

Historical Society of Topsail Island

Board Minutes

Fiscal Year of June 2019 – May 2020

Executive Committee and Trustees of Historical Society of Topsail Island

Minutes: July 22, 2019

President Edna Smith called meeting to order at 10:00

Present: Edna and Steve Smith, Cecile Broadhurst, Dave Stipe, Bobbie Morrison, Gaylene Branton (via phone) Michael Nelson, Ann Tumblin

Electronic voting:

Distinguished Service Awards to Barney Bryan, Jane and Jimmy, Autry, Barry and Sue Newsome

Carpet cleaning agreement with Finesse will provide top sponsorship with Autumn With Topsail in exchange for 4 carpet cleaning.

Strategic Action Retreat August 8, 2019. Time TBA

Hurricane Recovery: Steve Smith

Gutters are still left to repair. Insurance and expenses have evened out. Everything seems to be working as it should.

Outside lighting: needs to come to code. Josh Godwin is working on finding code. Probably will be in the \$2000 range.

Warming oven in kitchen upgrade not completed.

Financial Accountability: Edna Smith

BINGO. Even though credit card funds are directly deposited from square into HSTI checking account, that amount of money is still credited to BINGO.

Credit card has begun to be used in museum. Not all docents trained as yet.

Staffing: Edna Smith

1. Janine Stidley will take over Membership Chair and is sending notes confirming membership and donations via of constant contact
2. Bill Horstmann sent email that he does not want to be President beginning in September. Edna accepted his resignation. John Morris will be installed as Vice President. We need to find a new person for President. Usually this is the job of the Trustees. Cecile will ask Butch Parrish.
3. Virginia Teachey has resigned has Education Chair. We will contact members of her committee for a possible replacement.
4. We may be losing some paid staff and need a succession plan with possible shadowing/training. Will consider that paid staff not be on the board as it can create conflict of interest issue.

Submit agenda items for August 8, 2019 Board meeting to Edna Smith.

There was an unfavorable review of BINGO on Trip Advisor. Gaylene will follow up on that.

Meeting adjourned at 10:40 AM.

Respectfully submitted,

Ann Tumblin

Recording Secretary

Executive Committee and Trustees of Historical Society of Topsail Island

Minutes: August 29, 2019

President Edna Smith called meeting to order at 2:00 PM

Present: Edna and Steve Smith, Dave Stipe, Bobbie Morrison, Gaylene Branton, Michael Nelson, Ann Tumblin, John Morris.

Old Business

- a. **Strategic Action Plan:** We met Aug. 8, 2019 and everyone is on a committee. If you know someone experienced with HSTI, ask them to be on your committee but limit committee members to seven.
- b. **HSTI Assembly Building Renovation/Restoration Status:** We have received from insurance approximately \$280,000 of the \$300,000 spent. Steve Smith has some challenges to insurance that have not yet been answered. WE have not yet purchased warming units for kitchen. Now we are dealing with an electrical surge that destroyed 8 smoke detectors (\$329 per unit) and cable for video system. Estimated cost of repair is under \$5000. TV in museum is now working better since it was replaced. Septic system has been reset and tanks pumped.
- c. **Financial Accountability:** We have begun paying down our debt. We paid \$10,000 last month and will pay \$5,000 each month. Squares is working well. We used it for both credit and cash reporting for BINGO for record keeping.

New Business

- a. **Staffing:** We have received resignation letters from Barry and Sue Newsome effective Dec. 31, 2019. They were Assembly Building Event Scheduler and Facility Manager. We will locate their position description and decide whether to search within or explore externally.
- b. **Agenda items for board meeting on Sept. 12, 2019:** Will honor Barney Bryan posthumously and do others in October meeting. Please submit any agenda items to Edna.

Meeting adjourned at 2:50 PM

Respectfully submitted,
Ann Tumblin
Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Meeting

September 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 and Barry Newsome, Dave Stipe, Rose Peters, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, Bobbie Morrison, Cecile Broadhurst, Butch Parrish

Minutes: Ann Tumblin

Bobbie Morrison moved and Michael Nelson seconded that we accept the minutes from May 9, 2019 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison

Treasurer's report as of August 31, 2019

CHECKING:

Credits for August	\$14,739
Debits	\$ 8,961
Ending balance	\$ 79,634

SAVINGS \$1166

INVESTMENT ACCOUNT \$106,873

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

Assembly Building: Sue Newsome

June and July were both busy months with venue rentals and our own HSTI events. The month of August island activities continued, but venue rentals were practically nil. Last year it was just the opposite, July rentals were slow but in August rentals picked up considerably.

September brought Hurricane Dorian, and the weekend rental for Sept. 6, 7, and 8 was cancelled. The wedding party was from Durham and they decided to have the event there.

Their money will be returned, but maybe I can talk them into some kind of celebration in the future.

The months of September and October have far fewer bookings than in past years. I think Hurricane Florence (last year) scared people and steered them away from island bookings.

However, because of a busy spring, we still should have a pretty good year financially.

ADVERTISING

Rick and I worked with Glenn, who handles our web site, to correct some information and to make it much easier to bring pictures of our beautiful island setting, and the appealing way our venue can be set up to the attention of those going to our site.

Also, to get the word out about what the Assembly Building offers, I joined a lead and referral service for three months in the Jacksonville/Wilmington area to try to bring in more business of the type we would like, plus let people know about our venue.

When things improve financially, more advertising needs to be done to get the word out about what we have to offer.

WEDDING EXPO/OPEN HOUSE

This is scheduled for Sunday, February 23, 2020. When Gaylene gets back, we hope to schedule a meeting right away to get things underway.

Museum: Rose Peters

Summer report Attached

Rose reported that she had a new docent: Kim Basinger

Docks: Butch Parrish

Dock income will be about \$6500 for this calendar year. Recreational bookings have been down consistent with about a 30% decline in rental properties available due to hurricane Florence damage. Also, as a result of the inlet & sound channels being closed due silt, we had to reduce our commercial leases from active commercial rates to storage. This impacted our commercial rent by \$-4600.

Hurricane Dorian had no impact on the docks. Everything is back to normal post-storm.

Education: Albert Meyer

We welcome Albert Meyer to chair the Education Committee

Luncheon: Gaylene Branton

We have had a great response to the September luncheon. 125 for lunch and 6 for program only. No push back on price but please listen for comments and concerns. Remember that this new pricing is at cost to everyone. We will almost break even on this program; save tablecloths, etc.

BUZZ: Edna Smith

The BUZZ has increased to 7 pages with pictures. It will be distributed solely online – no more print issues.

Jingle Bell Ball: Rick Stidley

First meeting after the luncheon today.

Autumn with Topsail Festival: Rick Stidley

Planning continues to go well and we are on track for another great festival. Still (always) looking for volunteers so please let me know if you or someone you know is interested. Our Vice-President, John Morris, is also looking for help manning the HSTI booth.

Membership: Janine Stidley

Membership has no report. Gaylene and I are still transitioning. I will be doing membership sign-ups renewals at the luncheon. Gaylene and I will be doing a mail-out to last year's members next week. A full membership report will be given at the October meeting.

Luncheon Speakers: Cathy Brown

October: Ranger from Cape Lookout

November: something military

December: NC Coastal Federation

January: Old Baldy lighthouse

February: Coast Guard

March: Blue Ridge Parkway

April: Scholarship award recipients

Bingo: Barry Newsome

Bingo was successful. Barry presented a check for \$15,000 proceeds at the luncheon. Concessions provided an additional \$1377 proceeds.

In 2020 Rick Stidley will take over the organizational part of BINGO and Steve Smith will take over the financial aspect.

Trustees: Steve Smith

Water from Hurricane Dorian leaked into the west windows and doors. Looking at ways to prevent this.

Steve is challenging the insurance company on some of the recovery from Hurricane Florence

Lightning strike still leaves several alarm systems to be replaced. They have been ordered.

TV in museum is working well.

Old Business:

Financial Accountability: Need to move to higher levels. The increased use of credit cards is helping with this and also with keeping inventories

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. Committees and chairs are:

Facilities: Steve Smith

Governance and Leadership: Cecile Broadhurst

Promotion: John Morris

Funding: Bobbie Morrison

Our goals in each committee is to review goals of previous committee, delete/add suggestions, prioritize and by April

submit a short report on progress.

After your committee meets, send a report to Cecile.

New Business:

Staffing: Sue and Barry Newsome have submitted their resignations effective Dec. 31, 2019. Gaylene sent the job descriptions and performance review paperwork to the board.

Discussion about changing times of Board meetings. Gwen Ward moved and Cecile Broadhurst seconded that we continue to meet prior to the luncheons. Motion passed.

Steve Smith and John Gunter (both candidates for the Town of Topsail Beach Government) have rented the Assembly Building for a Meet and Greet candidates on five Sundays from 4-5 pm.

Edna Smith will remain as our President until December and maybe May.

Meeting adjourned: 10:30 AM

Next meeting October 10, 2019 at 9:30 AM

Respectfully submitted,
Ann Tumblin
Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

October 10, 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, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, Rick Stidley, John Morris.

Minutes: Ann Tumblin

Dave Stipe moved and Rick Stidley seconded that we accept the minutes from Sept 11, 2019 meeting. Motion passed.

Treasurer's Report: written report

Checking balance, 9/30/19 \$ 76,731

PLEASE NOTE that we've already issued checks in October for	
Insurance, commercial property	\$10,900
Insurance, special events	3,300
Tyco, replace damaged signals	2,500

and expect Gideon bill for	\$3,000
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We will change the Ameriprise account so that Bobbie Morrison, Treasurer, will receive reports.

Dave Stipe moved and Steve Smith seconded that we send the treasurer's report to audit. Motion passed.

Assembly Building: Sue Newsome

1. Bookings: Interest in the building for rental in 2020 is picking up. So far, there are eleven events already booked for 2020. This is a normal amount of bookings for this time of the year.
2. Wedding/Event Expo: Our initial planning session will be held on Tuesday, October 15. The expo is scheduled for Sunday, February 23, 2020.
3. Security Deposits: We have been able to return all security deposits to renters this year. So far, no major problems.

Museum: no report

Docks: Butch Parrish

Dock rental projection has risen slightly- should be around \$6800. No issues to report.

Education: Albert Meyer

The Star Lab which was on loan from the Pender County Library offered 8 shows which were well attended. It was requested that we do this again but we will need more lead time.

Luncheon: Gaylene Branton

88 for today. Last month we have 5-6 no shows and that put us in the red. We need to consider how to deal with no shows as we still have to pay for lunches.

Jingle Bell Ball: Rick Stidley

Planning and coordination continues with our second meeting scheduled for October 10th after the luncheon. Tickets remained at \$80 each this year and Michael Nelson will collect money at the luncheon.

Autumn with Topsail Festival: Rick Stidley

Crunch time! We are pushing forward and everything is on track. It's never too late to volunteer so if you know someone please contact me. Last chance to beat the lines and get the sizes you need for festival T-shirts will be at the luncheon on the 10th. We are in need of a golf cart.

Membership: Janine Stidley

Total number of Membership: 147 Keep in mind that this number reflects the total number of Memberships not the actual number people in the HSTI, because some of these memberships include couples and families.

Talos Level: 35
Pirate Level: 64
Scotch Bonnet Level: 48

All numbers include 25 memberships that have not been entered in the Constant Contact Data System.

Membership letters were mailed and wrong post office box was used. Surf City postmaster has been helping by putting our mail into our mailbox as memberships are being mailed to us.

Gwen Ward moved and Albert Myer seconded that when and if the Surf City post office box is closed, she wants to be notified so that she can gain that mail box for herself in the event that any of our mail is sent there. Motion passed.

Luncheon Speakers: Cathy Brown
April: Scholarship award recipients

Bingo: Barry Newsome
In 2020 Rick Stidley will take over the organizational part of BINGO and Steve Smith will take over the financial aspect.

Trustees: Steve Smith
Insurance: Steve is waiting on a quote on liability insurance which would be around \$500 and more if we decide to extend to employees and docents.
We are not covered with anyone working with the organization carrying a firearm. We need to continue having entry fees to our activities to give us legal latitude over guests.

Old Business:

John Morris was installed as Vice President by Gwen Ward, our parliamentarian.

Financial Accountability: Need to continue to be aware of financial accountability.

Strategic Action: Committee meetings have been scheduled.

Staffing: Committee of our trustees and Sue and Barry Newsome will meet.

The talos missile has been repaired. Mike Ginther from Johns Hopkins spent vacation time here and was helped by Michael Nelson, Rick Stidley, and Steve Smith. We now own the missile.

Ghost Walk is this weekend in Burgaw. We share in profits. Janine Stidley will announce at the luncheon.

New Business:

Committee Chairs are to identify Star Volunteers so that they can receive recognition and encourage them to participate further in the HSTI. We need to consider succession in our board and executive positions. Identification of Star Volunteers can help.

Christmas parade float was discussed. There was lack of participation last year and we will approach membership to assess interest.

Meeting adjourned: 10:20 AM

Next meeting November 14, 2019 at 9:30 AM

Respectfully submitted,
Ann Tumblin
Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

November 14, 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, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, Rick Stidley, John Morris, Cecile Broadhurst, Bobbie Morrison.

Minutes: Ann Tumblin

Albert Meyer moved and Gaylene Branton seconded that we accept the minutes from Oct.10, 2019 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison

As of October 31, 2019 the balances are:

Checking	\$69,985
Investment acct	\$107,892

Bobbie will investigate with trustees moving our money in the Ameriprise account to a more aggressive program. We are investigating how the Kiwanis foundation works to see if this might be good for us.

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

Assembly Building: Sue Newsome

We continue to have a lot of interest in renting the building for 2020. An additional two wedding receptions have been booked since last month's report.

There is always interest in what cities and states are represented by those who have rented in 2019.

WEDDING RECEPTION WEEKENDS:

Maysville, Rocky Point, Burgaw, Wake Forest, Greensboro, Wilmington, Apex, Topsail Beach, Willard, Clinton, Goldsboro, Durham. Jacksonville - All in North Carolina, of course.

Those out of State are: Wilber, PA, Silver Spring, Md., Bethesda, Md., Princeton, Ill., and Fredericksburg, Va.

SPECIAL EVENTS Reunions, Parties, Celebration of Life, Election Meetings, etc.

Hampstead, Topsail Beach, Pender County, Garner, Surf City, Raleigh, Creedmoor, Kenansville, Holly Ridge, Sneads Ferry. Also Hanover, MD, and Jacksonville, FL

Most of the events from out of state seem to have connections with the island and with the area -- like family who live or have lived here OR they or their family have vacationed here for many years.

At the next Board meeting, I will have our annual report ready.

Museum: Rose Peters written report

(Closed for Hurricane) – 9/03/2019 to 9/06/2019)

<u>September 9th to September 30th</u>	573
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<u>October 1st to October 20th, 2019</u>	880
"Hampstead Hams"	<u>26</u>
	906

Merchandise: October \$765.09

Donations: October \$541.00

The "Hampstead Hams" Radio Event was held at the Museum on October 26, 2019. Bobby Humphrey was the leader for this event. Various members of the "Hampstead Hams" attended the event and made connections throughout the U.S., Canada and Puerto Rico. With each call made, or received the members indicated they were announcing from the Missiles and More Museum in Topsail Island, N. C.

(Good publicity for the Museum!!!)

15 members attended the event (nine were amateurs)

4 children

7 visitors

(26 Total)

103 contacts were made

The event was a great success!

Docks: Butch Parrish written report

Dock income for calendar year 2019 should end up at about \$7800. The beach nourishment dredging being done this winter should put us back over \$10,000 next year.

I have purchased a \$20 block & tackle that is easier to use than the one I made for stowing the wooden dock ramp when storms come.

Education: Albert Meyer

Scholarship information will be on website soon. Three high school counselors have been contacted. The aquarium program will continue and another Sky Lab will be available. And possibly more educational programs can be developed.

Luncheon: Gaylene Branton

118 for luncheon today and 5 for presentation only.

Jingle Bell Ball: Rick Stidley

Everything is on track for another fantastic event. The committee will meet after the luncheon on the 14th to finalize our plans. We are lagging behind on ticket sales with 40 tickets unsold. Michael Nelson and I are making direct contact with those who normally attend but have not written a check for this year's event.

Autumn with Topsail Festival: Rick Stidley

Mother Nature tried to mess things up for us again this year but with the help of a great team we were able to overcome. We were well on our way to a record setting year before the rain came. Rick Stidley presented the HSTI a check for \$85,000 at the luncheon.

Membership: Janine Stidley

Total number of Membership: 240. Keep in mind that this number reflects the total number of memberships not the actual number people in the HSTI, because some of these memberships include couples and families. This is an increase of 93 memberships.

Talos Level: 53 an increase of 18

Pirate Level: 110 an increase of 46

Scotch Bonnet Level: 77 an increase of 29

There are 6 new memberships that have not been entered into the Constant Contact Data System, which will bring our total membership to 246 (when added).

Luncheon Speakers: Cathy Brown

I am still on the hunt for a Feb. speaker. We often have our winter weather during Feb. so I look for a local person. I wanted someone from the Coast Guard to tell us about their role under Homeland Security but I can't get the correct person. Does anyone have a contact to help? Any ideas will help.

Bingo: No report

Trustees: Steve Smith

Building: Repairing several water leaks, looking at gutters. We have not replaced stove with warming ovens. Hot water heater repaired but no guarantee on how long it might work. Trying to regain some of the deductibles from our insurance. **Insurance:** Report was presented on the variety and cost of professional insurances. Steve Smith recommended Excess Liability and Professional Liability.

Bobbie Morrison moved and Rick Stidley seconded that we purchase Excess Liability and Professional Liability insurance at the cost of \$2155.92 per year.

Albert Myer asked about self insurance on the Assembly Building. The building is worth one million so that is not a possibility for us.

Rick Stidley moved and John Morris seconded that we remove vaping from our building. Motion passed.

Old Business:

Financial Accountability: Need to continue to be aware of financial accountability.

Staffing: We have 3 applications for event scheduler and the deadline is Nov. 22. Committee to review the applications will be Trustees and Executive Committee. We have not advertised for Barry's job as yet.

Strategic Action: Committee Reports:

Governance: Cecile Broadhurst

1. Need succession plan. Committee chairs need to begin with identifying and rewarding star volunteers on committees and possibly asking them to assist with committee work and thereby training them. Share by-laws and job descriptions with them so they feel secure in their roles.
2. Advertise to members to fill vacancies.
3. Mechanism to look at salaries.

Promotions: John Morris

1. We are a destination location.
2. Have signs advertising museum as visitors arrive to area.
3. Work with marketing professionals to get more rentals.
4. Pre-season event for Talos members
5. Opening of museum event
6. Partnerships with other museums, etc.

Ethics: Each member signed an Ethics Policy to be filed.

New Business

We received a letter from the yoga class that meets every Wednesday morning at the Assembly Building asking to have a reduction in their rental rate. Discussion was held. Since this would make a precedent, matter was tabled to next meeting.

Mountain to Sea wants to use building on March 27 for a reception.

Albert Myers moved and Sue Newsome seconded that we provide the building for the Mountain to Sea Trail Organization's opening reception on March 27. Motion passed.

Marketing: Gaylene Branton

Glen Pierce, our webmaster suggests making a separate website for the Assembly Building. He would build it for \$1500 and would charge \$1000 to host.

Bobbie Morrison moved and Sue Newsome seconded that we contract with Glen Pierce to make a new website for the Assembly Building. Motion passed.

We also need to look at a new phone system. At present our phone number goes to museum and no one is there to answer.

Another option for marketing was advertising via of streaming through WWAY. Because of lack of time, this was tabled.

Meeting adjourned at 11 AM

Next meeting December 12, 2019 at 9:30 AM

Respectfully submitted,
Ann Tumblin
Recording Secretary

HSTI Executive Committee and Trustees Meeting

November 20, 2019

Present: Edna Smith, Bobbie Morrison, Dave Stipe, Ann Tumblin, Cecile Broadhurst, John Morris, Michael Nelson, Gaylene Branton

Meeting called to order at 10:10 AM

Old Business

Strategic Action Committees: Need to meet and submit strong recommendations by May 2020.

Staffing: Event Coordinator and Facilities Manager

We have 4 applications for Event Coordinator and one recommendation for Facilities Manager.

The interview committee of John Morris, Dave Stipe, Michael Nelson and Cecile Broadhurst will meet and interview the 4 candidates. Edna will send revised job descriptions using some additions from Barry and Sue Newsome. This should be complete by second week of December.

Discussion was held as to whether the employees of the HSTI should be on the board. It was decided that the employees should come to board meetings but not be a voting member of the board.

It was proposed to choose an assistant to the museum director and offer an honorarium. We will advertise after talking to Rose Peters, our museum director.

New Business: Advertising Proposal: Gaylene Branton

Gaylene presented a proposal from WWAY to do targeted advertising. The concept of targeted advertising was discussed.

The Assembly Building is not being rented – last year we had 25 weekends open. This advertising is to target the population that would be interested in renting the building. WWAY would make a professional 30 sec. commercial and it would run to targeted audiences and the audiences are tracked to assess whether this approach is working for us. The cost would be: \$250 for the commercial and \$750 a month to run the commercial. There is no contract and we can exit whenever we choose.

The trustees and executive committee recommends to the HSTI Board that we provide a budget of \$5000 to attempt this approach to run from January to June. A online vote will be done so we can begin soon.

We need to look into a phone system as our phone is in the museum with no one to answer. We will look into Ring Central as a possibility.

Submit agenda items for Board Meeting on Dec. 12, 2019 to Edna Smith.

Meeting adjourned at 11:40.

Respectfully submitted,

Ann Tumblin, Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

December 12, 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, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, John Morris, Cecile Broadhurst

Minutes: Ann Tumblin

Albert Meyer moved and Dave Stipe seconded that we accept the minutes from November 14, 2019 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison (written report)

Treasurer report, as of November 30, 2019:

Balance checking	\$61,648
Ameriprise.	\$108,915
Savings.	\$67,579
(Deposit AWT \$66,406)	
Loan.	-0-
(paid \$15,243 from AWT proceeds)	

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

Old Business

1. **Continue with Financial accountability**
2. **Strategic Action Plan**
Governance: Governance is working on an organizational chart and will bring it to the January Board Meeting
Marketing: John Morris. He has contacted NCDOT about erecting signage about the museum at the new bridge.
3. **Discounts for use of Assembly Building**
We have received more letters from the Yoga group asking for reduction in rental fees. They are all members of the HSTI.
Rick Stidley moved and Albert Meyer seconded that we do a trial period of \$25 a week for 6 months and then revisit the situation. Motion passed with 14 yeses and 1 no.
4. **Mountain to Sea Tour:** Using Assembly Building on March 27 for a reception and will be visiting the museum. John Morris will be available to docent.

New Business:

1. **HSTI Staffing:** Interviewing is progressing for the Scheduling Coordinator.
Lee Chartier is interested in the Facility Manager position. Trustees will adapt the job description for the Facility Manager and decide the salary with the increased responsibilities. We do have established relationships with carpenter, electrician, and plumber if the manager needs help with more specific situations.
2. **HSTI Communications System:** Gaylene Branton
Ring Central, which is an internet phone system, seems to be a good option for us. We do need to check on our internet system for the capacity this system needs. Michael Nelson will look into this.
3. **Distinguished Service Awards 2020.** We would like to look at individuals who were active in establishing the HSTI during the early years.

Assembly Building: Sue Newsome

Annual report for the Assembly Building is attached.

Museum: No report

Docks: Butch Parrish written report Nothing significant to report regarding docks. We do have a minor leak on one of our dock water lines. Water is off until I can fix the leak.

Education: Albert Meyer

1. Contacted Career Development/ Counselors/Scholarship Coordinators from Topsail HS, Dixon HS and Pender Early College HS via email with Scholarship Contest Instructions and Applications for our annual HSTI Senior Scholarship Contest and received positive email responses from Jennifer Mourey (Topsail HS), Andrea Feeney (Dixon HS) and Shannon Grable (Pender Early College HS).

2. Dates have been set for the contest as follows:

Deadline for submission of Projects or Essays: 2/21/20

Pick up Essays: 2/27/20

Judging Complete 3/23/20

Winners notified 3/25/20

Presentation of Awards 4/9/20 at the monthly HSTI luncheon.

3. Will have a sign up list on Thursday for those Board members who would like to read essays or judge projects presented by the students.

Luncheon: Gaylene Branton

Jingle Bell Ball: Rick Stidley

Another great event and I believe everyone in attendance had a fabulous time. This will be my final year as the Chairman for the Jingle Bell Ball. I will co-chair next year's event and continue to help with decorations and other tasks. AWT has become a year round job and just consumes too much of my time to continue doing both. Please help Edna and me recruit a new chairman!

Autumn with Topsail Festival: Rick Stidley

Pushing forward with plans for 2020. The craft vendor application is being updated and will be available mid-January. We have submitted our Special Events Application to the Town and also our application to NCDOT for road closures. If everything gets approved we are prepared to add an additional night to the festival. Our vision is to have a band on Friday night with food vendors and the beer tent open. No craft vendors open for many reasons. We have a sponsor to cover the band cost so if all goes well it should increase our revenue. Much more to follow over the next few months.

Membership: Janine Stidley

Membership report for the Historical Society of Topsail Island 2019-2020, as of 12/10/19

Total number of Membership: 250 Keep in mind that this number reflects the total number of Memberships not the actual number people in the HSTI, because some of these memberships include couples and families. This is an increase of **10** memberships.

Talos Level: 54 an increase of **1**

Pirate Level: 118 an increase of **8**

Scotch Bonnet Level: 78 an increase of **1**

No outstanding membership forms, all names have been added as of 12/10/19 into the Constant Contact Data System.

Addition Note: As of November 9th, Membership dollars deposited is \$15,430 (compared to same period prior year of \$8,913, as per Bobbie Morrison, Treasurer.

Luncheon Speakers: Cathy Brown

All speakers have been secured.

Bingo: Rick Stidley

I will start working our 2020 Bingo event later next month. If you or anyone you know would like to volunteer to help just let me know. My hope is to increase our volunteer pool to a point that everyone does not need to come every week. With Barry and Sue departing we have a big hole to fill.

Trustees: Steve Smith

We hope to recover another \$10,000 from insurance claims. The only things left to complete repairs are purchasing warming ovens and a hot place.

Sue Newsome moved and Michael Nelson seconded that we purchase the warming cabinets and hot plate. Motion passed.

Marketing: Gaylene Branton

The Topsail Island / Pender County Visitors Guide. We're working on the 2020 edition.

Dave Stipe moved and John Morris seconded that we purchase a ½ page advertisement for \$625. It will include all of our activities.

Tammy Proctor suggested that we sell advertisements on our website to recoup the money we are spending on advertising.

We are also looking into MyBaseGuide Relocation Welcome Guide at Camp Lejeune.

Next meeting January 9, 2020 at 9:30 AM

Respectfully submitted,

Ann Tumblin

Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

January 8, 2020

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

Members in Attendance: Edna and Steve Smith, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, John Morris, Cecile Broadhurst, Bobbie Morrison

Minutes: Ann Tumblin

Albert Meyer moved and Bobbie Morrison seconded that we accept the minutes from December 12, 2019 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison
Treasurer's report as of December 31, 2019

Balance checking.	\$54,072
Money market.	67,579
Investment.	110,186

Attached please review the most current actual income/expenses by category for month of December, 2019.

We are again trending in the wrong direction with spending exceeding income by a wide margin.

Our next income stream will be in May with Membership drive.....at the current rate we will be under \$20,000 by mid-May.

November income was \$10,479; expenses were \$19,451 = -\$8,972

December income was \$5,283; expenses were \$12,593 = -\$7,310

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

Old Business

- Staffing:** Cecile Broadhurst reported on the Interview Committee which was composed of her, Dave Stipe, and Michael Nelson. They recommended that we hire:
Lee Chartier as facilities manager at rate of \$15 per hour and Jean Chartier as event coordinator at \$500 a month with one year evaluation with possible increase based on percentage of increased income.
John Morris moved and Albert Myer seconded that we accept the recommendations of this committee. Motion passed. Edna Smith will offer the positions to those recommended and contact those who were not chosen.

Assistant Manager of Museum: John Morrison moved and Albert Myer seconded that we establish a part time assistant manager for the Museum Director immediately to comply with the strategic action plan of succession. Motion passed.

Proposed salary of \$15 an hour with a review in six months. The interview committee will recommend one of the candidates not chosen for the events coordinator position who has extensive experience with the museum. Edna Smith will contact that person and offer the assistant museum manager position.

2. Strategic Action Plan

Governance: Policy and Procedure Manual is in the planning stages. Proposed date to submit to board in May. Need to include financial policies and procedures. The Governance Committee met October 10 and November 21, 2019 and will meeting again January 8, 2020. Our first meeting focused on devising an effective and ongoing succession plan. This resulted in a plan for hiring both paid and volunteer positions which is currently being implemented. Our second meeting focused on organizational structure and revising the Organizational Chart. To date we have completed the first revision of the Organizational Chart. The Chart will undergo further revisions at the January 8 meeting.

Financial: Increase income by adding new events (casino night, band night, museum gala, reverse raffle) increase membership and possibly eliminate the \$30 level of membership, change from Ameriprise.

Promotional: Making progress on signage. Will meet soon.

- Communications.** Michael Nelson submitted report which is attached. He is also looking at Spectrum.

4. **Distinguished Service Awards 2020:** We would like to review possibilities with focus on people who have been instrumental in HSTI in the past. Dave Stipe, Cecile Broadhurst, and Gwen Ward will present options to us.
5. **Mountain to Sea Tour:** Using Assembly Building on March 27 for a reception and will be visiting the museum. John Morris will be available to docent.
6. **A wedding party requested the opening of the museum on March 14.** Edna Smith and Ann Tumblin available to docent.

New Business: None

Committee Reports

Assembly Building: No report

Museum: No report

Docks: Butch Parrish written report
Nothing new

Education: Albert Meyer
Developed standardized system for scoring applications for scholarship. Readers needed. Applications will be sent to readers to score. We need to explore date of presentation as school spring break coincides with April luncheon date.

Luncheon: Gaylene Branton
We have 78 for luncheon today and 5 for program only.

Jingle Bell Ball: Rick Stidley
The committee presented \$6,200 in profit to the HSTI. Jeff Wensel, with the help of Rick Stidley, has agreed to assume the leadership position.

Autumn with Topsail Festival: Rick Stidley
Planning continues for the 2020 festival. The Town of Topsail Beach and the NCDOT have our special events request. We are planning our transition to Food Trucks and also the addition of Friday night. The craft vendor application will be available on-line by the end of January. Always looking for additional sponsors to cover costs for Bands and advertising so please don't be afraid to ask any businesses you may have an association with to help out.

Membership: Janine Stidley
Membership report for the Historical Society of Topsail Island 2019-2020, as of 01/07/2020
Total number of Memberships: 255 Keep in mind that this number reflects the total number of Memberships not the actual number of people in the HSTI, because some of these memberships include individuals, couples and families. This is an increase of 5 memberships.

Talos Level: 56 an increase of 2
Pirate Level: 120 an increase of 2
Scotch Bonnet Level: 79 an increase of 1

There are no outstanding membership forms, all names have been added as of 01/07/2020 into the Constant Contact Data System.

Note: HSTI has received two additional donations equaling \$450.00, in the month of December, \$350.00 to the general fund and \$100.00 to the HSTI-HABR* fund. Thank-you notes have been sent.
*Historic Assembly Building Restoration

Luncheon Speakers: Cathy Brown
No report

Bingo: Rick Stidley
Gaylene, Steve and I have reviewed all the historical files and destroyed the outdated and nonrelevant documents. Next up is the inventory and reordering of supplies and applying for the required permits. Again, never too early to ask for sponsorship support or recruiting volunteers.

Trustees: Steve Smith

We average \$9000 a month to run our building.

We had another request to put the ice machine in our parking lot. We decided not to revisit that request as we had previously voted not to do it.

Adjourned at 10:35.

Next meeting February 13, 2020 at 9:30 AM

Respectfully submitted,

Ann Tumblin

Recording Secretary

THE ASSEMBLY BUILDING ANNUAL REPORT
JANUARY 1, 2019 THRU DECEMBER 31, 2019
YEAR 2019

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

THE BOTOM LINE: YEAR 2019

\$ 47,984.00 Rental income from income producing events
\$ -3,250.00 Rental fees returned because of hurricane Dorian & Cancellations
\$ 44,739.00 Rental Income
\$ -9,550.00 Rental expenses occurred for income producing events
\$ 35,189.00 Net profit from: * Income producing events for the year 2019
*Note: Income producing events are events held in the Assembly Building where an individual was charged a rental fee for use of Assembly Building such as weddings, wedding receptions and private parties booked by Sue Newsome, Assembly Building Scheduling Coordinator.

Details:

There were 21 weddings booked at the Assembly Building during the year 2019. 6 of the weddings were cancelled. The full amount of \$2,500.00 was returned because of Hurricane Dorian. Two deposits were returned because of cancellations within time frame of rental contract. Three deposits were kept and counted as income.

Wedding rates:

The wedding rate for the year 2019 is \$ 2,000.00 plus \$500.00 security Deposit. The Assembly Building is inspected by Sue Newsome, Scheduling Coordinator and Rick Stidley or Steve Smith after each event to be sure no damage has occurred before the required \$500.00 security deposit is returned.

Note:

There were 27 various events, other than weddings, booked in the Assembly Building. There were also 12 additional events held by Emma Anderson Memorial Chapel, as well as, all the Historical Society meeting and events.

*(It is often commented: "Whatever would we do without the wonderful Assembly Building that has well served so many as a "gathering place")

Sue G. Newsome: Cell Phone: 910-328-4282 E-Mail: windswept3@aol.com

Mailing Address: Sue G. Newsome, P. O. Box 4172, Surf City, NC 28445

.....This report presented the the Historical Scoiety Board members at the
December 2019 meeting.....

THE ASSEMBLY BUILDING ANNUAL REPORT

January 1, thru December 31, 2019

Below is a detailed report of 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 by Sue Newsome, Assembly Building Coordinator

Income from rental fees 2019

\$ 2,500.00 Emma Anderson Memorial Chapel (Lenten, Christmas Lunches, Pot-luck dinners)

\$ 1,282.00 Private donations to Assembly Building from renters of the Assembly Building.

\$ 28,051.00 Income from Weddings held at the Assembly Building.

\$ 16,156.00 Rehearsal Dinners, Meetings, Private Events, Family and class Reunion, ECT.

\$ 47,989.00 Total rental income from all rental fees for use of the Assembly Building.

-3,250.00 Rental fees returned due to Hurricane Dorian and cancellations.

\$ 44,739.00 Income from rental fees and donations for use of the Assembly Building.

\$ -9,550.00 Expenses occurred from weddings and other events income producing events.

\$ 35,189.00 Net income from wedding and other rentals of the Assembly Building during 2019

***Note: The 2019 net income of \$ 35,189.00 as shown above reflects an
increase of \$ 6,862.00 in net profit above 2018 net profit of \$28,327.00**

Note below:

***Detailed breakdown of expenses occurred in 2019 by all events, including income producing events, as well as, non-profit producing meeting and events held in the Assembly Building.**

\$ 4,175.00 House Works, deep cleaning services after large events such as Weddings.

\$ 1,525.00 follow-up Cleaning, restocking supplies after events/Administrative expense

\$ 1,785.00 Purchase of supplies to accommodate events held in the Assembly building 2019.

\$ 4,800.00 Administrative expense

\$ 12,285.00 Total expenses occurred for all income and non-income producing events.

\$ -2,735.00 (Less expenses occurred by *non-profit producing events and various meetings

\$ 9,550.00 Actual expenses occurred by weddings and other *income producing events.

(Net rental income for Assembly Building/comparison for years: 2009 thru 2019)

Year 2009: Net rental income \$ 11,279.91
Year 2010: Net rental income \$ 11,266.26
Year 2011: Net rental income \$ 12,106.90
Year 2012: Net rental income \$ 13,395.00
Year 2013: Net rental income \$ 11,109.00
Year 2014: Net rental income \$ 17,195.71
Year 2015: Net rental income \$ 20,739.00
Year 2016: Net rental income \$ 21,302.00
Year 2017: Net rental income \$ 32,434.00
Year 2018: Net rental income \$ 28,327.00
Year 2019: Net rental income \$ 35,189.00

Note below: Comparison (Year 2018 vs Year 2019)

Net rental income for this year 2019 compared to rental fee income for last year 2018

\$ 35,189.00 Net rental income for *this year 2019

\$ 28,327.00 Net rental income for *last year 2018

\$ 6,862.00 *Increase in net rental income for *this year 2019

....."Whatever would we do without it?....."

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

The Assembly Building is host to many functions such as Emma Anderson Memorial Chapel Lenten Lunches, Historical Society Board Meeting and Luncheons, Autumn with Topsail Festival, various Craft Shows, Wedding Rehearsal Dinners, Wedding Ceremonies, Weddings Receptions, Birthday Parties, Celebration of Life Services, Fashion Show, Assembly Building Summer Bingo, Family Reunions, High School Reunions, Annual Jingle Bell Ball, Christmas and New Year Parties, Appreciation Day for Veterans, Potluck Dinners, 4 Town Meetings, Kiwanis Pancake Breakfast, Political Events, Astronomy and Aquarium Programs and Anniversary Parties. The Historical Society Building is a wonderful venue serving the community, as well as, out of state visitors. The Assembly Building rest room facilities are available to visitors of the Missiles and More Museum. As you see, the Historical Society not only preserves the history of our area but makes the Assembly Building available for many types of events. The Historical Society and the Assembly Building truly serve the community.

.....WOW !....Whatever would we do without it ?.....

*You will be pleased to know that the rental income for the Assembly Building during the years from 2009 thru 2019 generated net income of \$ 214,345.04

.....We have enjoyed serving in our present positions for the past 10 years (2009-2019).....

We appreciate your wonderful support. We will be retiring from our present positions on December 31, 2019.

Respectfully Submitted: Sue G. Newsome, Event Coordinator, Assembly Building

Barry H. Newsome, Director, Assembly Building

This report was presented to the Board Members at December 2019 Historical Society Board Meeting

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

February 13, 2020

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

Members in Attendance: Edna and Steve Smith, Ann Tumblin, Rick Stidley, Cathy Brown, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, John Morris, Cecile Broadhurst, Dave Stipe, Rose Peters, Jeff Wenzel.

Minutes: Ann Tumblin

Cecile Broadhurst moved and Dave Stipe seconded that we accept the minutes from January 8, 2020 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison

Treasurers report as of January 31, 2020

Checking balance. \$ 82,473

Savings balance. 95, 636 (includes AWT after paying off line of credit and recent insurance payment)

Investment balance. 110,407

Michael Nelson moved and Rick Stidley seconded that we send the treasurer's report to audit. Motion passed. Steve Smith reported that we have recovered \$28,000 in insurance.

HSTI needs to update signature cards at the bank. We will remove Bill Horstmann and add the trustees

Cecile Broadhurst moved and Rick Stidley seconded that we update our signature cards at the bank to reflect removal of Bill Horstmann and addition of Steve Smith, Michael Nelson, and Dave Stipe. Motion passed

Old Business

- A. The Executive Committee has suggested separate bank accounts for Autumn With Topsail, Jingle Bell Ball, Bingo to use square.
- B. **Staffing:** Edna Smith offered the position of assistant manager of the museum to Janine Stidley, one of the candidates who applied for the events coordinator position. Janine accepted the position.
- C. **Strategic Action Plan**
 1. Governance: Cecile Broadhurst
Meeting Focus: Policy and Procedure
 - a. Discuss Policies in Place
 - b. Add to list of policies already generated
 - c. Decide on format
 - d. Assign policies to be written
 - e. Establish that Manual will include AB and Museum
 - f. Establish that when appropriate, procedures will be included with policies
 - g. Join the American Alliance of Museums for sample documents

Assignments:

- a. Cecile:
 - i. Confidentiality (written)
 - ii. Conflict of Interest
 - iii. Organizational Structure
 - iv. Collections (Cecile will obtain from Rose)
- b. Edna
 - i. Keys
 - ii. Succession
 - iii. Volunteers
 - iv. Guns
- c. Dave
 - i. Disaster Preparedness
 - ii. Performance Appraisals
 - iii. Hiring and Firing
- d. Gwen
 - i. Board Roles and Responsibilities

- ii. Smoking
- e. Other
 - i. Bobbie and the Financial Committee to write the Financial Policies and Procedures
 - ii. Ask Gaylene to write Ethics and Indemnification Policies and Procedures

Future Plans

- f. Have rough draft of policies ready to share with other Committee members by the February Board meeting
 - g. Revise Policies as needed.
2. Facilities: Steve Smith has a draft of a policies and procedural manual for the Assembly Building and grounds.
 3. The Promotion committee met on January 15th and again on February 10th. At the February meeting all members were in attendance. Jean Chartier has been added to our committee as she plays a key role in many of the initiatives we are doing.

The following are ongoing initiatives:

- a. Additional material for the fossil pit was discussed. Janine will be researching how to resupply.
- b. Sponsorship of local school field trips to the museum, possibly coordinated with the Karen Beasley Turtle Hospital is being investigated. During open season for museum, have local school children put name of their teacher in a jar with and periodically select a teacher for a Staples gift card (amount to be determined) or teacher with most entries winning. Ann will discuss with Education committee.
- c. HSTI will have a presence at the Jacksonville Wedding Expo with a booth. See Jean for details
- d. Committee discussed placing a blurb in the Flyer handed out to incoming military personal and their families at Camp Lejeune/New River. It is an annual publication. Jean will research.
- e. A Special membership sticker for one's car window was discussed. Three categories have been proposed. Sponsor, Member, and Business Supporter. Further discussion on details in future. Janine will look into costs.
- f. Discussed gathering additional information about Operation Bumblebee from Johns Hopkins APL. John will research.
- g. Status of NCDOT directional/destination signs. John has been in contact with NCDOT and found, while possible, HSTI will need to provide data on annual traffic counts for the activities at the Assembly Building in order to qualify for the Tourist Oriented Destination Signs (TODS) program. Will need to look at attendance at all programs including all event held at Assembly Building, Bingo, AWT, Jingle Bell Ball, summer programs museum attendance, etc. Jean, Rose and committee chairs will need to provide John with raw attendance data for three years if possible so he can create annual traffic counts. It is the committee's goal to have signs in at least three locations, a) at the approach to the new bridge, b) at the round about on the island and c) at the approach to the north bridge
- h. Contact Ft. Fisher about coordinating summer programs/traveling exhibits. John to reach out.
- i. A new flyer for HSTI/M&M Museum is being prepared. Gaylene is spearheading this effort and will need input from Board members
- j. A new wedding/events flyer is also be worked on with Gaylene also heading up this effort.
- k. There was discussion of creating a "Mixed Events" poster(2ft by 3 ft) to be placed on an easel located possibly in the museum and/or in main Assembly Building during events to advertise and illustrate possibilities.
- l. Next meeting of committee will be March 9 at 10:00AM

D. Communications. Michael Nelson demonstrated our new phone system.

1. I now have the Auto Attendant fully set up on our main # 910 328-8663.
2. It has assigned functions set up for the following: initial greeting, rental (Jean), museum (operating hours, main desk), AWT, bingo, dock rental (Butch), jingle bell ball, facility (Lee)

E. Distinguished Service Awards 2020: We would like to review possibilities with focus on people who have been instrumental in HSTI in the past. Dave Stipe, Cecile Broadhurst, and Gwen Ward will present options to us.

F. Upcoming Events

Feb. 25 (10 AM) Training for new video kiosk

March 14 Wedding. Museum will be open. Rose will be there. Ann and Edna to help.

March 19: Town of Topsail Beach will be hosting 75 federal, state and local legislators who will be touring the area to see beaches, etc.

April 2: Town of Topsail Beach will host quarterly dinner for Topsail Beach, Surf City, North Topsail Beach, Holly Ridge town governments.

April 3: Evening reception at the museum for Talos members, dignitaries, AWT sponsors, realtors. Gaylene to send invitations.

April 4: Re-opening of museum. Hoping to coordinate with other area facilities (Poplar Grove, Fort Fisher, Moore's Creek) to bring some hands-on stations.

New Business:

Proposed expansion of museum hours to possibly 1-5 or 12-5 to spread out visitors. Rose will survey docents.
Reminder: Board members are to volunteer once a month as a docent.
There will be training for docents on using square by Janine Stidley

Welcome to Jeff Wenzel who will be chair of the Jingle Bell Ball. He was also appointed mayor of Holly Ridge.

Committee Reports

Assembly Building: Jean Chartier (written report)

RENTALS:

We have 3 new bookings over the past 2 weeks.
We collected \$250 from Tabitha Holyfield for classes through January
Current Rentals:

- 17 weddings
- 3 birthdays
- 2 reunions
- 5 other
- EAMC: 6 Lenten Luncheons, 4 covered dishes, 1 Christmas Luncheon
- 6 Summer Education Days
- 11 Bingo Days

REVENUE:

Projected Revenue from events - \$40,425
Town Contribution \$10,000
EAMC Contribution: \$2500
Total Projected Revenue (as of 2/12/2020) \$52,925

MARKETING:

Engaged Onslow - \$325 fee for Wedding Expo on March 14, 2020
Other: Refer to Marketing Committee Minutes

ADMINISTRATIVE:

Converted the following documentation to digital:

- Contracts
- Deposit Receipt
- Rental Policies
- Preferred Vendors
- Rental Fee Schedule
- Lock Box Instructions

I have not located any documentation related to a Hold Harmless Agreement. Does our insurance company require a Hold Harmless for renters? If so, do we know an attorney that can help draft this and add to contract?

Business cards - Have been ordered

Email - Using HSTIEvents@gmail.com for all communication with clients

CLEANING:

I've contacted the cleaners and scheduled, as needed.

Museum: Rose Peters

Board Members,

Thank you for your patience, understanding and concern during my absence from the Museum. Your thoughts and prayers for Dick has made our journey easier. We both appreciate your understanding.
I have been trying to catch up with duties at the Museum and will inform the board as they are accomplished.
Rose will be scheduling docent training. Gaylene will put out a request for docent volunteers.

Docks: Butch Parrish written report

I have 3 long term leases to renew, but am having an email glitch with my computer. Will catch up next week hopefully.

Education: Albert Meyer

Have scheduled the Aquarium Program using 3 new programs they have developed. July 1 – Aug 5. We may have to change one of those dates as building is rented. Albert will check with Jean on those dates. Scholarships. Sent out reminder notices for application due dates and collection times to Jennifer Mourey, Topsail HS, Andrea Feeney, Dixon HS and Shannon Grabel, Pender Early College. Reviewed the due dates of February 21st, submissions due and February 24, submissions collected. Also March 20th all submission reviews complete and March 25th winners notified. I asked them to give me an idea on how many submissions we might expect and informed them that the date of the scholarship presentation has been changed to Thursday May 14th. I also sent them copies of the 4 scoring sheets for essay, music, poetry or art submission types. I asked each of them to confirm receipt of this information update but as of February 4th have not received any confirmation emails.

Note that Cathy Brown has graciously agreed to reschedule the May 14th speaker so that the Scholarships can be awarded on May 14th instead of April 9th as originally planned. A special thanks to Gaylene Branton for facilitating this change.

The judges for this year's contest have been invited and 5 have consented to be judges. These include Karen King, Mollie Grant, Cathy Brown, Diane Litchney and Virginia Teachy.

Early discussions with Janine Stidley about expanding library materials have begun and more should be forthcoming next month.

I hope to sign up for docent training when available.

Luncheon: Gaylene Branton

We have 97 for luncheon today and 3 for program only.

Marketing: Gaylene Branton

We will have a booth at the Bridal Event in Jacksonville on March 4.

Jingle Bell Ball: Jeff Wenzel

Rick Stidley and I met for an orderly turnover of the binder that he had maintained as the previous chairman. Thanks, Rick! Gaylene Branton has created an auto-forward for the JBB email address so all emails sent to Jinglebellball@topsailhistoricalsociety.org go to Michael Nelson and me

Autumn with Topsail Festival: Rick Stidley

Still pushing forward and hope to have approval from the Town of Topsail Beach this week. Craft vendor application process is in full swing with Julia Sherron carrying the load. Thanks to all our volunteers. Town of Topsail Beach has approved AWT.

Membership: Janine Stidley

Total number of Memberships: 259 Keep in mind that this number reflects the total number of Memberships not the actual number of people in the HSTI, because some of these memberships include individuals, couples and families. This is an increase of 4 memberships.

Talos Level: 57 an increase of 1

Pirate Level: 121 an increase of 1

Scotch Bonnet Level: 81 an increase of 2

No outstanding membership forms, all names have been added as of 02/10/2020 into the Constant Contact Data System.

Note: HSTI has received additional donations to the general fund in the month of January, equaling \$325.00, of which \$75.00 was donated in honor of Evelyn Bradshaw's 90th Birthday. Donation thank-you notes have all been mailed. An anonymous person donated \$1000 in honor of Evelyn's birthday.

Luncheon Speakers: Cathy Brown

April will be history of the Coast Guard.

Bingo: Rick Stidley

Steve and I have completed an inventory of Bingo supplies on hand and reordered as required. We have reviewed the price point for all games and made adjustments. Poster and flyer have been created and are at the printer (free service). Have started recruiting volunteers but as always, the more the merrier.

I am pleased to report that the annual audit report for 2019 BINGO Program has been submitted to the North Carolina Department of Public Safety (NCDPS).

The Historical Society of Topsail Island (HSTI) is recognized by NCDPS as the licensee for our BINGO program. I would like to request that the HSTI Board authorize Rick Stidley and I to act on their behalf as it relates to running the 2020 BINGO Season. This includes arranging for the filing of the 2020 audit report with NCDPS, applying for the 2020 BINGO license and obtaining suppliers for BINGO operations. If you have any concerns or questions, please feel free to contact.

I have setup a new Square Account for BINGO. We are using the email address of: bingochair@topsailhistoricalsociety.org

I will provide Password is a separate email or text for the BINGO Square Account for those who request. This change will have deposits from BINGO Square going to BINGO checking account and not the main HSTI account.

The BINGO items have been setup for this account along with ability to pay for membership, give donation and to have space for special sales items. I have also updated BINGO prices in the main Square account. Please know we are changing the description of BINGO Cards and this is reflective in the BINGO Square Account but not in the HSTI Main Square Account. The reason for not changing the Main HSTI account is possible loss of history of items.

BINGO card prices have increased from last year for adults by \$1 and for Children by \$1 or \$2 depending on card type. This is first price change in over 9 years.

Currently we have plans for having BINGO on 11 Thursday nights. If you have any questions, please ask.

NOTE: Square Accounts – HSTI will have several Square Accounts – We may need to remind people to log into correct Square account for the activity they are receiving payment. We also need people to sign-off devices when they finished; otherwise account is available to whoever uses the device – Square never logs-off devices.

Albert Meyer moved and John Morris seconded that the board give permission to Rick Stidley and Steve Smith to act for bingo matters. Motion passed.

Path to Ramp: Steve Smith

Rick Stidley moved and Michael Nelson seconded that we accept Sunshine Landscaping's bid of \$4425.00 to build a concrete path that would withstand truck traffic from the road to the ramp. Motion passed.

Adjourned at 10:45.

Next meeting March 12, 2020 at 9:30 AM

Respectfully submitted,
Ann Tumblin
Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

April 9, 2020 Virtual Meeting

Call to Order: President Edna Smith called the meeting to order at 9:35 AM

Members in Attendance: Edna and Steve Smith, Ann Tumblin, Gaylene Branton, Michael Nelson, Albert Meyer, John Morris, Cecile Broadhurst, Rose Peters, Bobbie Morrison,

Minutes: Ann Tumblin

Albert Meyer moved and John Morris seconded that we accept the minutes from March 12, 2020 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison

Below are the bank balances as of March 31, 2020

Coastal checking.	33,279
Coastal MM.	95,673
First Citizens ck.	5,000
Investment acct.	99,511

Gaylene Branton moved and John Morris seconded that we send the treasurer's report to audit. Motion passed.
Financial report from Trustees: The HSTI is solvent enough to cover 1.5 years with no income. We need \$120,000 to meet all responsibilities for a year.

No one knows how long self distancing will last and affect our programs. Bingo is ready to go but will not be started until further information as to COVID-19. May luncheon is canceled and Albert Meyer will ask the scholarship winners if they can provide something such as a UTube presentation to share with the membership. We may push the aquarium program to July and August. Albert will contact the aquarium to see about changes and if there is a refund if we are unable to have the program

Old Business

A. Each committee chair needs to submit their budget for 2020-21.

B. Strategic Action Plan

1. Governance: Cecile Broadhurst

2. We have identified a table of contents for our *Governing Policies and Procedures Manual*. This will include such things as Mission Statement, Bylaws, Articles of Incorporation as well as other Policies and Procedures that govern HSTI. We will expand our committee by adding board members familiar with our financial and collection policies and procedures. In the meantime, I will be assembling the above into the new Manual. Now that most of us are Zoom capable, we will have further meetings of our Committee online.

3. The Promotions committee: Gaylene Branton

Our Commercial has been filmed and we have a proof. I sent 2 edits and we should have our second proof soon.

John Morris, Mike Hill and I believe we should go ahead and start airing the commercial as soon as we approve it. People are still planning weddings for 2021 and for the latter part of this year we may see an uptick in family reunions after Covid-19 dissipates. The commercial filming was \$300 - \$400 and each month of airing is \$750. We can trace the effectiveness of the commercial to the door as to who responds.

C. **Distinguished Service Awards 2020:** The board will be taking a vote of these awards via of email.

New Business: The way forward after COVID-19

A. Review operating procedures about cleaning our building after events. Need to update. Dave Stipe is studying what public institutions need to do to sanitize with our current virus. See Trustees' report.

B. Museum: earliest museum could open would possibly sometime in June. Will need total sanitizing.

C. We agreed to close the event hall through May.

D. Membership letters are ready and will go out end of May or middle of June.

E. Election of 2020-2021 officers. Trustees are looking at a possible Vice President. Our current President will be attending meetings at the request of the new President.

Committee Reports

Assembly Building: Jean Chartier (written report)

Two events have canceled and been reimbursed.

Four events have rescheduled

Two events in May - I speak to the brides weekly and they are optimistic that the COVID-19 restrictions will be removed and they will have their event. Until we have definitive guidance, we must leave it as is.

Yoga is now virtual - no classes are being held in the AB.

Museum: Rose Peters

Visitors (Wedding): 50

Donations: 0

I have been to the Museum to clean the upstairs storage and to organize records, etc.

Docks: Butch Parrish

No report.

Education: Albert Meyer

1. The scholarship contest scores have been completed by our 5 judges. A special thank you to Karen King, Virginia Teachey, Mollie Grant, Cathy Brown and Diane Litchney who served as this year's judges. They evaluated the 9 blinded submissions and accomplished this task in a timely fashion. Special thanks also to Jennifer Mouney (TOPSAIL HS), Andrea Feeney (DIXON HS) and Shannon Grable (PENDER EARLY COLLEGE) who coordinated the application process at the 3 area high schools. Thank you emails have been sent.

2. The scholarships are awarded to the following students:

First Place --- Christopher Spillane --- \$4000.00 Topsail HS *LEGO Stop Motion Animation --- The Battle of Moore's Creek*

Second Place Tie --- Matthew Mills --- \$3000.00 Dixon HS *History and Impact of the Jacksonville USO --- Essay*

Second Place Tie --- Bailey Wells --- \$3000.00 Topsail HS *The Battle of Moore's Creek --- Poem and Explanation*

3. The scholarship awardees were informed by their high school coordinators and me. The 6 contestants who did not win awards received a letter from me praising them for the quality of their entrees and thanking them for their time, interest and enthusiasm in submitting entrees to our contest.

4. An email was sent to those that won the awards outlining the expectations for their contest presentations on our monthly luncheon on May 14th . I told them they know I would be back to them if the luncheon was cancelled due to the COVID-19 pandemic. I attached an award acceptance form that they could sign and mail, if the luncheon would be canceled. As in past years the award will be sent directly to the College Business Office of their chosen college.

5. We need to make a decision at this month's virtual Board meeting if the May luncheon will be canceled or postponed.

Luncheon: Gaylene Branton

Luncheons have been well attended this year. Sept 124, Oct 89, Nov 124, Dec 88, Jan 84, Feb 98, Mar 99.

Most speakers have been well received.

Jingle Bell Ball: Jeff Wenzel

Rick Stidley has agreed to coordinate the onsite set up the week of the event.

Autumn with Topsail Festival: Rick Stidley

Continuing to plan with the hope there is not another round of the virus this fall. We currently have about 10K committed that's non-refundable if we are forced to cancel.

Membership: Janine Stidley

Total number of Memberships: 265 Keep in mind that this number reflects the total number of Memberships not the actual number of people in the HSTI, because some of these memberships include individuals, couples and families. This is an increase of 1 new membership.

Talos Level: 59 an increase of 1

Pirate Level: 123 (no increase)

Scotch Bonnet Level: 83 (no increase)

No outstanding membership forms, all names have been added as of 04/07/2020 into the Constant Contact Data System.

Note: Starting this month (April), any donations that come in for Membership, will be entered in the Constant Contact Data System, as 2020-2021 Memberships. I need the new form for the 2020-2021 Membership Year. Whoever has the on file, please email it to me and I will make any changes needed, I will also print a few hard copies to have on hand. I recommend that the 2020-2021 Membership cover letter be worked on and finalized, so it can be mailed out end of July or beginning of August (the sooner the better).

Luncheon Speakers: no report

Bingo: Rick Stidley

We are ready to go should the current situation change and we are allowed to gather. There is no up-front cost so other than the 20K we could lose in profit there is no additional financial issues

Trustees: Steve Smith

1. Training for New Video Kiosks was conducted. Additional training is on hold at this time due to COVID-19
2. Concrete path to ramp. This construction is complete and signed off for payment.
3. Have not order Warming Cabinet and Hot Plate. This was put on hold until COVID-19 operating issues are formalized and we understand our cash flow projection.
4. With the closure of museum operation no work has been done to determine the type of cash management system and equipment that might be used by the Museum.
5. When we are able to open Event Hall & Museum how we operate and clean will need to be reviewed to meet standards to prevent spread of viruses, etc. The issues of Social Distancing will also be considered in how we operate. This should include the setup of hand sanitizing stations.
6. Dave Stipe will be leading a review of our Emergency Procedures which will include a review of supplies we need to have on hand. This review will include the chemical makeup of cleaners we use to ensure they have concentration of ingredients that will kill viruses, mold, etc.
7. No additional work has been done on the facility maintenance operation manual. Do not expect this to restart until COVID-19 emergency orders are removed by State & Town.

Meeting adjourned at 10:10 AM.

Next meeting is May 14, 2020 at 9:30 AM and will be a virtual meeting.

Respectfully submitted,
Ann Tumblin
Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

March 12, 2020

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

Members in Attendance: Edna and Steve Smith, Ann Tumblin, Rick Stidley, Gaylene Branton, Gwen Ward, Michael Nelson, Albert Meyer, John Morris, Cecile Broadhurst, Dave Stipe, Rose Peters, Jeff Wenzel, Butch Parrish, Dave Stipe, Bobbie Morrison

Minutes: Ann Tumblin

Gaylene Branton moved and Michael Nelson seconded that we accept the minutes from February 13, 2020 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison

Treasurers report. Balances for period ending February 28, 2020

CBT checking.	\$ 36,402
CBT MM savings.	95,636
First Citizens checking	5,000
Ameriprise	108,608

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

Old Business

- A. Each committee chair needs to submit their budget for 2020-21.
- B. **Strategic Action Plan**
 1. Governance: Cecile Broadhurst
They are busy writing policy
 2. The Promotions committee met on March 9, 2020.
They are working hard to plan the 25th Anniversary of the Opening of the Museum with an evening Reception for Talos members, local dignitaries, and docents on April 3. The official opening of the museum on April 4 will include a variety of exhibits, food trucks, children's crafts. A budget of \$300 is projected with most of that going to new signage. Ft. Fisher has an anti-air craft traveling exhibit which we hope to use in the future. HSTI will have a booth at the Jacksonville Wedding Expo on March 14.
- C. **Distinguished Service Awards 2020:** We would like to review possibilities with focus on people who have been instrumental in HSTI in the past. Dave Stipe, Cecile Broadhurst, and Gwen Ward will present options to us. No report and Edna Smith will meet with them.
- D. Edna Smith thanked the committees for all their hard work.

New Business:

- A. There will be a request for docent volunteers as well as other volunteers going out on constant contact. Rick Stidley reported that he had several volunteers for Bingo after request for Bingo volunteers.
- B. Ann Tumblin will help Rose Peters with the wedding on March 14 from 3 – 5:30
- C. March 19: Town is hosting local and state government officials to review beach nourishment. They will be meeting in the Assembly Building. Museum is to be open from 9:30 – 3. John Morris will help Rose in the morning and Ann Tumblin will help in the afternoon.
- D. Mountain To Sea Meeting has been canceled but they donated the \$300 deposit to us. That will be used to defray cost of the 25th Anniversary of the Museum event.
- E. Covid 19 Implications for HSTI
 1. Butch Parrish moved and John Morris seconded that we cancel the April 9 luncheon and meeting. Motion passed.
 2. Bobbie Morrison moved and Albert Myers seconded that we postpone the 25th Anniversary of the museum. Motion passed.
 3. Rick Stidley moved and Butch Parrish seconded that we postpone the opening of the museum. Motion passed.
 4. Discussion about enhanced cleaning and sanitizing of the building after events.
 5. Butch Parrish moved and Albert Myers seconded that we refund money for anything that is canceled in the building during the covid-19 situation.
 6. Michael Nelson will change the phone menu to reflect the changes made.

7. Docent training will be postponed
 8. Board meeting will be done with an online program if necessary.
 9. Strategic action committees can meet via of phone or email.
 10. When we do open the museum, we need to be proactive if changes need to be made to follow CDC protocol.
 11. Edna Smith and Gaylene Branton will draft a letter to be sent by constant contact to our members regarding our decisions.
- F. Spelling Bee by PEP has not been canceled as yet. Donations are needed especially if the spelling bee is canceled.

Committee Reports

Assembly Building: Jean Chartier (written report)

We started our Lenten Luncheon Series this month. Our first wedding is on March 14. We will participate in Engaged Onslow, on March 14 to promote the Assembly Building. We shot a commercial and are collecting digital images to create a web presence.

RENTALS: Current Rentals: • 18 weddings • 3 birthdays • 2 reunions • 5 other • EAMC: 6 Lenten Luncheons, 4 covered dishes, 1 Christmas Luncheon • 6 Summer Education Days • 11 Bingo Days REVENUE: Projected Revenue from events - \$40,425 Town Contribution \$10,000, EAMC Contribution: \$2500 Total Projected Revenue (as of 2/12/2020) \$52,925

Museum: Rose Peters

Docent Training: March 30th: 10:00 to 12:00 p.m. and 2:00 to 4:00 p.m.

Janine Stidley and I met to discuss her new position. She is very enthusiastic

March 23, (Monday), tentative date for Docent Reception. (NOT CONFIRMED!)

March 10, 2020 - Visitors: 2

Donations: \$18.00

— Please note that these dates are postponed.

Docks: Butch Parrish

We have enough contracts in hand to realize \$12,000 in dock rent this year, barring any significant storm events. With inlet dredging underway, we should have a decent commercial season.

We currently have only 3 recreational slips available for the bulk of the summer.

I have to add some clamps to the dock water line, and finish equipping the small dock with a block & tackle to raise it when we have flooding. Still waiting on warm weather.

Education: Albert Meyer

1. 9 scholarship contest submissions were collected on February 25th; 5 from Topsail HS, 4 from Dixon HS. There were no submissions from Pender early college.
2. 8 of the 9 were sent electronically to our 5 volunteer judges to score the submissions and return it to me by March 25th. At this time all submissions will be scored and winners will be announced to the faculty advisors at the 2 High Schools.
3. One of the submissions was a LEGO movie, depicting the Battle of Moore's Creek. Several of the judges had trouble opening this up on their computers. I have the submission on a thumb drive (MSB port) and offered to show it to them on my computer after the March 12th HSTI Luncheon. I will have the Thumb Drive at the March 12th Board Meeting and would like 2 minutes (actually 1 minute 47 seconds) of the Board's time to project this LEGO movie, to showcase the quality of the work submitted.
4. I would like input from the Board at our March 12 meeting about the process of scholarship selection. I would like to review the scoring of the judges and the entire student application myself, then make recommendations to the Board President on the numbers of recipients and amounts. Any question or debate about the selection or amounts might entail further discussion with responsible parties. After I obtain Edna's and the group's endorsement, I would like to inform the High School faculty advisor's of the winners and prepare for the presentation of the awards on May 14th at our monthly luncheon. I realize this is different from the way it was done in the past. I have designed the process with the idea of maximizing objectivity and minimizing confusion.
5. We have arranged 6 presentations for the summer Aquarium Program starting with "Jellies" on Wednesday June 24th and running for 8 programs ending Wednesday August 5th (excluding Wednesday July 8th). The invoice of \$1562.10 was sent to Treasurer Bobbie Morrison. Edna Smith informed me that Ms. Morrison would send the check to Kristin Holloman-Noe for that amount.

Luncheon: Gaylene Branton

We have 91 for luncheon today and 8 for program only.

Jingle Bell Ball: Jeff Wenzel

I have confirmed the following people will serve (many continuing to serve) the Jingle Bell Ball in the following capacity:

Chairman: Jeff Wenzel

Advertising, Invitations, Decorating, and Food: Janine Stidley, Gaylene Branton, Edna Smith (Food)

Treasurer, DJ, and Reservations: Michael Nelson

Beverage: Bill & Ann Tumblin

Setup and Takedown: Rick Stidley

Autumn with Topsail Festival: Rick Stidley

Still pushing forward. First organizational meeting June 22.

Membership: Janine Stidley

Total number of Memberships: 264 Keep in mind that this number reflects the total number of Memberships not the actual number of people in the HSTI, because some of these memberships include individuals, couples and families. This is an increase of 5 memberships.

Talos Level: 58 an increase of 1

Pirate Level: 123 an increase of 2

Scotch Bonnet Level: 83 an increase of 2

No outstanding membership forms, all names have been added as of 03/10/2020 into the Constant Contact Data System.

Note: In February 2020 HSTI received an additional donation to the Historic Assembly Building Restoration Fund, in the amount of \$20.00. A Donation Thank-You note has been mailed.

Luncheon Speakers: no report

Bingo: Rick Stidley

Bingo is just about all set for this year. A few small details to finish up and we will be ready to go. Still receiving messages about members volunteering to help. We will have plenty of help.

Path to Ramp: Steve Smith

Completed.

Meeting adjourned at 10:30 AM.

Next in person meeting May 14, 2020 at 9:30 AM

Respectfully submitted,

Ann Tumblin

Recording Secretary

HISTORICAL SOCIETY OF TOPSAIL ISLAND

Board Meeting Minutes

May 14, 2020 Virtual Meeting

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

Members in Attendance: Edna and Steve Smith, Ann Tumblin, Gaylene Branton, Michael Nelson, Albert Meyer, John Morris, Cecile Broadhurst, Rose Peters, Bobbie Morrison, Dave Stipe, Butch Parrish, Jean Chartier, Bobbie Morrison.

Minutes: Ann Tumblin

John Morris moved and Michael Nelson seconded that we accept the minutes from April 9, 2020 meeting. Motion passed.

Treasurer's Report: Bobbie Morrison

Treasurer report.....ending April 30, 2020

Checking CB.	\$ 32,048
Checking FC.	5,000
Savings CB.	95,689
Investment.	105,603

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

Old Business

A. Strategic Action Plan

1. Governance: Cecile Broadhurst
2. The Governance Committee conducted a virtual meeting on Thursday, May 7. The focus of the meeting was the completion of the Governing Policies and Procedure Manual. A special thanks was given to Michael Nelson for completing the Financial Policies and Procedures Section. It was noted that in general good progress has been made on the Manual which is nearing completion. Two of the larger sections, the Collections Policies (Museum) and the an update of the Disaster Preparedness Plan will be worked on this summer. It is anticipated by this fall the Manual will be completed. Thanks to all involved in this process.
3. Promotions: John Morris.
Video is running. We need to maintain a sense of presence in our community. If you are on Facebook, go and become friends with various HSTI programs.

B. **Distinguished Service Awards 2020:** The board will be taking a vote of these awards via of email.

C. Covid 19

1. Bingo: Committee sees no way to safely do bingo. Dave Stipe moved and John Morris seconded to cancel Bingo for summer of 2020. Motion passed.
2. Museum: very difficult to maintain standards of phase 1 and 2 in such a small space. Rose Peters announced that it would be difficult to get docents this summer. Museum will close until further notice. Rose and Janine can still be working on ways to possibly reach the public through videos, virtual games, etc.
3. Aquarium Program: The Aquarium is willing to hold our payment of \$1500 toward 2021. Albert Meyer moved and Bobbie Morrison seconded to cancel the Aquarium program for summer of 2020. Motion passed.
4. Assembly Building:
5. We rescheduled/cancelled all booking through the end of May.

June events received a certified letter stating that we are following the Governor's direction.

We issued one refund (\$500) due to COVID

We have one new 2021 rental (\$500 deposit received)

Cleaning: Committee of Edna, John, Butch and Dave will discuss. Steve will send information on protocols. Jean has confirmed with Angie's Cleaning that they are using the correct cleaning chemicals and following the guidance issued. There is no additional charge for this.

We need to determine proper cleaning of tables and chairs post-event. In the past, renters have wiped down and returned to storage. We now need to clean all tables and chairs with appropriate cleaners. I've requested a quote from Angie.

We are receiving calls for 2021 but are waiting for phase 2 to show the building. After we receive information about the cleaning protocol we need to do, we will revisit adding extra fee to contract for appropriate cleaning.

— **New Business:**

John Morris was installed as President by Gwen Ward. We do need a Vice President.

— **Committee Reports**

Museum: Rose Peters

Rose is reviewing government management report sent by Cecile and the Governance Committee.

Docks: Butch Parrish

We have collected \$4100 in rental income since January, most of which is for summer rentals. I expect to collect about \$1900 more, bringing our annual total to \$6000.

Education: Albert Meyer

1. All scholarships awardees have been informed. They have all completed power point presentations available now in our library. Award parchments are being created and will be sent to the awardees for display purposes. Discussion was held about putting the awardees powerpoints on our website. We need to discuss approval with the students.

2. The NC Aquarium has agreed to use payment received for 6 weekly presentations during the summer of 2021, if this summer's program is cancelled.

Jingle Bell Ball: Jeff Wenzel

The address for Jingle Bell Ball bank statements has been changed. They are now being sent to Jeff Wenzel's home.

JBB Balance (account with Coastal Bank & Trust): \$939.76

Autumn with Topsail Festival: Rick Stidley

I remain optimistic but it's just too soon to tell what the situation will be like 5 months from now. We have already paid all the required deposits so it's just a waiting game from here forward.

— **Membership:** Janine Stidley

No New Memberships

Total number of Memberships: 265

Talos Level: 59

Pirate Level: 123

Scotch Bonnet Level: 83

No outstanding membership forms, all names have been added, as of 05/13/2020, into the Constant Contact Data System.

The updated HSTI 2020-2021 Membership cover letter and Form need to get approved, so that they can be sent out this summer, the sooner the better.

The letter has been approved and now our new president needs to sign and they will be mailed late May or early June.

Luncheon Speakers: no report

Bingo: Rick Stidley

Canceled for 2020 summer.

Meeting adjourned at 12:00 Noon.

Next meeting is TBA

Respectfully submitted,

Ann Tumblin

Recording Secretary

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