, Cathy Brown, Gaylene Branton

**Minutes:** Ann Tumblin

Suzanne Murray moved and Sue Newsome seconded that we accept the minutes from August 9, 2018 and emergency meeting Sept. 27, 2018. Motion passed.

**Treasurer's Report**

Bobbie Morrison has been sending out weekly reports. We have used \$44,700 in our line of credit for repairs.

**New Officers:** Edna Smith moved and Suzanne Murray seconded that we accept Beth Holder as Corresponding Secretary and Bill Horstmann as Vice President with the caveat that Edna will extend her term as President until Bill completes his term of Presidency with Kiwanis through September 2019. Motion passed.

**Luncheon:** Gaylene Branton

Luncheons will resume in November. We will discuss with the daughter of the WASP if she can speak that day.

**Assembly Building Repairs after Hurricane Florence Damage:** Steve Smith.

1. Some things will be rearranged such as shells will go into the museum.
2. We still have some insulation and ceiling work.
3. Roofing still an issue as we lost some roofing during Michael.
4. Main room is ready to use.
5. A/C units: condensation lines need to be changed as well as other issues. Will talk with Gideon
6. Epoxy will be put in kitchen and back room floors
7. There will be large power bill next month as we ran a/c to help drying out process
8. A/V was checked and is fine.
9. Exterior cement tile area needs repairs. Need to have Jones Onslow there at same time as cement tile installer.
10. Museum
  - a. Will need to replace tile flooring
  - b. Water damage to display in back corner and bench seating area
  - c. Nothing has been cleaned in museum
  - d. Can't open front and back doors in museum because they are swollen
  - e. APR will begin on museum when main room is complete

**Exterior:** Bill Horstmann

Landscaping area is cleaned and flowers to be ready next week. Deck boards replaced and dock is redone. Charles Fisher to check septic system.

We are grateful to Trustees who have taken charge of all of these issues.

Ham radio scheduled for Oct. 27, 2018 will be set up outside.

**Autumn With Topsail:** Rick Stidley

No issues at present

**Jingle Bell Ball:** Announcement will go out Oct. 12. Members can purchase tickets.

— Meeting Adjourned at 3:00 PM

Respectfully submitted,  
Ann Tumblin  
Recording Secretary

Executive Committee of Historical Society of Topsail Island

Minutes: November 2, 2018

President Edna Smith called meeting to order at 10:30

**Present:** Edna Smith, Bill Horstmann, Bobbie Morrison, Gaylene Branton, Ann Tumblin

**Insurance for Assembly Building.** We have received no money as yet. Gaylene and Steve Smith are working on it. We have taken \$45,000 from our line of credit and plan to repay that as soon as we receive payment from insurance.

**Expo:** Gaylene Branton, Sue Newsome, Janine Stidley are committee members.

The Expo will be scheduled Sunday, Feb. 24 (alternate date Feb. 17) to display the updates to the Assembly Building and encourage a variety of rentals – not just wedding venues. We will be inviting various tradespersons to have stations to advertise. Time: 1-5.

**AWT:** Committee met Nov. 1 and Rick Stidley shared his encouragement on our profits. The HSTI table received \$1071 in sales and donations.

**Museum Committee:** Rose Peters, Lyndll Yawn, Beth Holder, Jerry Horner

They met this week and discussed ideas about adjusting the displays in the museum. There needs to be a plan to give to APR. The giant plywood display which was damaged by water will be replaced with a 45 inch smart TV. Discuss possible new displays and encourage more interaction. Suggest inviting directors of other museums in the area to come for a meal and give feedback.

**Christmas Parade:** Board will discuss participating in the parade on a smaller scale this year.

**Financial Accountability:** Need to continue discussing this. The finance committee has been a good beginning.

**Trustees** will need to replace Bill Horstmann as he becomes Vice President.

**Recovery estimate** from Hurricane Florence is attached.

**Credit card:** Continues to be working well. Will be spreading the use of it further into our programs.

Respectfully submitted,

Ann Tumblin

Recording Secretary



1. Talked to insurance company. Our claim is under additional review as it exceeds \$250,000. They indicated we should have feedback in about 3 to 5 days. They also indicated roof was approximately \$130,000 of claim.
2. Area around backdoor will be cleaned Wednesday and Thursday. We should be able to put items back on Friday. We did have water inside these cabinets. Walls and roof tile to be cleaned. We may need to paint this area.
3. Once Barry and Sue are ready we will return items to BINGO room. We will agree on date and ask for help moving items. File cabinets and shelves will be moved in advance by APR.
4. Cleaning of museum. We will need to remove all items we are currently storing from BINGO room first. Then the following needs to be considered:
  - A. Determine location for seashell cabinets
  - B. Rearrange museum layout and modify displays as needed
  - C. I have given the months of Nov. & Dec. for the rearranging of museum.  
If any other items need to go to outside store we arrange. Remember we have 2 outside storage rooms in Wilmington.
  - D. Starting second week of Jan. 2019 we will arrange to move items from north museum area and replace floor. Return items when floor is ready. APR will assist with items D & E
  - E. Have walls & ceiling cleaned. If any painting is required have done after cleaning is complete.
5. Replace gutters and add gutters where needed.
6. Completion of new roof flashing.....should have timetable by Thursday
7. Still waiting for ceiling tiles to dry-out. Then we will install ceiling insulation
8. Complete inspection for mold in roof trusses. This will determine if we spot spray for have to do full enclosed fumigation for area above ceiling. I have authorized hygiene test to determine method we need to use. APR is following.
10. Have received letter from engineer giving OK for building structure.
11. Items on the to do list.
  - A. Determine if we do anything to floor in sunroom
  - B. Repair flashing around sunroom & barroom windows
  - C. Repair leaking toilet - bar area west toilet
  - D. Repair septic tanks
  - E. Paint building -- need to wait until moisture has equalized in bricks
  - F. Clean and lubricant locks
  - G. Repairs outside lights as needed
  - H. Paint front hand rail
  - I. Replace cover over backdoor
  - J. Determine why light does not work at backdoor area
  - K. Recommend inspection of table cloths, etc. store in

# HSTI Hurricane Florence Recovery Estimates

11-1-2018

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
<b><u>Assembly Building Recovery</u></b>		
Roof	134,000	
Flooring - Main Room	19,500	
Floor - Kitchen	7,500	Painting floor would have cost \$2,000
Electrical	1,500	
New Mats	1,500	
Extra Yard Work	2,000	
Septic	2,000	
Rocks for Parking Lots	3,000	
HVAC Services	2,000	
Fire Alarm Service	1,000	
Engineering review	1,000	
Safety Equipment Service	1,000	
Plumber	1,000	Not committed
Extra Cleaning	1,000	
Painting	10,000	Not committed
Siding	3,500	
APR - Cleanup	16,000	
APR - Recovery (includes insulation)	22,000	
New Kitchen Equipment	3,500	Not committed
Replace awning above backdoor	1,000	
Replace & add gutters	2,000	
Misc. Repairs	2,000	
Misc.	2,000	Not committed
Epoxy Sunroom Floor	2,000	Not committed
<b>TOTAL - Assembly Building</b>	<b>242,000</b>	
<b><u>Museum Recovery</u></b>		
APR - Cleanup	5,000	
Apr - Recovery	8,000	
Floor	15,000	Replacing with epoxy - Tile 5K
Carpentry	2,000	
Electrical	1,000	
Museum Changes	5,000	
Extra Cleaning	1,000	
Museum Painting	10,000	Not committed
Misc. Repairs	2,000	
Museum Misc.	10,000	Not committed
<b>TOTAL - Assembly Building</b>	<b>59,000</b>	
<b><u>Dock Recovery</u></b>		
Current Dock Repairs (offset income)	2,527	
Sea wall repairs	2,500	
Reposition sound platform	200	
New Picnic Table	200	
Add equipment ramp removal	1,000	
<b>TOTAL - Dock/Seawall Area</b>	<b>6,427</b>	
<b><u>TOTAL HSTI Hurricane Recovery</u></b>	<b>307,427</b>	\$38,000 is not committed \$20,000 - Increased Floor Cost & Museum Changes

<u>Other Repairs and/or Equipment to Consider</u>	<u>Estimated cost</u>
Replace front porch support brackets (Structure Needs)	2,000
Repair/Replace flashing/siding around sound facing windows (Rot & Leaking Windows)	5,000
Change in telephone system for fire alarm system (Reduce False Calls)	250
Adding radio communication backup for fire system (Backup - Safety)	1,000
Relocation of hotwater heater (safety and code)	2,500
Consider adding oven for Kitchen (would improve kitchen for catering)	4,000
Replace all locks with digital locks to improve security	2,500



**PENINSULA INSURANCE BUREAU**  
ADMINISTRATORS & LOSS ADJUSTERS

2 November 2018

Steve Smith  
PO Box 2645  
Surf City, NC 28445

RE:	Insured:	Historical Society of Topsail Island NC Inc, The
	Policy No.:	HLC140024501
	Effective Dates:	30 September 2017 to 30 September 2018
	Date of Loss:	14 September 2018
	Loss Location:	720 Channel Blvd, Topsail Beach, NC 28445
	Claim Number:	922465

Dear Mr. Smith,

Peninsula Insurance Bureau is the authorized representative for Certain Underwriters at Lloyd's, London who issued the policy referenced above.

A check in the amount of \$185,558.09 will be issued in payment of the damages. This amount represents the Actual Cash Value of the claim net of the policy deductible. Under the terms of the policy, a supplemental claim for the recoverable depreciation can be made for up to \$56,150.88.

**Payment Recap Building**

Replacement Cost Value:	\$260,708.97
Less Recoverable Depreciation:	\$56,150.88
Actual Cash Value:	\$204,558.09
Less Deductible:	\$19,000.00
Net Claim Payment Amount:	\$185,558.09

In order for the payments to be processed, we will need the attached proof of loss document notarized and returned to us.

If you intend to make further claim for the depreciation withheld, we request that you submit copies of the repair and/or replacement invoices and proof of payment such as cancelled checks verifying your expenditures so that we may request the issuance of payment for the depreciation accordingly.

Should there be any questions after review of this letter, please do not hesitate to contact me by email at [cmercado@pibadjusters.com](mailto:cmercado@pibadjusters.com) or by phone at 407-880-1100 ext. 137.

## Quote from Flores Foley Roofing Sheet Metal



Glynn Robinson  
 Senior Associate  
 Flores & Foley Roofing, LLC  
 1536 Castle Hayne Rd  
 Wilmington, NC 28401  
 Cell: 910.274-4964  
 Office: 910.371.1400  
 Fax: 910.798-5763  
[grobinson@floresandfoley.com](mailto:grobinson@floresandfoley.com)

Name:	Steve Smith	Date:	9/26/18
Job Name:	Topsail Missile Museum	Email:	Sgsmith72@aol.com
Address:		Fax:	
Phone #:	910-547-2677		

**Roofing System:** Fully Adhered, Firestone .060 TPO

**Scope of Work:**

**Note:** Discovery of any damaged wood decking shall be repaired at a rate of \$6.00 per board foot of lumber.

1. Provide all materials and labor to complete the following:
2. Remove all existing roof materials and dispose to a proper facility.
3. Inspect the roof deck for damage and install **Stainless Steel Screws** as needed to reinforce the decking attachment.
4. Repair any damaged decking at the rate listed above.
5. Install **Treated Wood Blocking**, to all perimeter edges, blocking shall match the thickness of the installed insulation.
6. Blocking shall be attached utilizing **Stainless Steel Fasteners**, of sufficient length to penetrate at least two full layers of the wood installed and spaced no greater than 12" on center.
7. Install 2 layers of **2.2" Polyisocyanurate (ISO) Insulation**, staggering each joint in the insulation with each course and layer. This will provide an R-Value of 25 to the roofing system.
8. Install one layer of **DensDeck Prime**, over the ISO. This layer provides maximum adhesion for the bonding adhesive.
9. Insulation shall be attached utilizing **Firestone 3" Insulation Plates and 7" All Purpose Screws**.
10. All 4'x8' Pieces of insulation shall be attached as follows: At the perimeter of the roof and in from the edge a minimum of 8", one Insulation plate and screw for every square foot of roof area, 32 per board. In the remaining field of the roof, one plate and screw for every 1.5 square feet, 24 per board.
11. Fully adhere **Firestone, .060 Ultra-Ply TPO** to the insulation utilizing **Firestone Bonding Adhesive** in sufficient amounts to properly attach the membrane.
12. Install **Firestone Seam Plates and Screws** through the membrane at both sides of the ridge.
13. Flash all penetrations and properly weld all laps.
14. Fabricate, install and flash, **.032 Aluminum edge metal**.
15. Edge metal shall be attached utilizing **Stainless Steel, Ring Shank Roofing Nails**, 3" on center in a staggered pattern. At the face of the edge metal, install **Stainless Steel Screws with an EPDM/Stainless Washer**. Screws shall be attached no greater than 12" on center and be of the same color as the chosen color of the edge metal.
16. Provide and 7 year workmanship warranty.
17. Provide the highest available Firestone warranty within the limits of the materials used over a wood deck.
18. Start time shall be within 7 working days of acceptance of this proposal or the first day of material delivery.

NOTE: If you have any question or concerns in regards the above scope of work, call me at 910. 274-4964

The total sum to supply all of the above scope of will be	Total Amount	\$133,975.00
TERMS: 33% DEPOSIT DUE UPON ACCEPTANCE	Down Payment	\$44,658.33

<b>BALANCE DUE UPON COMPLETION</b>	<b>Balance Due</b>	<b>\$89,316.67</b>
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This proposal is based upon current material and labor cost. This Proposal may be withdrawn if not accepted within thirty (30) days.

**ACCEPTED AND AGREED:** The Owner(s) listed below hereby jointly and severally agree to purchase the goods and/or services listed above, in accordance with the prices and terms described in this Specification Manual and the accompanying Proposal and Agreement, of which this Specification Manual is a part. It is agreed and understood between the parties that this Specification

Manual constitutes the entire understanding between the parties, and there are no verbal understandings changing or modifying any of the terms and conditions. This Specification Manual may not be changed or its terms or conditions modified or varied in any way unless such changes are in writing and signed by both Owner(s) and Contractor. Owner(s) hereby acknowledges that Owner(s) has read this Specification Manual.

(MUST BE SIGNED BY ALL OWNERS)

Flores and Foley Roofing

By: Glynn Robinson  
Print Name

Glynn Robinson 9/26/18  
Signature Date

Owner(s)

By: \_\_\_\_\_

\_\_\_\_\_





1536 CASTLE HAYNE RD  
WILMINGTON, NC 28401  
(910) 371-1400

# Invoice

Date	Invoice #
11/2/2018	11506

Bill To
HISTORICAL SOCIETY OF TOPSAIL ISLAND PO BOX 2645 SURF CITY NC 28445

Terms	Due Date	Rep	Project
DUE UPON RECEIPT	11/2/2018	G.R.	720 CHANNEL BLVD - TOPSAIL M...

Description	Qty	Rate	Amount
ROOF DRAW FOR 95% COMPLETED ROOF WORK AS PER PROPOSAL  TOTAL CONTRACT: \$133,975.00 DEPOSIT INVOICE 10/4: \$44,700 DRAW INVOICE 10/19: \$44,700	1	37,876.25	37,876.25
AN ADDITIONAL 2.5% CREDIT CARD PROCESSING FEE WILL BE ADDED FOR PAYMENTS MADE WITH A VISA OR MASTERCARD.		<b>Total</b>	\$37,876.25
WE THANK YOU FOR CHOOSING FLORES AND FOLEY AS YOUR ROOFING CONTRACTORS! YOU ARE VERY MUCH APPRECIATED.		<b>Payments/Credits</b>	\$0.00
WWW.FLORESANDFOLEY.COM	OFFICEMANAGER@FLORESANDFOLEY.COM	<b>Balance Due</b>	\$37,876.25



# Invoice

Date	Invoice #
10/19/2018	11389

1536 CASTLE HAYNE RD  
WILMINGTON, NC 28401  
(910) 371-1400

Bill To
HISTORICAL SOCIETY OF TOPSAIL ISLAND PO BOX 2645 SURF CITY NC 28445

Terms	Due Date	Rep	Project
DUE UPON RECEIPT	10/19/2018	G.R.	720 CHANNEL BLVD - TOPSAIL M...

Description	Qty	Rate	Amount
ROOF DRAW INVOICE FOR WORK COMPLETED TO DATE AT 720 CHANNEL BLVD	1	44,700.00	44,700.00
AN ADDITIONAL 2.5% CREDIT CARD PROCESSING FEE WILL BE ADDED FOR PAYMENTS MADE WITH A VISA OR MASTERCARD.			<b>Total</b> \$44,700.00
WE THANK YOU FOR CHOOSING FLORES AND FOLEY AS YOUR ROOFING CONTRACTORS! YOU ARE VERY MUCH APPRECIATED.			<b>Payments/Credits</b> \$0.00
WWW.FLORESANDFOLEY.COM	OFFICEMANAGER@FLORESANDFOLEY.COM	<b>Balance Due</b>	\$44,700.00

## APR Restoration &amp; Commerical Development Inc.

320 N Judd Pkway  
Suite 114  
Fuquay Varina, NC 27526

**Invoice**

Date	Invoice #
10/28/2018	1085

Bill To
Historic Assembly Building 720 Channel Boulevard Topsail Beach, NC 28445 USA

P.O. No.	Terms	Project
	Due on receipt	APREAST-18-0069-MIT

Quantity	Description	Rate	Amount
1	Mitigation Invoice- Restoration invoice is to come		0.00
	Main Level- Asbestos test fee- full service survey- base fee x 2	650.00	650.00
	Mitigation Services-Asbestos test fee- full service survey- per sample x 10	300.00	300.00
	Mitigation Services-Dumpster load- Approx-30 yards, 5-7 tons of debris x 1	714.26	714.26
	Mitigation Services-Equipment setup, take down, and monitoring (hourly charge) 24 Hr	1,035.60	1,035.60
	Mitigation Services- Plumber- per hour 5 hr	475.00	475.00
	Mitigation Services- Tear out wet drywall, cleanup, bag- Cat 3 180 SF	185.42	185.42
	Mitigation Services-Apply anti-microbial agent to the surface area 180 SF	34.56	34.56
	Mitigation Services-Rental equipment delivery/mobilization (Bid item) x 1	300.00	300.00
	Mitigation Services-Protect- Cover with plastic 400 SF	98.70	98.70
	Mitigation Services-Water extraction from carpeted floor 100 SF	44.00	44.00
	Mitigation Services- Water extraction from hard surface floor 200 SF	44.00	44.00
	Mitigation Services- Equipment decontamination charge- per piece of equipment x 7	234.94	234.94
	Mitigation Services- Add for HEPA filter (for neg. air machine/vacuum- large x 2	508.77	508.77
	Mitigation Services- Content manipulation charge- per hour x 12	345.00	345.00
	Mitigation Services-Add for personal protective equipment (hazardous cleanup) x 8	66.66	66.66
	Mitigation Services- Tear out subfloor, sleepers, & bag for disposal 84 SF	128.13	128.13
	Mitigation Services- Bar	0.00	0.00
	Mitigation Services-Tear out wet non-salvageable glue down carpet, cut/bag 549.97 SF	409.21	409.21
	Mitigation Services-Dehumidifier (per 24 hour period)- Large- No monitoring x 10	731.30	731.30
	Mitigation Services-Neg. air fan/Air scrub.-large (per 24 hr period)-No monit x 5	525.00	525.00
	Mitigation Services-Apply anti-microbial agent to the floor 549.97 SF	105.60	105.60
	Mitigation Services-Bathroom	0.00	0.00
	Mitigation Services- Apply anti-microbial agent to the floor 21.78 SF	4.18	4.18
	Mitigation Services-Hallway	0.00	0.00
	Mitigation Services-Apply anti-microbial agent to the floor 11.28 SF	2.16	2.16
	Mitigation Services- Bathroom	0.00	0.00
	Mitigation Services-Apply anti-microbial agent to the floor 21.78 SF	4.18	4.18
	Mitigation Services- Kitchen	0.00	0.00
	Mitigation Services- Dehumidifier (per 24 hour period)- Large-No monitoring x 10	731.30	731.30
	Mitigation Services- Apply anti-microbial agent to the floor 531.91 SF	102.14	102.14
	Mitigation Services-Electrical	0.00	0.00
	Mitigation Services- Apply anti-microbial agent to the floor 216.87 SF	41.65	41.65
	Mitigation Services-Banquet	0.00	0.00
		<b>Total</b>	

APR Restoration & Commerical Development Inc.

320 N Judd Pkway  
Suite 114  
Fuquay Varina, NC 27526

# Invoice

Date	Invoice #
10/28/2018	1085

Bill To
Historic Assembly Building 720 Channel Boulevard Topsail Beach, NC 28445 USA

P.O. No.	Terms	Project
	Due on receipt	APREAST-18-0069-MIT

Quantity	Description	Rate	Amount
	Mitigation Services- Tear out wet non-salvageable glue down carpet, cut/bag 3653.38 SF	2,718.30	2,718.30
	Mitigation Services-Dehumidifier (per 24 hour period)-Large- No monitoring x 20	1,462.60	1,462.60
	Mitigation Services- Neg. air/ Air scrub.-Large (per 24 hr period)-No monit.x 10	1,050.00	1,050.00
	Mitigation Services- Apply anti-microbial agent to the floor 3653.38 SF	701.54	701.54
	Mitigation Services-Bathroom	0.00	0.00
	Mitigation Services- Apply anti-microbial agent to the floor 189.58 SF	36.40	36.40
	Mitigation Services- Museum	0.00	0.00
	Mitigation Services- Dehumidifier (per 24 hour period)- Large- No monitoring x 10	731.30	731.30
	Mitigation Services- Neg air fan/Air scrub.-Large (per 24 hr period)- No monit. x 5	525.00	525.00
	Mitigation Services- Apply anti-microbial agent to the floor 2220.46 SF	426.39	426.39
		<b>Total</b>	<b>\$15,473.29</b>

# HSTI Hurricane Florence Recovery Estimates

11-1-2018

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
<b><u>Assembly Building Recovery</u></b>		
Roof	134,000	
Flooring - Main Room	19,500	
Floor - Kitchen	7,500	Painting floor would have cost \$2,000
Electrical	1,500	
New Mats	1,500	
Extra Yard Work	2,000	
Septic	2,000	
Rocks for Parking Lots	3,000	
HVAC Services	2,000	
Fire Alarm Service	1,000	
Engineering review	1,000	
Safety Equipment Service	1,000	
Plumber	1,000	Not committed
Extra Cleaning	1,000	
Painting	10,000	Not committed
Siding	3,500	
APR - Cleanup	16,000	
APR - Recovery (includes insulation)	22,000	
New Kitchen Equipment	3,500	Not committed
Replace awning above backdoor	1,000	
Replace & add gutters	2,000	
Misc. Repairs	2,000	
Misc.	2,000	Not committed
Epoxy Sunroom Floor	2,000	Not committed
<b>TOTAL - Assembly Building</b>	<b>242,000</b>	

<b><u>Museum Recovery</u></b>		
APR - Cleanup	5,000	
Apr - Recovery	8,000	
Floor	15,000	Replacing with epoxy - Tile 5K
Carpentry	2,000	
Electrical	1,000	
Museum Changes	5,000	
Extra Cleaning	1,000	
Museum Painting	10,000	Not committed
Misc. Repairs	2,000	
Museum Misc.	10,000	Not committed
<b>TOTAL - Assembly Building</b>	<b>59,000</b>	

<b><u>Dock Recovery</u></b>	
Current Dock Repairs (offset income)	2,527
Sea wall repairs	2,500
Reposition sound platform	200
New Picnic Table	200
Add equipment ramp removal	1,000
<b>TOTAL - Dock/Seawall Area</b>	<b>6,427</b>

<b><u>TOTAL HSTI Hurricane Recovery</u></b>	<b>307,427</b>	\$38,000 is not committed \$20,000 - Increased Floor Cost & Museum Changes
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<b><u>Other Repairs and/or Equipment to Consider</u></b>	<b><u>Estimated cost</u></b>
Replace front porch support brackets (Structure Needs)	2,000
Repair/Replace flashing/siding around sound facing windows (Rot & Leaking Windows)	5,000
Change in telephone system for fire alarm system (Reduce False Calls)	250
Adding radio communication backup for fire system (Backup - Safety)	1,000
Relocation of hotwater heater (safety and code)	2,500
Consider adding oven for Kitchen (would improve kitchen for catering)	4,000
Replace all locks with digital locks to improve security	2,500



# **Remaining Recovery Items**

## **Assembly Building Recovery**

- 1** Remove items from attic, clean and store
- 2** Mold removal from attic - waiting on testing to determine method used
- 3** Replace insulation in attic - still have wet areas and mold treatment decision
- 4** Replace awning above back door
- 5** Remove plywood below walkway
- 6** Repair light in backroom
- 7** Gutters
- 8** Gravel under decking - south side
- 9** Paint backroom
- 10** Siding Repairs
- 11** New Kitchen Equipment - Hot Box & Hot Plate
- 12** Complete roof repairs

## **Museum Recovery**

- 1** Wall, floor & ceiling cleaning
- 2** Replace floor - North Room
- 3** Rearrange displays for adding shell collection
- 4** Replace Video Cabinet - Include new video display and electronics

## **Dock Recovery**

- 1** Sea wall repairs
- 2** Reposition sound platform
- 3** New Picnic Table
- 4** Add equipment ramp removal

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## **Other Repairs and/or Equipment to Consider**

- 1** Septic - align pipes in holding tanks - may need to pump tanks for events
- 2** Replace front porch support brackets (Structure Needs)
- 3** Repair/Replace flashing/siding around sound facing windows (Rot & Leaking Windows)
- 4** Change in telephone system for fire alarm system (Reduce False Calls)
- 5** Adding radio communication backup for fire system (Backup - Safety)
- 6** Relocation of hot water heater (safety and code)
- 7** Consider adding oven for Kitchen (would improve kitchen for catering)
- 8** Replace all locks with digital locks to improve security
- 9** Epoxy Sunroom Floor
- 10** Painting of building will be needed ahead of planned schedule
- 11** Rearrange Storage Closet in North Room - scanner, computer, tables, refrigerator, documents, merchandise
- 12** Recommend we change Key Box Codes

# **HISTORICAL SOCIETY OF TOPSAIL ISLAND**

## **BOARD MEETING**

**November 8, 2018**

**Call to Order:** President Edna Smith called the meeting to order at 9:30 AM

**Members in Attendance:** Edna Smith, Barry and Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Suzanne Murray, Steve Smith, Bill Horstmann, Rick Stidley, Cathy Brown, Beth Holder, Gaylene Branton, Butch Parrish, Virginia Teachey, Gwen Ward, Cecile Broadhurst.

**Minutes:** Ann Tumblin

Virginia Teachey moved and Gaylene Branton seconded that we accept the minutes from Oct. 12, 2018 meeting. Motion passed.

**Treasurer's Report:** written report

Bobbie Morrison has been sending out weekly reports of cash balance.

Oct. 31 check register balance. \$74,219

Savings balance. \$1,160

Investment acct. \$100,850

Note. Line of credit, interest only payment: \$257.81/month  
\$45,000 to be repaid.

Note. Total of unpaid bills: \$62,383

Note. Register balance above includes all AWT proceeds

Bill Horstmann moved and Gaylene Branton seconded that we send the treasurer's report to audit. Motion passed.

**Corresponding Secretary:** Beth Holder

No report.

**New Officers:** Gwen Ward installed the following officers: Bill Horstmann (Vice President) and Beth Holder (Corresponding Secretary).

**Museum:** Rose Peters

Museum Committee met to discuss the arranging of exhibits to accommodate the international shell cases. Attending were Lyndell Yawn, Beth Holder, Gerry Horner. Rose also met with Edna Smith to discuss their plan and other suggestions.

After several ideas were addressed, the following was the consensus of the committee:

1. Move the Operation Bumblebee exhibit to a free standing panel.
2. Purchase new TV to be mounted on the previous Operation Bumblebee wall.
3. Move the CD on the Osprey to the new TV.
4. The bench will be moved in front of the new TV after the bench is cleaned and painted.
5. The back wall will now be the new home for the shell cases.
6. Move the bottom row of the Topsail Barrier Island Home to the Shifting Sands exhibit.
7. Move NC shell case under Topsail Barrier Home exhibit.
8. Remove Gifts of the Sea exhibit. (We will decide on a new exhibit for there.)

**Capital Improvements:** No report

**Docks, trusses, hvac:** Butch Parrish

Prior to Hurricane Florence we were on track to make our goal of \$12,000 rental income for calendar 2018. As a result of storm damage that made our docks unusable for about 6 weeks, we reduced lease payments owed by \$1,380, reducing our income for the year to \$10,635.

Repairs to the dock cost \$4,147, giving us net income of about \$6,488. The floating dock-piling connection was beefed up some to hopefully avoid having the floating dock break loose again in a future storm.

The task of repairing the sea wall adjoining the Quinn property remains. Allied Marine has been asked to do the job, but has not scheduled it yet.

I plan to build a low cost block and tackle to use to remove and reconnect the ramp to our small floating dock during storm events.

### **Trusses**

All bills and final details of the truss repair project are complete. Our engineering firm did inspect the trusses after Florence and provided a letter affirming their continued good condition.

### **HVAC**

Effective this month, Steve Smith has assumed responsibility for maintaining temperature control using the Wi-Fi thermostats.

### **Education: Virginia Teachey**

Letters have been sent to counselors about scholarships which will be presented April 11, 2019. Applications will soon be available to place online.

**Luncheon:** 96 - 100 registered for today

### **Membership: Suzanne Murray**

Total membership for 2018-19 is 105

Since I last reported (August 8, 2018) we have obtained the following:

39 memberships

4 donations

The memberships are broken down as follows:

4 Scotch Bonnet \$30

18 Pirate \$50

17 Talos \$150

Total: \$3570

We had 245 memberships last year.

Will be collecting memberships at the luncheon. And will be doing more marketing.

### **Luncheon Speakers: Cathy Brown**

December: Liberty Ships from WWII

January: Colonial Wilmington

February: Reconstruction

March: Decoy Museum, Core Sound Waterfowl Museum and Heritage Center

April: Presentation of scholarships

May: The Rambo of the Civil War

### **Autumn With Topsail: Rick Stidley**

Rick has transferred the proceeds of \$75,000 to our bank account.

### **Bingo: Barry Newsome**

Checks for \$1084 for concessions for Bingo and \$17,000 for Bingo proceeds were presented at the luncheon.

### **Jingle Bell Ball: Rick Stidley**

Meeting after luncheon. All tables with exception of one have been sold.

### **Insurance: Steve Smith**

Packet and list of items to consider are attached.

We have to bring everything from attic and assess, then restore in plastic boxes. Then APR can spray for mold remediation. APR is coming back second week of January.

We need to continue to keep the Assembly Building's historical status.

Edna Smith thanked Butch Parrish and Steve Smith for being our contractual managers. Their work saved us money.

### **Christmas Parade: Edna Smith**

We will be part of the Topsail Beach Christmas Parade on Dec. 1. We will have one/two convertibles with HSTI folks riding and walkers dressed as persons historically involved with our mission. Someone can carry our banner.

### **Old Business:**

**Strategic Action Plan:** Cecile Broadhurst will help with this committee.

## **New Business:**

### **Pender Education Partnership:** Dave Stipe

They have a temporary focus to help Pender County teachers who were displaced by the storm and flooding. They have a Go Fund Me fund with a goal of \$10,000.

### **Assembly Building Report:** Sue Newsome

In the early fall the production company for ENC Wedding Talk did a beautiful video of our building for face book. I understand their face book site had over 2,000 hits. Kathryn Batts who decorated the weekend prior left all her decorations up, and the building, and our outdoor surroundings were just beautiful

Barry and I want to thank Steve for getting our Assembly Building back in business so quickly. We had our 1st wedding reception weekend on November 3. All those who have events scheduled at the building during the remainder of this year and in 2019 have been notified that we are "go" with new carpet, new dance floor, new kitchen floor and new roof (and perhaps other things if finances allow).

### **SECURITY DEPOSIT**

There is no question that we need to charge a security deposit at our Assembly Building, especially (1) with the many problems we had at the building last year, and (2) with the many improvements we have made in the building that need good care.

I think \$500.00 is an appropriate amount for 3-day wedding reception weekends, \$350.00 for one-day events, and \$200.00 for weekday hourly events.

The way I would suggest doing the security deposit is as follows:

1. When renting the building, charge the \$500.00 (or the amount given above for 1 day events or weekday) which is used two-fold: first as a deposit to hold the date desired and secondly, it is then turned into the security deposit at the time of the event. Payment of the full amount of rental will be paid 30 days prior to the event date. After inspection of the building following the event, the security deposit, minus any damage is refunded. Poplar Grove uses this particular security deposit plan, and I understand it works well. The Board should appoint a committee of three (including the Scheduling Coordinator) to inspect the building following events. If there is a problem or problems, we must take pictures to verify and, in advance, set up certain price points for charges. Renters should have information in advance of the things for which they may be accountable. Another thing to think about and I need an answer for. I assume the new rental rates we decide on and security deposit will go into effect on January 1. Those who have already booked for 2019 were not charged a security deposit. (there are 15 events already booked in 2019) We decided that those who have not paid a security deposit be told about our expectations when they arrive.

### **RENTAL RATES**

As far as charges for three day wedding/wedding reception weekends, I would recommend going from \$1800.00 to \$2000.00 in 2019. I would recommend no change in the weekend one day rate (which is \$1000.00, or \$750.00 for HSTI members) or weekday rates (\$75.00 an hour, or \$50.00 for HSTI members).

Cecile Broadhurst moved that we increase the fees as suggested by Sue and Gaylene Branton seconded. Motion passed. Bill Horstmann moved that we add the security deposit as suggested by Sue and Suzanne Murray seconded the motion. Motion passed.

### **Event Expo:** Sue Newsome:

I would like for the Board to approve our having an EVENT EXPO on Sunday, February 24, 2019. Our main objective is to invite people to attend to see how our building will be perfect for any event they have in mind.

Gaylene and Janine will be working with me on this.

Dave Stipe moved and Bill Horstmann seconded that we hold the Expo. Motion passed.

### **New Trustee:**

As Bill Horstmann assumes the Vice President position, we need to be thinking of someone to replace him as trustee.

Meeting adjourned 10:30 AM

— Next Meeting: December 13, 2018 at 9:30.

Respectfully submitted,

Ann Tumblin

Recording Secretary

Created Date: 11/28/2018

**DESCRIPTION:** Wall mount touchscreen monitor with data access and installation

**Bill To:** Historical Society of Topsail Island  
P.O. Box 3378  
Topsail Island, NC 28445  
US

**Installed:** Historical Society of Topsail Island  
Missiles and More Museum  
720 Channel Blvd  
Topsail Island, NC 28445  
US

**Requested By:** Steve Smith  
Email: sgsmith72@aol.com  
Work Phone: (910) 328-1950

**Salesperson:** Pete Spadafora

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Touchscreen package with installation and connection to digital data	1	\$5,755.50	\$5,755.50	\$5,755.50



# HISTORICAL SOCIETY OF TOPSAIL ISLAND

## BOARD MEETING

January 10, 2019

**Call to Order:** President Edna Smith called the meeting to order at 9:30 AM

**Members in Attendance:** Edna Smith, Barry and Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Steve Smith, Bill Horstmann, Rick Stidley, Cathy Brown, Beth Holder, Gaylene Branton, Butch Parrish, Gwen Ward, Michael Nelson, Virginia Teachey, Cecile Broadhurst

**Minutes:** Ann Tumblin

Dave Stipe moved and Bill Horstmann seconded that we accept the minutes from Dec. 13, 2018 meeting. Motion passed.

**Treasurer's Report:** written report

Our balances ending December 31, 2019 are as follows:

Checking account:	\$117,725
Savings:	1,160
Investment:	100,166

Steve Smith reported on the major difference in hurricane recovery versus insurance payment. Report is attached.

Virginia Teachey moved and Sue Newsome seconded that we send the treasurer's report to audit. Motion passed.

**Corresponding Secretary:** Beth Holder

No new correspondence

**Welcome to Michael Nelson, our new trustee who will fill Bill Horstmann's term.**

**Assembly Building:** Sue Newsome

Our committee is proceeding well with plans for the OPEN HOUSE/ EVENT EXPO on Sunday February 24. Shoreline and The Magic Moment (Katheryn and Kathleen) will decorate the building with table settings for both wedding receptions and parties, cocktail tables for area off the bar, decorated arbor in main hall with sand ceremony table and minister. Katheryn and Kathleen will have their swags up on some areas of the wall. Publix will showcase a wedding cake and party cakes. Excel Limousine will be here. There are a few other things in the works. We hope to serve champagne, snack trays and a "sweets" tray (all donated we hope). Gaylene will have the publicity up and running soon.

All paperwork provided to renters has been reviewed and improved.

Barry and I will be working on our Annual Report for the year 2018 and hope to have it available for our February meeting.

**Museum:** Rose Peters

All the exhibits, large shelves, cabinets, merchandise, etc., have been removed from the Operation Bumblebee room. The items are currently in the Front Room of the Museum and will be transferred to the Assembly Building after the luncheon Thursday. Thanks to all who helped, especially Beth Holder.

The North Carolina shell case had to be emptied due to the mold during the hurricane. Lyndll and I placed each shell in plastic bags with the labels. I am currently working on typing new labels (122 labels).

Good News!!

The refrigerator from the Warren Soda Shop has been donated to Jeff Price (Beach Grill). Jeff was happy to receive the donation. The refrigerator is now back in its original home!

**Capital Improvements:** No report

**Docks:** Butch Parrish

No report

**Education:** Virginia Teachey

A reminder letter has been sent to the high school counselors concerning the scholarship process and the dates. The scoring of the applications has been set for March 14 after the HSTI meeting. Dates for the Aquarium Program are proposed to be: June 26, July 3, 10, 17, 24, and 31. Hopefully these dates will be discussed on Thursday and are met

with approval. The topics will be settled on after the dates are approved. Dates were approved. If July 3 is not an option, then we will move into the first Wednesday in August.

— **Luncheon:** Gaylene Branton

35 registered for today; 9 for program only. Only 2 canceled after speaker change.

**Marketing:** Gaylene Branton and Edna Smith

Considering our assistance from Pender County Tourism, Kiwanis, and the Town of Topsail Beach, the following events have been approved to be held without charge at the Assembly Building

1. NC Coast Host meeting and awards dinner requested by Tammy Proctor, Pender County Tourism, May 2, 2019  
Bill Horstmann moved and Dave Stipe seconded that we approve this group meeting in the Assembly Building at no cost. Motion passed.
2. Kiwanis: Annual dinner
3. Town of Topsail Beach Fire Department will host an annual regional training.

**Membership:** Suzanne Murray

Total membership for the year is 139

Since I last reported (12/5/18), we have obtained the following:  
9 memberships

Scotch Bonnet: 3

Pirate: 4

Talos: 2

**Luncheon Speakers:** Cathy Brown

Jan. John Moseley, Assistant Site Manager at the Fort Fisher State Historic Site. He will speak about the actual battle and how it affected the end of the Civil War. The anniversary is in Jan, so the fort will be busy on that weekend.

Feb: Former Director of Poplar Grove Plantation. She will address the treatment of the African American population after the war, specifically in our area of then New Hanover County before it became Pender County.

— March: Karen Amspecker of the Eastern N.C. Heritage and Decoy Museum on Harker's Island.

May: Beverly Tetterton former librarian of the History Room at the main branch of the New Hanover Library. Her presentation will be about Colonial Wilmington.

**Maintenance:** Keith Myers (written report)

I do not have anything to report. My construction company is now working on 10 beach homes that have considerable storm damage. My available time is now consumed with this work. All of these projects need to be completed before summer. I would ask for a leave of absence from maintenance until summer 2019. I hope to be able to be involved by then. I will not be at the meeting tomorrow, but Carol and I will attend the luncheon. Thanks for your understanding, see you tomorrow.

It was noted that maintenance is not a board position. Steve Smith will be meeting with a carpentry person and an electrician to repair some items. If anyone else knows of something that needs repair, let Steve know.

**Autumn with Topsail:** Rick Stidley

Nothing new to report regarding Autumn with Topsail. We are still looking for someone to take over management of the Silent Auction.

**Bingo:** Barry Newsome

Bingo dates for 2019 are June 20 through August 15 (10 nights - more than last year) Hopefully the more times we meet; the more profit!!

**Jingle Bell Ball:** Rick Stidley

The Jingle Bell Ball Committee will present the check (\$7,000) at the luncheon. We are still looking for someone to take over management of the bar.

**Old Business:**

— Pender Education Project: Dave Stipe.

The goal of \$10,000 to help with teachers who were homeless after the hurricane was exceeded. A \$400 check was sent to 27 teachers who requested help with the holidays. On Jan.31 the State of Education and Economy in Pender County will meet at 5 PM at MoJo. The applications for mini-grants will be available there.

Strategic Action Plan (By-Laws, Financial Accountability Workshop, and Records Retention)  
We have made good progress on organizing the record retention.

– **New Business:**

New Trustee: Michael Nelson

Museum Restoration Schedule: We will be moving boxes from museum today after the luncheon and ~~ARG~~ ARP will move large items later. Work will begin soon.

Meeting adjourned: 10:35

**Next Meeting: February 14, 2019 at 10:00.**

Respectfully submitted,  
Ann Tumblin  
Recording Secretary



## **Steven George Smith**

*PO Box 3378, Topsail Beach, NC. 28445*

*(H): 910-328-0249 (Fax) 910-328-5833 (M) 910-547-2677*

*e-mail: sgsmith72@aol.com*

January 28, 2019

Historical Society of Topsail Island  
PO Box 2645  
Surf City, NC 28445

Board Members,

I am pleased to report that the annual audit report for 2018 BINGO Program has been submitted to the North Carolina Alcohol Law Enforcement Branch – BINGO Section (NCALEB-BINGO).

The Historical Society of Topsail Island (HSTI) is recognized by the North Carolina Alcohol Law Enforcement Branch – BINGO Section as the licensee for our BINGO program. I would like to request the following actions by the HSTI Board:

1. Designate members of a separate BINGO Committee responsible for the operation of our BINGO Program. This is required under current North Carolina regulations for operating a BINGO program. Members of this committee will be reported as part of the BINGO license application process.
2. Authorize a person to act on HSTI's behalf and file the 2019 audit report with NCALEB-BINGO.
3. Authorize a person to act on HSTI's behalf and apply for 2019 BINGO license.

If you have any concerns or questions, please feel free to contact.

Sincerely,

Steven G. Smith

# **Maintenance Projects – Assembly Building**

Feb. 14, 2019

## **Completed Items:**

1. Electrical, telephone and cable rough completed for museum office
2. All 3 fans repaired - bad controllers
3. Outside lights repaired
4. Brackets installed for porch post
5. Door sill secured for backdoor
6. New ceiling outlet at main hall front door is installed. It is dimmable
7. Epoxy floor in sunroom
8. New LED Lights in Kitchen – switch on side of bar platform
9. Fan support in main hall secured
10. Window leaks repaired in sound-side windows
11. Lights installed for steps in bar area

## **Remaining items to complete:**

1. Insulate, dry wall, Dutch door and trim out new office
2. Replace carpet on museum stairs and upstairs area
3. Add outlets in main hall ceiling
4. Plug vent hole in kitchen
5. Emergency push bars for doors in main hall & museum exits
6. Close wall gaps in AWT storage
7. Replace and add guttering to protect doors & entrances
8. Spot painting outside
9. Purchase warming cabinet for kitchen
10. Purchase hot plate for kitchen
11. Repair inside light at backdoor
12. Re-position septic holding tanks for proper flow
13. Re-hang lattice around sound-side HVAC compressors
14. Expect to see new video kiosk by in early March
15. Lost key for museum lock for restroom – replace lock



# **THE ASSEMBLY BUILDING ANNUAL REPORT**

**January 1, 2018 thru December 31, 2018**

## **YEAR 2018**

To: The Historical Society Board Members  
From: Sue G. Newsome, Scheduling Coordinator, Assembly Building  
Barry H. Newsome, Operations Manager, Assembly Building  
Subject: 2018 Annual Report: Assembly Building Rentals/Expenses/Income

## **THE BOTTOM LINE: YEAR 2018**

\$ 41,000.00 Rental income from Income producing events  
\$ -3,675.00 Rental fees returned because of hurricane Florence  
\$ 37,325.00  
\$ -8,998.00 Rental expenses occurred for \* Income producing events  
\$ 28,327.00 Net profit from \* income producing events for year 2018  
Note: Income producing events are events held in the Assembly Building where an individual was charged a rental fee for use of the Assembly Building such as weddings, wedding receptions and private parties booked by Sue G. Newsome, Assembly Building Scheduling Coordinator.

### **Details:**

There were 24 weddings booked at the Assembly Building during the year 2018. 3 of these weddings were cancelled. One wedding event was rescheduled. Most weddings were at the rental fee of \$1,500.00. Only 3 weddings were booked at the new rate of \$1,800.00

For your information: The Wedding rental rate for the year 2019 has been increased to \$ 2,000.00.

Note: There were 15 various events, other than weddings, booked in the Assembly Building during the year 2018. One event was cancelled due to hurricane Florence. \*(Sept, 14. 2018) This report presented to the Historical Society Board members at the February 2019 Board Meeting.

Sue G. Newsome: Cell: 910-328-4282/Home: 910-803-0521/E-mail [windswept3@aol.com](mailto:windswept3@aol.com)  
Barry H. Newsome: Home: 910-803-0521/office: 910-328-2716/E-mail [windswept3@aol.com](mailto:windswept3@aol.com)

### **Mailing Address:**

Barry and Sue Newsome  
P. O. Box 4172  
Surf City, NC 28445

## Page 1

# **THE ASSEMBLY BUILDING ANNUAL REPORT**

January 1, 2018 thru December 31, 2018

## YEAR 2018

**To:** The Historical Society Board Members  
**From:** Sue G. Newsome, Scheduling Coordinator, Assembly Building  
Barry H. Newsome, and Operations Manager. Assembly Building  
**Subject:** 2018 Annual Report (Assembly Building Rentals/Expenses/Income)

Below is a summary of 2018 rental income and expenses to determine the net income derived from rentals of the Assembly Building. All rental fees were turned over to the Historical Society for deposit.

### INCOME FROM RENTAL FEES: (Sue G. Newsome, Scheduling Coordinator)

\$ 2,500.00 Emma Anderson Memorial Chapel (Lenten, Christmas lunches and Pot-Luck Dinners)  
\$ 00.00 Topsail Island Kiwanis Club Donation for Equipment storage & event availability  
\$ 300.00 Private donation to Assembly Building from a family reunion rental.  
\$ 29,525.00 Weddings held in the Assembly Building  
\$ 8,675.00 Rehearsal Dinners/Meetings/Private Events/Reunions  
\$ 41,000.00 Total Income from rental fees for use of the Assembly Building  
-3,675.00 Rental fees returned because of hurricane Florence  
\$ 37,325.00  
\$ -8,998.00 Expenses occurred from weddings and other income producing events  
\$ 28,327.00 \*NET INCOME FROM WEDDING AND OTHER RENTALS DURING YEAR 2018

Note below: Summary of total expenses occurred in 2018 by all events, including income & non-producing income events held in the Assembly Building.

\$ -3,500.00 House Works/deep cleaning service after large events such as weddings.  
\$ -1,175.00 Cleaning, follow-up, restocking supplies after other rental events/Administrative  
\$ -1,900.00 Carpet Steam cleaning and Scotch-Guard/6 times during 2018  
\$ -1,718.00 Supplies attributed to weddings and all other rental events.  
\$ -4,800.00 Administrative expense  
\$ -13,093.00 Total expenses occurred for all income and non-income producing events  
\$ -4,095.00 Less expenses occurred by non-income producing events/various meetings  
\$ -8,998.00 Actual expenses occurred by weddings and other income producing events

\*Report presented to Historical Society Board at February 2018 Board Meeting.

**THE ASSEMBLY BUILDING ANNUAL REPORT**  
**JANUARY 1, THRU December 31, 2018**

Many events held in the Assembly Building are sponsored by the Historical Society and any income generated from these events goes directly to the Historical Society, such as Autumn With Topsail, Jingle Bell Ball and Bingo. There are many other events held in the Assembly Building, such as Historical Society Luncheons and various meetings that are non-producing events but do require expenses such as cleaning and supplies. For example, the 4 bathrooms are made available for all events held in the Assembly Building and are made available to all visitors to the Missiles and More Museum during the year. The bathrooms require cleaning and supplies.

Expenses occurred for events in which income/profit goes directly to the Historical Society are not charged against rental income for the Assembly Building.

-House Works	\$ 525.00
-Deep cleaning	\$ 1,025.00 (Repairs and storm damage after hurricane Florence *(Sept, 14, 2018)
- Administrative	\$ 1,175.00
-Supplies	\$ 420.00 (40%)
-Carpet cleaned	\$ 950.00 (2 out of 6 times)
Total.....	\$ 4,095.00

**WHAT WOULD WE DO WITHOUT IT !**

The Assembly Building is truly a multiuse facility. Here are some examples:

The Assembly Building is host to many and various functions such as Emma Anderson Lenten Luncheons, Historical Society Board meetings and Luncheons, Rehearsal Dinners, Wedding Ceremonies, Wedding Receptions, Memorials and Celebration of Life Services, Aquarium Programs, Fashion Show, Assembly Building Bingo, Family Reunions, High School Reunions, Jingle Bell Ball, Craft Shows, Christmas Parties, Birthday Parties, Appreciation days for Vets, Pot luck dinners, 4 town meetings, Autumn with Topsail planning sessions, Kiwanis Pancake breakfasts, and Anniversary parties. The Assembly Building is a wonderful venue serving the community. The Assembly Building rest room facilities are available to visitors when the Missiles and More Museum is open. As you can see, the Historical Society not only preserves the history of our area, but makes available the Assembly Building for many different types of events.

WOW !...The Historical Society and the Assembly Building truly serves the Community.

# Wifi System, Audio & Video Equipment

Assembly Building – Revised Jan. 14, 2019

## WIFI - SYSTEM

The buildings Wifi connection is supplied by Spectrum. The internet modem is in the upstairs' museum office. From the modem, there is a cable that goes to several Wifi transmitters that are located on the ceiling and on the front of the Assembly Building. To connect to Wifi system you must have a passcode.

## VIDEO SYSTEM

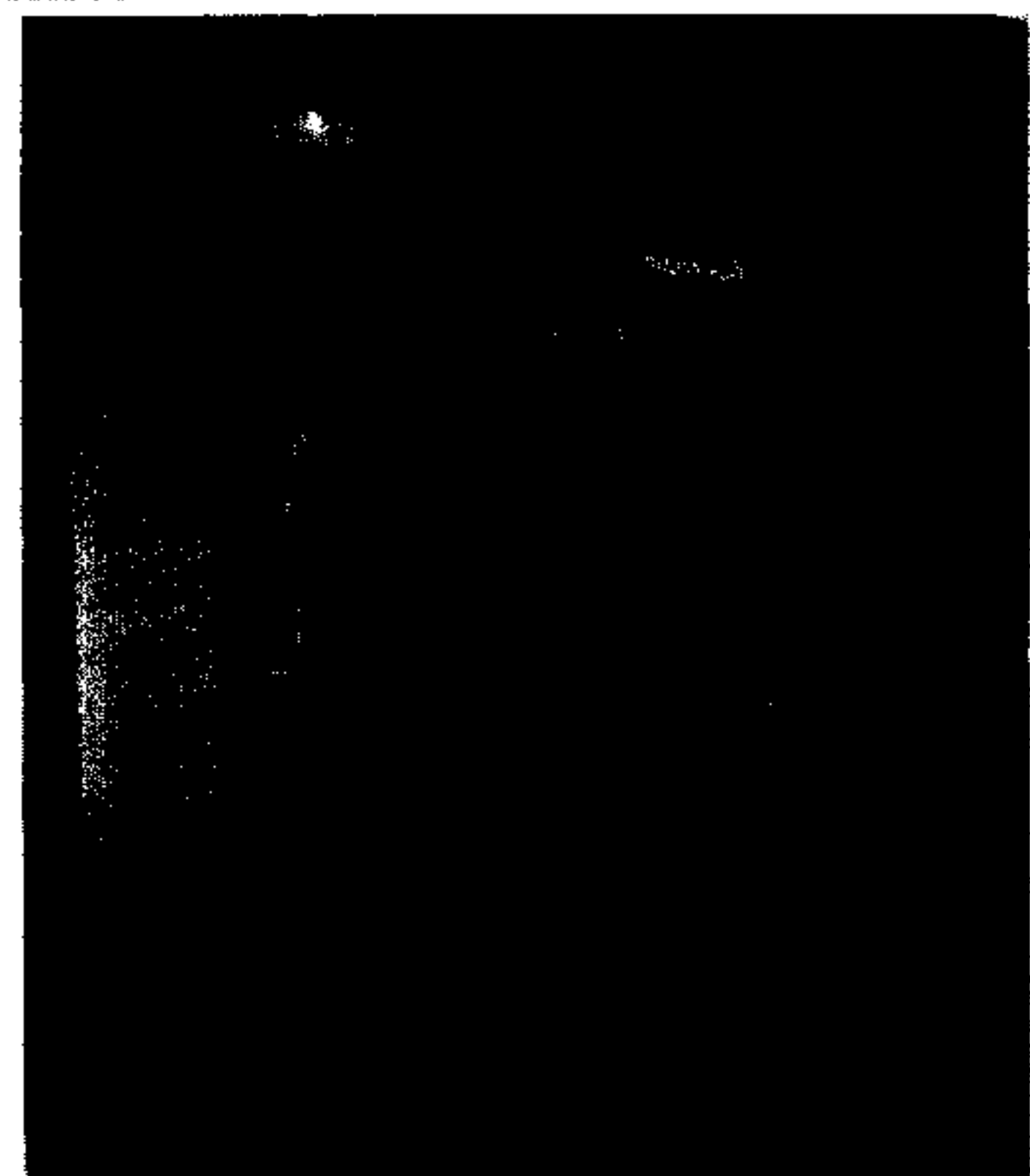
We have a laser projector. You can connect to this projector using VGA, HMDI, Apple TV and Chromecast. Depending on the transmitting device an adapter cable may be needed. Many computers now have mini HDMI, Mini Display, Type C, or Lighting connection ports.

## AUDIO - SYSTEM

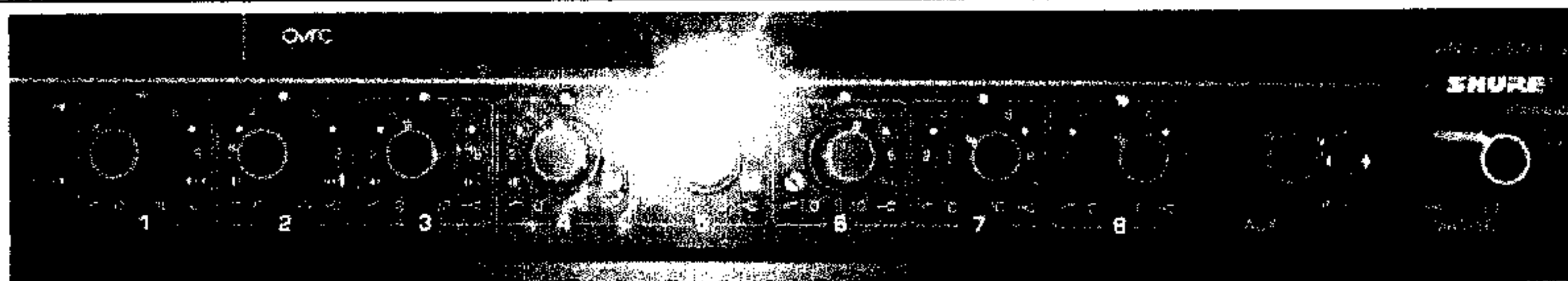
Our system can connect to other devices using Wifi, mic or RCA connections. We can adjust the volume using the device sending the audio or using the contact switch located on the south wall. There are also other individual channel adjustments in the main control panel located in the BINGO room

### Wifi DETAILS –

- We can connect up to 50 individual Wifi connections
- Our building has 11 systems that require Wifi connections. These systems include Main Controller for A/V, Apple TV, Chromecast and the eight temperature controllers for HVAC systems.
- You may need a passcode to use Apple TV and Chromecast.
- You need a passcode to connect to our Wifi system
- Our Wifi system is named ASSEMBLY

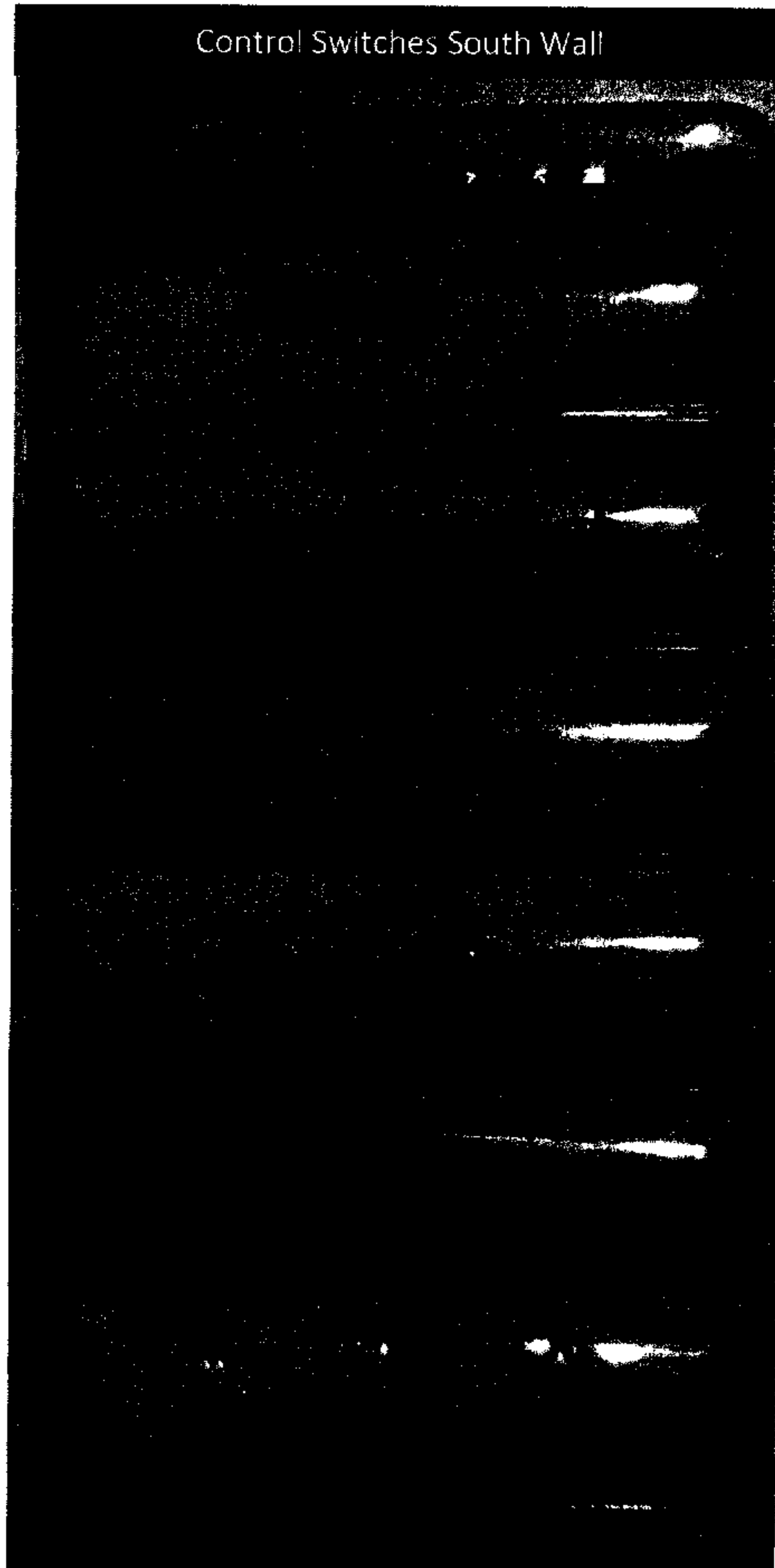


MAIN CONTROL PANEL in the BINGO ROOM



We have an eight-channel audio system located in the main control panel. Two of the channels are working with Apple TV and Chromecast and 2 channels are working with the wireless mics. This leave 4 channels for the wired mics or other connections coming from other devices that can use mic or RCA connections. Each knob will adjust volume for that channel. Once we have setup these controls we should try to not use this control panel but use the volume control on south wall. We have 6 microphone channels.

## Control Switches South Wall



These seven switches allow you to control volume and the connections for laser projector. These are contact switches, so all you need to do is just push switch and release --- DO NOT HOLD. It will take a second for the command to register with controlling device and activate the action you have requested. There is a light on 5 of the switches that show you have made contact.

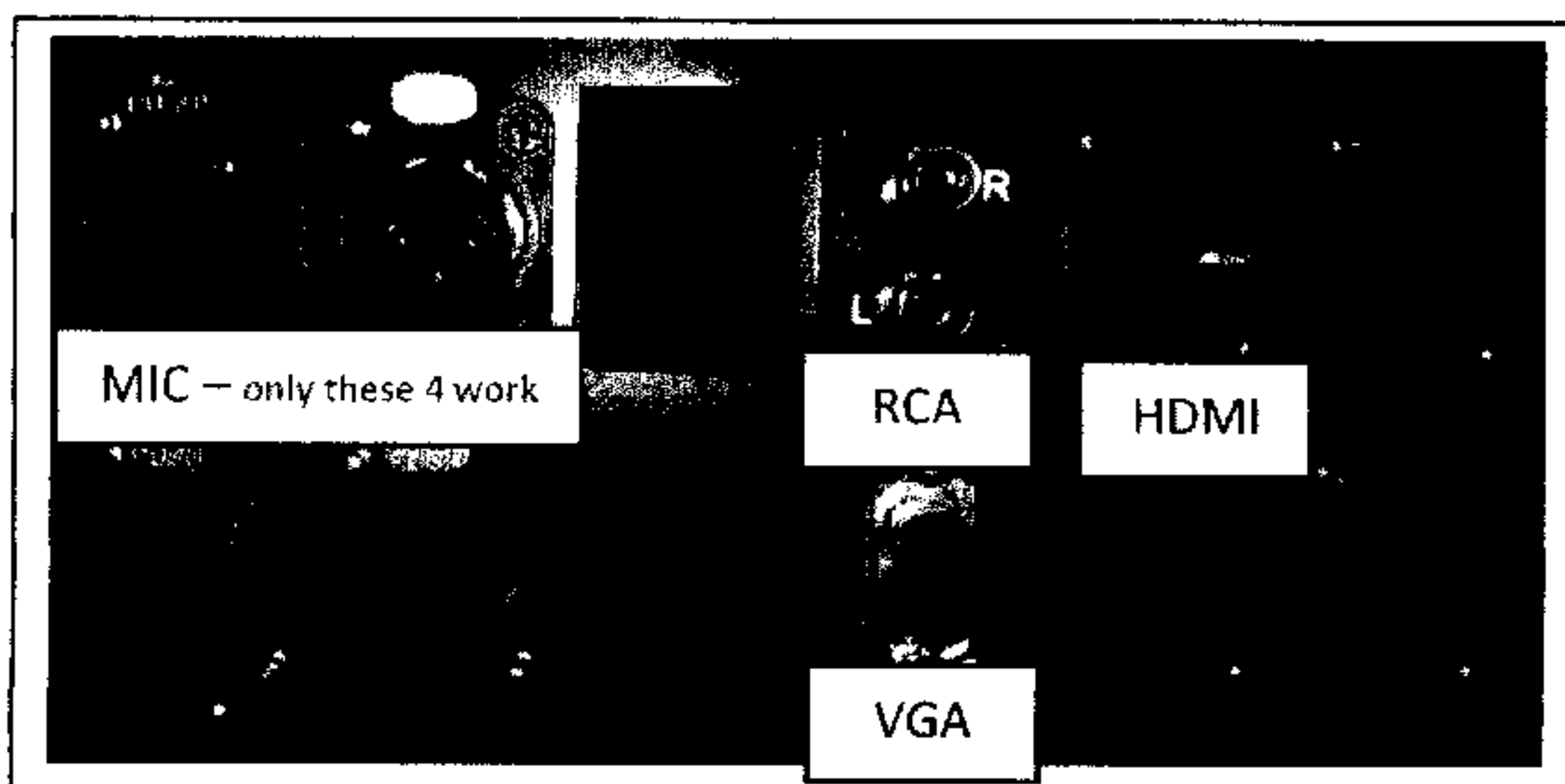
If projector is running and you want to turn projector off; push "Sound Only" button once and give it time to allow projector to cycle through its shut down cycle. If you push again you will turn projector back on. You can control on-off of the projector without a need for the remote controller for projector.

Volume up and volume down buttons are located at bottom of switch panel. You can recognize the volume buttons by the up and down arrows. You will hear the volume change. Note: If power has been off to system volume will be at zero sound.

When using Apple TV and Chromecast your device is using building Wifi and it may require a passcode that will show on screen; which is different than the building's Wifi passcode.

If projector and your device is connected by wire to VGA or HDMI connections, you will need to push switch that corresponds to the cable connection you are using if projector does not switch automatically.

If projector screen acts "funny, color off, etc." you may need to adjust resolution on your device. Devices may be set not to adjust with projector or connection type that is being used. System is designed to work with many types of systems automatically. Our system works best on 1200X800 resolution.



The picture to the left shows the connection panel. The MIC and RCA connections are for a audio connection. They can be used by microphones, tape players, telephones, mixing boards, etc., if the proper cables are available. The VGA and HDMI connections are for a video connection using the projector. If you are using Apple TV, Chromecast or HDMI you may have sound with your video projection on some devices. A ¼ inch stereo plug input is also available at the main control panel.



## Letter to Board members from Steve Smith 2.5.19

### Items Attached:

1. Excel Workbook --- This workbook has 8 spread sheets. They include:
  - a. Hurricane Recovery Financials – what it will cost to recover from the hurricane
  - b. 2019 Maintenance Work List – current maintenance items for HSTI operations
  - c. Proposed Operating Plan for years 2019 & 2020 – this sums up all maintenance and normal operations for HSTI.
  - d. Actual income/expense for HSTI during 2018
  - e. Breaking out each operating area as departments for proposed income and expense review – understanding how we spend and gain income for HSTI by each major area
  - f. Setting goals for membership – Membership renewal has been difficult for many this year. We need to review how we handle membership renewal and gain a supporting base for HSTI.
2. BINGO Authorization Letter
  - a. Ask board to have a BINGO Committee as required by NC regulations – need a committee who reports to board and is responsible for BINGO operations – suggest 3 to 5 people. These names are reported to NC State for tax filing of BINGO operation.
  - b. Authorization for license and tax administration
3. Sound and Video System Operation – How to operate our system

### Notes:

1. We have 2 months we are tight on funds – May & June. I do show receiving an additional insurance check for \$33,000 in June (this is best estimate). We did receive a check from Town of Topsail Beach for \$7,500 in January. We can cover our bills with planned income. Income from rentals and small donation should keep us positive in our checking account for those 2 months. We do have options. I do show repaying loan starting monthly in July.
2. We currently estimate we will spend about \$291,010 for hurricane recovery. Currently we have received \$185,558 from insurance. Our original estimates for recovery cost were at \$301,000. The insurance company estimated \$260,708 in damage. We did have to spend \$28,416 to clean the truss system which may not be covered by insurance.
3. Consider sending invoices this year for membership renewal. Set a goal for membership
4. In our next insurance review, we need to consider these 2 items: Mold Remediation & Wind driven rain/water damage. They are not covered by current insurance.
5. We spend about \$8,650 per month to operate all current daily activities of HSTI. This does not include any major maintenance item, hurricane recovery cost or major revision/update to any museum equipment.
6. Work has started to repair porch post anchoring and putting emergency push bars on exit doors. Also have various electrical repairs underway. The sound-side rain window leaks have been repaired.
7. Work has started at vendor on our new Museum Video Kiosk.
8. Plan shows \$6,000 for scholarships in 2019 & 2020.
9. There is an expense/income excel sheet for operating area (departments): Museum, Luncheons, Assemble Building Rentals, Dock Rental and Donation Activities (BINGO, AWT, others). I have allocated expenses based on use or by area. This should give you an understanding by each department of its impact on total HSTI business.
  - a. Overall Cash Flow by Department
    - i. Museum: (-\$17,035)
    - ii. Main Hall Rentals: (-\$13,775)
    - iii. Luncheons: (-\$4,000)
    - iv. Donations/Membership: \$116,325
10. Other Items for Considerations:
  - a. Outside Ice Machine Vending: Given changes in town businesses do we reconsider as an income option?
  - b. Space used by town for recycling center – the town may need to add an additional container – what will be board's position if asked?
  - c. Use of our parking lot during the summer by the Thursday Craft Fair – impact on our Thursday business activities.
  - d. How we rent the building and fees structure – are we getting a fair return?

- e. Rental Customers are using sound and video system on their own. System is designed for minimal supervision. Do we turn off system or do we start to charge for system use?
- f. May need to add a Century Link or Radio Link for fire alarm system – to reduce system failures. It is recommended that we have 2 separate outside connections for system.

If you have any questions let me know. I welcome any comments or suggestions.

**Steven George Smith**

P.O. Box 3378

Topsail Beach, NC 28445

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**3 Attachments**

# Hurricane Florence Recovery Financial Report

2/5/2019

<u>Date</u>	<u>Vendor</u>	<u>Item</u>	<u>Credit</u>	<u>Debit</u>	<u>Comment</u>
11/2/2018	Peninsula Insurance Bureau Claim # 922465	Insurance Recovery Total Estimated Claim by adjuster - \$260,708.97	\$ 185,558.09		Depreciation= \$56,150.88 Deductible= \$19,000
10/18/2018	Topsail Off Shore	Dock Repairs		\$ 4,147.00	Seawall Repairs Pending
10/23/2018	Chris Holmes	Engineering Review Truss System After Hurricane	\$ 1,000.00		Confirmed no Truss Problems
11/14/2018	Swell Electric	Checking Systems & Cleaning	\$ 950.00		
10/31/2018	Charles Fisher	New Rock and Grading	\$ 3,670.00		Rock for Parking Areas
9/26/2018	Flores & Foley	Roof - Contract \$133,975.00	\$ 44,700.00		
10/19/2018	Flores & Foley	Roof	\$ 44,700.00		
11/2/2018	Flores & Foley	Roof	\$ 37,876.25		
2/5/2019	Flores & Foley	Roof - Complete Trim Cap & AWT Storage	\$ 4,398.75		
10/28/2018	APR	Mitigation Services #1085	\$ 15,473.29		Stopping the damage ---
11/12/2018	APR	Restoration - Remove Insulation & Carpet #1137	\$ 37,460.55		Main Hall & Bar Area Carpet & Dance Floor
11/12/2018	APR	Kitchen Floor # 1137	\$ 8,000.00		Epoxy Floor
1/16/2019	APR	Insulation #1325	\$ 8,771.63		New Insulation in Attic - 14 inches blown-in
1/18/2019	APR	Truss Cleaning #1343	\$ 28,415.50		Currently not covered by insurance
1/18/2019	APR	Painting #1344	\$ 18,881.57		ALL Museum Walls, Wood areas in main hall
1/18/2019	APR	Museum Vinyl Floor #1348	\$ 15,199.41		Work Completed
		Siding - Repairs	\$ 1,274.80		
Oct-18 to Jan. 19					
10/17/2018	Johnson Controls	Security System Inspection	\$ 1,000.00		Completed - Have Not Seen Final Invoice
10/18/2018		Emergency Lighting & Fire Extinguisher Inspection	\$ 1,200.00		Completed - Have Not Seen Final Invoice
<b>TOTALS</b>			<b>\$ 185,558.09</b>	<b>\$ 277,118.75</b>	
ESTIMATED TOTAL RECOVERY COST					\$ 296,810.31

# **HISTORICAL SOCIETY OF TOPSAIL ISLAND**

## **BOARD MEETING**

**December 13, 2018**

**Call to Order:** President Edna Smith called the meeting to order at 9:37 AM

**Members in Attendance:** Edna Smith, Barry and Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Suzanne Murray, Steve Smith, Bill Horstmann, Rick Stidley, Cathy Brown, Beth Holder, Gaylene Branton, Butch Parrish, Gwen Ward

**Minutes:** Ann Tumblin  
Gaylene Branton moved and Dave Stipe seconded that we accept the minutes from Nov 8, 2018 meeting. Motion passed.

**Treasurer's Report:** written report  
Our balances ending November are as follows:

Checking	\$117,462.22
Savings	1,160.24
Investment	100,166.05

Edna Smith has asked that we have a moratorium on spending until we have settled all of our bills for repairs. There are still some things that need finishing: mold remediation in attic, siding, and museum.

Butch Parrish moved and Suzanne Murray seconded that we send the treasurer's report to audit. Motion passed.

**Corresponding Secretary:** Beth Holder  
All thank you emails have been sent ... with a lot of help!  
I'll add new ones when they come in.

**Assembly Building:** Sue Newsome  
Our Event Expo/Open House is scheduled for February 23 (set-up) and February 24 (event). Our committee, Gaylene, Janine and I, have already met twice for general planning. Our next meeting is January 8, 2019 for more specific planning. Our main purpose for the event is to introduce our beautiful facility to the public through visitation and publicity now that the part of the Assembly Building used for events has recovered from Hurricane Florence. The main hall of the building has been so lovely throughout the Christmas season. Thank you to Rick and the Jingle Bell Ball Committee and Katheryn and Kathleen of The Magic Moment for leaving the building decorated for the events that followed.  
For 2019, we already have 15 paying events scheduled, along with all of the regular events we host.

**Museum:** Rose Peters  
I spoke with Mr. Humphrey concerning the Ham Radio event to be held in the Museum. We had to cancel the event due to the hurricane.  
The group is planning for a date towards the end of March before the Museum is open to the public in April.  
I had to cancel several private tours in October and November due to the hurricane.  
I have been doing some research on the Topsail piers. I spoke with Dough Medlin concerning his expertise on the piers.  
We will meet and go through some of the information he has on the piers.

**Capital Improvements:** No report

**Docks:** Butch Parrish  
I am proceeding with making a block & tackle to be used to disconnect the ramp for the small floating dock when we have tidal events. Should be done by New Year's.  
Allied Marine has been asked to give us a price to repair the minor seawall damage from Florence on the NW corner of our seawall, with advice that repair can be done any time prior to May.

**Education:** Virginia Teachey  
Education Committee Report - Staying in contact with the counselors at the high schools and urging them to share the HSTI scholarship application.

**Luncheon:** 93 registered for today

**Membership:** Suzanne Murray  
Total Membership for the year is 130

Since I last reported (11/5/18), we have obtained the following:  
25 memberships  
3 donations

The memberships are broken down as follows:

Scotch Bonnet: 8

Pirate: 9

Talos: 6

We will be invoicing those who have not rejoined this year and follow with a mailed letter.

**Luncheon Speakers:** Cathy Brown  
Hopefully Cathy can send out the report as I do not have it for the minutes.

**Maintenance:** Keith Myers (written report)  
Nothing new to report at this time from me

**Autumn With Topsail:** Rick Stidley

Autumn with Topsail 2019 – Mark your calendars for 19 and 20 October 2019! Have all 3 bands under contract and deposits paid. Adjustments are being made to the craft vendor applications and they will be available on the web site the first week of January. I am looking for someone to step up and manage the silent auction. We collectively help solicit donations for the auction but I need someone to manage the actual event. Melinda Grant has too much on her plate and needs assistance. If you or someone you know is interested please contact me.

**Bingo:** Barry Newsome

Discussion as to whether to have bingo on July 4. Gaylene Branton moved that we have bingo on July 4 and Rick Stidley seconded the motion. Motion passed.

**Jingle Bell Ball:** Rick Stidley

Jingle Bell Ball 2018 – I believe everyone in attendance had a good time. I always welcome any feedback, both positive or negative, to help make this a better event. Mark your calendars for 7 December, 2019.

**Trustee Report:** Steve Smith

1. Now cleaning mold in attic
2. Jan. 11, 2019 is the date museum repair will begin. Plan to complete by Jan. 23.
3. Kitchen: after reports from the users of our kitchen, we will be purchasing heating cabinets and possibly 2 hot places. With this update, we would be the only kitchen set up in this manner outside of Wilmington.
4. Museum: Need new monitor for redesigned display. A wall mount touch screen monitor would be \$5775.50. Bill Horstmann moved and Rick Stidley seconded that we purchase this monitor system. Rose will help decide size of monitor.

**Old Business:**

Strategic Action Plan: Cecile Broadhurst will help with this committee.

Record Retention: File cabinet in bingo room.

Museum Committee: Looking at a variety of ways to use the shell cabinets.

New Trustee: Need to find a new trustee to complete Bill Horstmann's term of 1.5 years.

**New Business:**

Tammy Proctor will continue to help with marketing of our events.

Museum should open at Easter time with a Grand Opening Celebration.

Volunteers: Gaylene will send out the list of members who volunteered for different activities. Committee chairs should contact these volunteers. We need to encourage new people to get involved in the HSTI.

Meeting adjourned at 10:35

**Next Meeting:** January 10, 2019 at 9:30.

Respectfully submitted,  
Ann Tumblin  
Recording Secretary



# HISTORICAL SOCIETY OF TOPSAIL ISLAND

## BOARD MEETING

February 14, 2019

**Call to Order:** President Edna Smith called the meeting to order at 10:00 AM

**Members in Attendance:** Edna and Steve Smith, Barry and Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Bill Horstmann, Rick Stidley, Cathy Brown, Gaylene Branton, Butch Parrish, Gwen Ward, Michael Nelson, Virginia Teachey, Cecile Broadhurst

**Minutes:** Ann Tumblin

Bill Horstmann moved and Dave Stipe seconded that we accept the minutes from January 10, 2019 meeting. Motion passed.

**Treasurer's Report:** written report, Bobbie Morrison

Checks cleared,	\$63,313.59
Uncleared	19,432.14
Register balance	\$43,881.45 on 1-31-19

Savings	\$1,160.47
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Ameriprise Financial. The Balance in the HSTI Investment account as of January 31, 2019 is \$101,172.05.

Hurricane repair: See attached from Steve Smith

We have spent \$424,000 in repairs on the Assembly Building in this last year. Reserve funds have declined and we need to rebuild our reserve funds to excess of \$200,000 in the event we are put in the position of needing reserve funds for repair. We need to be prepared in the event that we could not do fund raising for 18 months. The Assembly Building is the center of our community.

Cecile Broadhurst moved and Virginia Teachey seconded that we send the treasurer's report to audit. Motion passed.

**Corresponding Secretary:** written report, Beth Holder

All to date.

**Assembly Building:** Sue Newsome

OPEN HOUSE/EVENT EXPO

The following participants will take part in our Open House/Event Expo on Sunday afternoon, February 24, from 1:00 to 5:00. Serving on the committee are Gaylene, Janine, & Sue.

Event Planners/Decorators: The Magic Moment (Kathryn Batts & Kathleen Justice)  
Shoreline Wedding & Party Rentals

Wedding Cakes & Party Cakes: Publix, Surf City  
Finger Foods for Buffet Table: Beach Shop & Grill  
Sweets for Buffet Table: Sugar Island

Champagne: Quarter Moon

DJ: Absolute\_Best

Photographer: Your Photo Quest

Florist: Wendy Wright A Beautiful Event

Wedding Officiant: Always Faithful Wedding Service

Limousine: Excel Limousine Service of Jacksonville

The "Arts": Historical Society of TI & Missiles & More Museum

Video of Events: The Assembly Building

Gaylene, who is handling publicity, has sent a printed invitation to what seems like everyone. Tammy Proctor has written a press release which has appeared in the Post-Voice for the past two weeks. The Chamber has sent out an announcement; Shoreline and The Magic Moment have long lists of wedding/party sites to send information to.

**SECURITY DEPOSIT**

Steve, Rick and I have met to discuss several things in regard to the Security Deposit: wording of paperwork which goes out to renters and inspection of the building before and after events. We began charging a Security Deposit as of January 1, 2019. Those under contract prior to 2019 were not charged a security deposit.

ANNUAL REPORT: Attached

Sue and Barry Newsome were thanked for their excellent efforts in renting and preserving the Assembly Building.

**Museum:** Rose Peters

Opening Date: April 15, 2019

Contacted Bobby Humphrey to inform him of the opening date of the Museum. He will contact me to set a date for Ham Radio Program.

The Museum Committee has worked for hard to restore the Museum after the hurricane. I am almost finished with the North Carolina Shell labels. Lyndll Yawn and I will place the shells in the proper cabinet with new labels after the luncheon Thursday.

Many thanks to Beth Holder, Gerry Horner, Jan Hoffman and Lyndll Yawn, Edna Smith for their help and dedication.

Thanks to Steve Smith and Rick Stidley for the dedication.

First tour for the season: Surf City Summer Camp, July 16<sup>th</sup>.

American Motorcycling Association Grand Tour will be passing through and riders will be taking a picture with the missile in front of the museum. Bill Horstmann moved and Sue Newsome seconded that we put up a welcome banner. Motion passed.

**Capital Improvements:** Steve Smith

Maintenance items done and to be completed list attached.

Insurance: Revised claim submitted. Roof is finished

We have submitted to Small Business Association but have been denied for help to this date. We will resubmit in July when there is another option.

**Docks:** Butch Parrish

Since January 1 we have taken in \$800 for January and February. We have agreements in place for a total of \$11,925 for 2019. With two slips still having availability, maybe we can reach our goal of \$12,000.

**Education:** Virginia Teachey

**AQUARIUM TOPICS FOR 2019**

June 26	Hermit Crab's Friends (Target Audience is for ages 4, 5 & 6)
July 3	Fantastic Fish
July 10	Turtle Time
July 17	Jammin' Jellies
July 24	Scaly Survivors

Scholarships due Feb. 26. Education Committee will meet after luncheon on March 14 to score applications.

**Luncheon:** Gaylene Branton

90 registered for lunch today. 15 observers

**Membership:** Suzanne Murray

Total membership for the year is 146

Since I last reported (1/9/19), we have obtained the following:

7 memberships

1 Scotch Bonnet

2 Pirate

2 Talos

2 Donations (\$50 and \$250)

Suzanne is ill and her duties as Membership Chair will be done by Edna Smith and Gaylene Branton.

**Luncheon Speakers:** Cathy Brown

Feb: Former Director of Poplar Grove Plantation. She will address the treatment of the African American population after the war, specifically in our area of then New Hanover County before it became Pender County.

March: Karen Amspecker of the Eastern N.C. Heritage and Decoy Museum on Harker's Island.

May: Beverly Tetterton former librarian of the History Room at the main branch of the New Hanover Library. Her presentation will be about Colonial Wilmington.

April: Scholarships

## **Minutes from Executive Board Meeting on Wednesday, Feb. 6, 2019**

**President Edna Smith called the meeting to order.**

### **Old Business:**

**Strategic Action Plan-** A committee of Edna Smith, Gaylene Branton, Cecile Broadhurst, David Stipe, and Michael Nelson ( and Rick Stidley, when needed) will meet Tuesday, Feb. 12<sup>th</sup>, 2019 at 10 am to define their mission, set goals and make plans.

**HSTI Assembly Building Renovation/Restoration-** Steve Smith gave a detailed report with the amount of insurance we received and the amount we have spent so far. All repairs due to hurricane damage should be completed by next week. We will be on a tight budget for a few months.

**SBA Loan-** This was declined but an appeal has been made.

**Financial Accountability-** We need to be sure we record retentions.

**Membership letter and invoices-** Changes are being made in the next membership letter so that it looks more like an invoice.

### **New Business:**

**Agenda Items for next Board meeting:** let Edna know if you need anything added.

**Bingo Permit and Official Bingo Committee-** We now have an official committee and we need to find a new treasurer.

**Branding HSTI-** Everything needs to be branded.

**New HSTI membership letter-** This has already been discussed

# **HISTORICAL SOCIETY OF TOPSAIL ISLAND**

## **BOARD MEETING**

**March 14, 2019**

**Call to Order:** President Edna Smith called the meeting to order at 10:00 AM

**Members in Attendance:** Edna Smith, Barry and Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Bill Horstmann, Rick Stidley, Cathy Brown, Gaylene Branton, Butch Parrish, Gwen Ward, Michael Nelson, Virginia Teachey, Cecile Broadhurst, Bobbie Morrison, Beth Holder

**Minutes:** Ann Tumblin

Bobbie Morrison moved and Gaylene Branton seconded that we accept the minutes from February 14, 2019 meeting. Motion passed.

**Treasurer's Report:** Bobbie Morrison

Checks cleared	\$ 40,341.01
Uncleared	\$ 4,095.91
Register balance	\$36,245.10

Savings	\$ 1,160
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Investment	\$ 103,297.03
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We are under a moratorium not to spend any unnecessary money.

Gwen Ward moved and Cecile Broadhurst seconded that we send the treasurer's report to audit. Motion passed.

NOTE: Our new address is PO Box 3653, Topsail Beach, NC 28445

**Corresponding Secretary:** Beth Holder

All to date.

**Assembly Building:** Sue Newsome

Our Open House/Event Expo was beautifully done. Those participating outdid themselves. Our committee (Gaylene, Janine and I) will be meeting soon to review and discuss plans for the future. One concern was that attendance was not all we had hoped for, but we think our goal may have been accomplished to get the word out that we were back in business and offering a facility that is more appealing than ever. All of this was done at a cost to HSTI for less than \$100.00. At this point, we have set February 22, 2020 to try again. All of the vendors want to do this again in 2020. RENTAL INFORMATION: Since January 1 of this year (2019), the Assembly Building has sent \$9,575.00 to Bobbie for deposit. Approximately \$2100 is for Security Deposits which hopefully can be returned.

**Museum:** Rose Peters

Shell Cases have been completed. They look great!! Thanks to the volunteers that helped:

Lydl Yawn, Jan Hoffman, Edna Smith

Donation for Museum from Mr. Garner

Office is almost finished, just some fine tuning. (Can't wait)

New carpet and new floor completed

Gathering more material for pier exhibit

Work continues in the Museum: New Exhibits, Repairs to damaged exhibits, organizing new office, etc. The volunteers have been so helpful and I am very grateful.

**Docks:** Butch Parrish

Nothing new

**Education:** Virginia Teachey

On March 14th the Education/Scholarship Committee will convene to select our 2019 scholarship winners. We have 12 scholarships to judge. All of our candidates are excellent students with a large amount of community service and fabulous recommendations! It will be a joy to award the \$10,000 we have set aside for these worthy students as they begin the journey to pursue their dreams.

Education Committee will meet after luncheon on March 14 to score applications.



**Luncheon:** Gaylene Branton

80 registered for lunch today. 4 observers

Next year the luncheon price will increase to \$15 for everyone. Nametags will be reusable.

**Membership:**

With Suzanne Murray ill, Edna Smith, Gaylene have been working on aggressive marketing for memberships next year. A trifold brochure is being examined and mailings will go to all previous members.

**Luncheon Speakers:** Cathy Brown

May: Beverly Tetterton former librarian of the History Room at the main branch of the New Hanover Library. Her presentation will be about Colonial Wilmington.

Cathy asked about speakers next year from the Humanities Council which will have expenses.

**Autumn With Topsail:** Rick Stidley

Nothing new to report regarding Autumn with Topsail. We are still looking for someone to take over management of the Silent Auction.

**Bingo:** Barry Newsome

Ten weeks of BINGO this year.

**Jingle Bell Ball:** Rick Stidley

Nothing new

**Trustees:**

A. We have updated the attached spending plan to reflect spending for Feb. 2019. The major differences from last month are:

1. No income for March Rental business
2. Did not receive invoices from Marsh Burnett & FastSigns in Feb. -- Invoice payments moved to March
3. Received invoice from APR that was \$8,000 above estimate -- they have indicated they did not charge for items related to main event hall carpet and other work. I plan to review invoice with them on March 15. Have not paid at this time.
4. We under spent in several other areas.
5. Started month with more money in bank than planned --- but impact of new APR invoice and no rental income for March has an impact for next few months
6. We will need rental income and membership income to handle expenses; hopeful April and May income will be at planned levels.
7. Months of April to June will be very tight but we can make it--- this says we receive cash from insurance in June for roof repairs. This will allow us to get back to a normal cycle.
8. We need to keep March expenses as low as possible.

B. Total hurricane recovery cost is at \$302,360. We will be following up with insurance company for additional payments on several items; which includes our roof. The museum floor replacement and painting are also under review by insurance company.

C. Projects -- a variety of projects have been completed. We have pending projects of \$18,750 -- The purchase of the "warming cabinet" at \$4,500 is single largest project. The installation of "emergency push bars" will begin on March 11. We will hold-up on several projects until cash flow is acceptable.

D. Retail Sale of Ice --- We did meet again with Ice Box representatives. We have attached a layout for possible placements of an ice box. Expected yearly income is \$2,500 for space. We have 2 businesses in Topsail Beach that sell ice; we do not expect to harm their business models for ice. We will need a variance from the Town of Topsail Beach for this operation if we agree to move forward with this project.

E. We will apply for BINGO license during March.

F. Pender County is working with the Town of Topsail Beach on these activities:

- a. Music in the Town Center -- one night in June or July
- b. Teaching: How to catch blue crabs
- c. A flotilla -- the middle of May

G. Have not updates Aquarium Program leaflet -- Will have ready next month



H. Expect new video kiosk to arrive in March. Program is being completed with training guides/templates.

**Old Business:**

Strategic Action Planning Committee has met. Everyone on board will be asked to help. (By-Laws, Financial Accountability Workshop, and Records Retention). There will be a workshop on August 8.

**New Business:**

ICE House was discussed. Some were concerned about competing with local businesses. Tabled until next meeting until we can gather more information.

Consider charging observers to our meetings a fee. (This would be people not paying for lunch.)

Dave Stipe discussed the Pender Education Partnership Annual Spelling Bee to be held on April 25 this year.

Meeting adjourned: 11:00 AM

**Next Meeting: March 14, 2019 at 10:00.**

Respectfully submitted,  
Ann Tumblin  
Recording Secretary

# HISTORICAL SOCIETY OF TOPSAIL ISLAND

## BOARD MEETING

April 11, 2019

**Call to Order:** President Edna Smith called the meeting to order at 9:30 AM

**Members in Attendance:** Edna and Steve Smith, Sue Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Bill Horstmann, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Virginia Teachey, Beth Holder

**Minutes:** Ann Tumblin

Dave Stipe moved and Michael Nelson seconded that we accept the minutes from March 14, 2019 meeting. Motion passed.

**Treasurer's Report:** Bobbie Morrison

Balances as of March 31, 2019:

Cleared checking balance	\$ 37,870.70
Register balance	31,138.21
Savings	1,160.00

Investment account	\$103,254.96
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Michael Nelson moved and Gaylene Branton seconded that we send the treasurer's report to audit. Motion passed.

**Corresponding Secretary:** Beth Holder

Beth will step down from her position at the end of the term. Discussion was held that since most of the work of the corresponding secretary involves writing about memberships, we could use constant contact or another similar program to acknowledge membership when it is paid. If we decide to do this and eliminate the corresponding secretary position, we would need to change the by-laws.

**Trustees:** Steve Smith

### 1. Hurricane Florence:

A. We have now completed the majority of hurricane recovery items. Last invoice from APR was submitted for payment today.

B. Items that remain:

1. Gutters
2. Spot painting outside
3. Sea wall repairs
4. AB sound-side door seals & water diverting strip
5. Purchase of Food Warming Cabinet
6. Water heater - when needed

C. Insurance - will be submitting invoices and canceled checks for recovery of depreciation and cost differences for hurricane repairs. Expect to submit items next week. Recovery dollars expected.... \$30,000 to \$50,000.

### 2. Current Maintenance items:

- A. Install door handles on museum doors & AB sound-side door
- B. Repair wall leak at museum entrance
- C. Septic tank repairs

### 3. Long Term Projects:

- A. Insurance Review - need to complete what was started
- B. Full exterior sealing & painting
- C. Chair replacement purchase
- D. Sound system upgrade
- E. AB sound-side doors replacement (3)
- F. Rock recovery to improve drainage at front door
- G. Concrete walkway to front steps & ramp from pavement
- H. Night time lighting on all steps

**4. Museum - New Video Kiosk** - Have been installing system; however, we have a factory defect in monitor. We will be replacing. Expect new unit to arrive next week. Already have pictures and videos loaded into computer and basic visual interface has been designed. Training information development continues.

**Assembly Building: Sue Newsome**

The Assembly Building is about to get very, very busy. In April and May, there are eight weekends booked with events, and several weekday events also booked.

I need to ask permission for the Topsail Belles to use our sound system for their Fashion Show and Luncheon on May 7 at our building. It is a large event, and one of long-standing. A microphone and sound are definitely needed. In cases like this, we are giving back to those in the community who have served us in HSTI so well.

In my opinion, there are cases like the one described above, Lenten Luncheons and Town meetings, etc., that will need to use the system. I will not ask special permission for wedding receptions, and other events, that obviously fall under the "no use" law.

Bill Horstmann moved and Gaylene Branton seconded that we give the Topsail Belles permission to use the sound system and the organ for their style show. Motion passed.

**Museum: Rose Peters**

DONATIONS:

March 2019	\$ 57.00
April	<u>15.00</u>
Total	\$72.00

MERCHANDISE

March 2019	\$ 41.00
April 2019	<u>28.19</u>
Total	\$69.19

VISITORS

March:	(Mountain to Sea Trails)	51
	Other	<u>12</u>
	Total	63

Four of Honor Banner has been mounted on the outside entrance of the Museum. (Thank You!! Rick)  
Mr. Read sent an e-mail commenting on several riders that have been visiting the site and loved the banner. The banner will stay until October 1, 2019.

The Pier exhibit should be ready for pick-up next Tuesday or Wednesday.

The Museum has a few minor projects yet to complete.

We are waiting for the new exhibit and other Bumblebee signs which were damaged during the hurricane.

Rick Stidley acknowledged Rose who while working, even though museum was closed, would answer the door and welcome visitors. We are appreciative of her work as Director.

**Docks: Butch Parrish**

Nothing new

**Education: Virginia Teachey**

We awarded the following scholarships at the luncheon:

**Dixon High**

- Abigail Korenek First Place for essay, "Displaced: The Old Onslow". \$3000
- Sophie Korenek First Place for her art work, "The Women Airforce Service Pilots". \$3000

**Topsail High**

- Anna Bradshaw Second Place for her poem, "Name Calling" \$2000
- Madison Snyder Second Place for her essay, "The Dangerously Repetitive Pattern of Hurricanes" \$2000

The Education team consisted of 8 members and the entries were blinded when they were being judged.

**Luncheon: Gaylene Branton**

80 registered for lunch today.

**Marketing: Gaylene Branton**

She met with Glen about the website. There will be several additions. Some of the website has been completed (AWT and Assembly Building) but cannot be posted until the main website is completed. Any additional information for the website needs to go through Gaylene.

**Membership:**

No report

— **Luncheon Speakers:** Cathy Brown

May: Beverly Tetterton former librarian of the History Room at the main branch of the New Hanover Library. Her presentation will be about Colonial Wilmington.

**Autumn With Topsail:** Rick Stidley

Nothing new to report regarding Autumn with Topsail. We are still looking for someone to take over management of the Silent Auction.

Jeff Wenzel has donated an art piece to be used for auction/raffle for AWT. This art piece usually sells for \$695.

**Bingo:** Barry Newsome

No report

**Jingle Bell Ball:** Rick Stidley

Nothing new

**Old Business:**

Strategic Action Planning Committee has met. Everyone on board will be working on teams. We can ask others involved in the HSTI to join us. There will be a workshop on August 8. We were asked to write our elevator speech for HSTI. We will be working with the SWOT program: Strengths, Weaknesses, Opportunities, Threats.

Financial Accountability: Corporate sponsorship is possible to provide a level of donation in exchange for publicity on our website and banners.

Ice House: An electronic vote was done and decided no on the Ice House. Vote was 10 (against) and 3 (for).

— **New Business:**

Officers for 2019-2020

We will need a Vice President. Let trustees know if you are aware of someone for that position. Edna will continue with the Buzz and Gaylene will continue with luncheons and marketing.

May is our annual meeting. Gwen Ward moved and Michael Nelson seconded that we move the installation of officers to the September meeting. Motion passed.

Dave Stipe discussed the Pender Education Partnership Annual Spelling Bee to be held on April 25 this year. Let Edna know if you want to be on a team for HSTI.

Meeting adjourned: 10:50 AM

**Next Meeting: May 9, 2019 at 9:30**

Respectfully submitted,

Ann Tumblin

Recording Secretary

# **HISTORICAL SOCIETY OF TOPSAIL ISLAND**

## **Executive Committee Minutes**

**May 1, 2019**

**Call to Order:** President Edna Smith called the meeting to order at 11:00 AM

**Members in Attendance:** Edna and Steve Smith, Ann Tumblin, Bill Horstmann, Gaylene Branton, Beth Holder, Bobbie Morrison

### **Discussion:**

1. Luncheon price increasing to \$15 for everyone. Will need to vote at Board Meeting.
2. Inventory Control: need to use in all aspects of the HSTI.
  - a. Museum: need inventory and ordering of supplies in a consistent manner. Training for square use for docents. Need a template for instructions. Discuss minimal purchase for use of square.
  - b. Budget
  - c. Reserve an amount of cash on a regular basis (monthly, semi-annually, annually) into a capital fund for use for major repairs/additions. Need to replace Jones Onslow meter on dock.
  - d. BINGO: need to train helpers on use of new form and square. Inventory needed
  - e. Jingle Bell Ball: inventory needed
3. Insurance
  - a. Hurricane recovery
  - b. Complete insurance review with Crews.
4. Marketing
  - a. Move forward with business/corporate sponsorship: Each can sponsor something such as a museum display with sign designating sponsor. Recognition on our website.
  - b. Discussed benefits of membership.
5. Officers: Discussed Vice President possibility. Corresponding Secretary will become automated and we do not need a corresponding secretary.
6. Kenny Miller wants to archive David Stallman information.
7. We need to interview some people for our archives (local WASP, Bobby Humphreys, and others)
8. Gaylene preparing a basket for silent auction at Senior Center to benefit Meals on Wheels.

**Meeting adjourned 12:10**

Respectfully submitted,  
Ann Tumblin  
Recording Secretary



**HISTORICAL SOCIETY OF TOPSAIL ISLAND**  
**Board Meeting and Annual Membership Meeting**

**May 9, 2019**

**Call to Order:** President Edna Smith called the meeting to order at 9:30 AM

**Members in Attendance:** Edna and Steve Smith, Sue and Barry Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Virginia Teachey, Beth Holder, Butch Parrish

**Minutes:** Ann Tumblin

Dave Stipe moved and Bobbie Morrison seconded that we accept the minutes from April 11, 2019 meeting. Motion passed.

**Treasurer's Report:** Bobbie Morrison  
Treasurer's report as of April 30, 2019

Cleared Balance	\$ 47,809.55
Register Balance	45,339.62
Savings Balance	1,160.89
Insurance proceeds received	31,226.46

There was a discussion about the new palm trees which totaled \$1000.

Gwen Ward moved and Michael Nelson seconded that we send the treasurer's report to audit. Motion passed.

Treasurer's reports for all the committees (AWT, JBB, BINGO) need to be submitted to the treasurer.

**Corresponding Secretary:** Beth Holder

Beth will step down from her position at the end of the term. We plan to eliminate this position and will vote to change the by-laws in September.

**Assembly Building:** Sue Newsome

The month of May is one of the busiest months of the year with a variety of events. Every weekend in May is booked with a wedding reception, Pender County hosted Pender Coast Hosts, the Topsail Belles and Surfside will present the annual Ladies Fashion Show, the Chapel's covered dish dinners begin and a family get-together is being held.

If I may comment on Gaylene's marketing report. As we recover from expenses from Hurricane Florence, I agree (1) that our event venue should be advertised in some wedding magazines and (2) that our Open House should be an annual event and a vendor fee charged for advertising. I hope to get our committee of Gaylene, Janine and me together sometime in June to begin making plans for the next Open House.

Our website is extremely important in getting information to the public about our venue, especially in regard to rentals. Fresh, striking, compelling! A picture is worth a thousand words. I would like to ask if I may see the information on rentals before it is finally approved for the website, just in case I have a thought or two!

**Museum:** Rose Peters

April Visitors : ( April 1<sup>st</sup> to 30<sup>th</sup>) 400  
(96 visitors from the Grand Opening)

Merchandise: \$ 163.35

Donations: \$ 293.00

The Pier exhibit has found a new home in the Musuem and we are very happy with the end results.

State Tax Exemption: Discussion at meeting. We need to explore the sales tax exempt status. Bobbie files for it.

Ham radio group looking at fall for their project.

I love the new office! Thanks to all of you who made this possible.

**Docks:** Butch Parrish

We have seasonal leases on 5 slips, and have availability on 3. It appears that this season is slower due to reduced housing rental because of hurricane damage.

Donors are still being sent a paper thank you note no matter how they pay. I am working with Glen Pierce to get CC payments auto-thanked.  
Gaylene is looking at a non-profit mailing permit.

**Luncheon Speakers:** Cathy Brown

September: Pirates and WASPS Vignettes and Installation of Officers

October: Blue Ridge Parkway

November: possibly author who wrote about WWII and hopefully, Shirley Crouse, a former WASP living locally.

**Autumn With Topsail:** Rick Stidley

- Silent Auction – We went from needing help to having 2 volunteers. Thank you Cathy Brown and Beth Holder for stepping up.

Our first AWT organizational meeting for 2019 is 12 June at 4PM in the Assembly Building. All are welcome to attend. We will start selling raffle tickets at the upcoming luncheon. We will also sell at bingo and any several other events this summer leading up to AWT. Through an electronic board vote, we purchased a print of Jeff Wensel for \$200 (retails for \$699). Rick is focusing on selling 5000 tickets by AWT. \$5 a ticket or 5 for \$20.

The start of Bingo is just around the corner. 13 June thru 15 August, 10 nights, and I need volunteers to help sell AWT T-shirts and raffle tickets.

**Bingo:** Barry Newsome

Bingo will start on the second Thursday in June and end on the third Thursday in August (June 13 through August 15). A letter will be sent to all volunteers within the next 10 days. We purchased a new banner. Bingo license has arrived. We need those authorized signatures to sign. Barry, Sue Bankes, Bobbie Morrison, Linda, Steve Smith.

**Trustees:** Steve Smith

**Hurricane Recovery**

**A. Hurricane Florence Recovery**

1. Items remaining for repair:

- a. Gutters
- b. Seawall Repair
- c. Purchase of Warming Cabinet

2. Insurance Status for Hurricane

- a. Received additional \$31k - this is from additional insurance adjuster review done in January
- b. Have submitted documents for roof depreciation recovery in April - \$33k requested
- c. Reviewing remaining documents for possible recovery of depreciation; however, we are not seeing any major area for additional depreciation recovery.
- d. We have approximately \$52k of expenses that were not covered by insurance: Mold cleaning(\$28k), epoxy floors(\$14k), new museum office(\$6k) and Warming Cabinet(\$4k). These items are included in our cost for repairs (\$303k)
- e. Bottom line for Hurricane Recovery Insurance Cash:
  1. Damaged as defined by Insurance - \$298k. Deductible \$19k and depreciation \$62k reduce actual payments to \$217k
  2. Expected actual cost for repairs - \$303k
  3. Actual cash to date from Insurance - \$217k
  4. Expected total payment from insurance - \$250k
  5. Will review all insurance policies. Will see if adjustments are possible - mold & wind blown rain. We do not have director's coverage and liability coverage needs to be reviewed.

**B. Current Maintenance Items:**

1. Replacement of Meter Base
2. Painting of Kitchen lower wall
3. Door rain guards
4. Lighting at front door steps
5. Walk ways at steps
6. Fence surrounding Talos
7. Update Key Controls
8. Spot painting outside
9. Resetting of Septic Holding Tanks

**Keys to Assembly Building:** Steve Smith

I will come to Assembly Building between 1 - 2 PM for sound system for Fashion Show. Board agreed to use and they have indicated they only need one microphone.

- KEYS — I thought as agreed with board we would use key box code and not give so many keys out. We have already place 12+ keys with people or organizations for Assembly Building.

I believe we need to go back to board and let them determine who has keys for buildings.

Below is a list of people & organizations who I believe have keys for our buildings. If not correct please let me know.

Keys for Assembly Building:

1. Dave Stipe
2. Bill Horstmann
3. Edna Smith
4. Rick Stidley
5. Topsail Beach Fire (2)
6. Topsail Beach Police
7. Town of Topsail Beach
8. Sue Newsome
9. Barry Newsome
10. Private Event Decorator - I was told about this, so may not be correct
11. Steve Smith
12. Key Box
13. Cleaning crew

Keys for Museum

1. Rose Peters
2. Bill Horstmann
3. Topsail Beach Police
4. Topsail Beach Fire (2)
5. Dave Stipe
6. Rick Stidley
7. Steve Smith

I still need to give keys to Gideon and we had also given keys to Josh Godwin in the past. However, I have not done as I wanted to be at all service calls until full recovery from hurricane. I also have other requests for keys which I have not given. I need some direction from board.

I am also still concerned about theft in museum. We need to ensure systems in place for money and other valuables are secure. Last 2 years we lost money, camera, shark tooth & projector. I believe I know the how & timing some items were taken but do not know the who.

I am also finding BINGO Room unlocked during visits the past 2 weeks.

A capital account needs to be established separate from regular expense account.

Rose Peters was given permission to purchase supplies for the museum. It was suggested that an inventory could be done so future organizers would have a history of purchases and sales.

**Jingle Bell Ball:** Rick Stidley

Nothing new

**Old Business:**

Strategic Action Planning Committee has met. Everyone on board will be working on teams. We can ask others involved in the HSTI to join us. There will be a workshop on August 8 for the entire board.

Gaylene proposed an increase in the luncheon price to \$15 for everyone. Bobbie Morrison moved and Virginia Teachey seconded that we increase the price to \$15 for everyone. Motion passed.

**New Business:**

Officers for 2019-2020

We will need a Vice President. Let trustees know if you are aware of someone for that position.

A training for the docents will be scheduled so they can use our credit card system. The Smiths have donated a device to use.

Beth Holder's resignation as corresponding secretary has been received as well as a written proposal to amend the by-laws to eliminate the corresponding secretary's position.

– **Annual Membership Meeting**

Annual Meeting, Thursday, May 9th, 2019

Meeting called to order at 11:30 AM by Edna Smith, HSTI president.

Pledge of Allegiance

Trustee, Dave Stipe presented the list of officers nominated for 2019-2020.

Bill Horstmann - President

John Morris - Vice President

Bobbie Morrison - Treasurer

Ann Tumblin - Recording Secretary

A motion was made and approved unanimously to accept those nominated.

Current HSTI Board was recognized and thanked by Edna Smith.

Meeting adjourned: 11:45 AM

**Next Meeting: Strategic Action Planning Committee will meet with entire board on August 8, 2019 at 10:00 AM**

Respectfully submitted,

Ann Tumblin

Recording Secretary