

**Monhegan Historical and Cultural Museum Association**  
**Board of Trustees Meeting**  
**DRAFT MINUTES**

**Thursday, May 20, 2021**

**Present:**

- **Officers:** President, Edward Deci; Vice President & Secretary, Susan Bateson; Treasurer, Elena Henry
- **Trustees:** Adam Blumenthal, Will Coleman, Lauren Gastón, Mary Kordak, Mandy Metrano, Jessica Nicoll, and Earle Shettleworth
- **Staff:** Director and Chief Curator, Jennifer Pye

**Not in attendance:** Dan Broeckelmann, James O’Gorman

**Materials Sent in Advance of Conference Call** (listed in order of discussion)

1. Minutes of the last quarterly teleconference of the Board of Trustees – February 18, 2021
2. Recommendations from Governance Sub-Group of the Fitzgerald Integration Working Group
3. 2021 Operating Results vs. Budget
4. Financial Reports as of April 30, 2021 (Balance Sheet, Profit & Loss Statement)
5. Statement of Investment Beliefs
6. Restatement of Bylaws
7. Fundraising results through May 5, 2021
8. Employee Handbook
9. Code of Ethics
10. Revised Board Committee Structure

Susan Bateson called the Zoom meeting to order at 1pm and noted attendance. The trustees approved the minutes from the last meeting of the Board of Trustees – February 18, 2021.

Ed Deci welcomed the trustees and thanked them for their engagement and work on various committees through the late winter and early spring. Ed noted that much has been accomplished, as evidenced by the numerous governance documents submitted for review and approval at today’s meeting. Ed also displayed the plaque in honor of Earle Shettleworth for all of his support and contributions to the museum, gifted by Linda Bean, which will be placed in the History Room in the Keeper’s House.

Ed then discussed further changes with respect to the Fitzgerald Legacy. Ed acknowledged Bob Stahl’s outstanding work as Director of the James Fitzgerald Legacy for nearly 17 years, which included oversight of all aspects of the Kent/Fitzgerald Home and Studio and related collections, including the care of collections and of the physical plant, organizing exhibitions and educational activities related to the property and the artists who have worked there, opening the Kent-Fitzgerald House and Studio to the public and securing its successful application to the National Trust for Historic Preservation for inclusion of the museum and its Kent / Fitzgerald structures in their Historic Artists’ Homes and Studios program, and managing the Catalogue Raisonné Project. Bob also worked on numerous mission-critical projects related to the museum, including restoration of the lighthouse and the 2006 Conservation Assessment Program (CAP) grant.

As previously shared, in September 2020, Bob voluntarily relinquished his oversight responsibilities for the Legacy, which accounted for half of his original role. More recently, Bob elected not to participate in the Fitzgerald integration process, stating he would prefer to focus on overseeing ongoing work related to the catalogue raisonné project. Therefore, the Executive Committee decided to adjust Bob's title to better reflect Bob's continuing volunteer role; Bob's new title is "Director of the James Fitzgerald Catalogue Raisonné Project." In light of this change, the Governance Sub-Group of the Fitzgerald Integration Working Group met and has proposed several recommendations included in the "Recommendations from Governance Sub-Group" document sent in advance of the meeting. Several questions from Board members were raised – concerning the proposed additional VP role on the Executive Committee and the ultimate objectives of "integrating" the Fitzgerald Legacy" – and answered. The Board endorsed the recommendations from the Fitzgerald Governance Sub-Group.

### **Director's Report**

Jenn Pye provided a verbal report and update on museum operations over the previous three months. Highlights of activity included:

- 2021 Operating Results vs. Budget, which are excellent
- Plans for the 2021 Season, including the changing pandemic protocols and hours of the Kent/Fitzgerald Studio
- Opening online of museum's new virtual exhibition: *Postwar Modernism on Monhegan*

### **Treasurer's Report**

Elena Henry discussed the financial reports as of April 30, 2021, including both the Balance Sheet and Profit & Loss Statement. The financial health of the museum continues to be very strong.

### **Updates from Board Committees and Working Groups**

The **Finance Committee** has begun deliberations with our investment advisors concerning improvements to increase the transparency of our investments and making socially responsible investments that are consistent with the museum's values (environmentally-sensitive, culturally-sensitive, etc.). Adam is taking the lead on this issue and, together with the Executive Committee, crafted a "Statement of Investment Beliefs" that we propose be used to guide strategic-, operational-, and investment-related decisions for the museum. The Board approved the Statement of Investment Beliefs submitted in advance of the meeting.

The **Nominating and Governance Committee** continues its efforts to identify and recruit at least five candidates to fill open trustee positions come August. The Board approved the Restatement of the By-Laws submitted in advance of the meeting.

Will & Mandy discussed the recent activities of the **Program Committee**, including the virtual events that have taken place since our last Board meeting:

- Museum Zoom Trivia Night on 2/26
- *Pathless Woods and Lonely Shores: The Monhegan Art and Photography of S.P. Rolt Triscott* with Earle Shettleworth on 3/16
- *At Home and Abroad: The Maine National Guard in World War II, 1941-1945* with Captain John Bratten on 5/18

Laureen discussed the results of the work of the **Membership & Development Committee**,

including the annual appeal letter and fundraising results provided in the report sent in advance of the meeting. Fundraising results remain good.

**Collections Committee and Collections Policy:** We do not expect to convene this committee and start work on the collections policy until later in the summer, pending further discussions with and progress of the Fitzgerald Legacy Committee.

**Employee Handbook / Personnel Policies Working Group:** The Board approved the Employee Handbook submitted in advance of the meeting, subject to completing a final review to ensure gender neutrality. (Subsequently done.)

**Code of Ethics Working Group:** The Board approved the Code of Ethics submitted in advance of the meeting.

### **Other Business and Updates**

Susan called the Board's attention to the Revised Board Committee Structure document sent in advance of the meeting, noting the adjustments since the structure was approved at the November 2020 Board meeting.

Ed took the floor again to discuss his decision to step down from his role as President of the Board position at this year's (2021) August Annual Meeting. This transition will take some further thought on the part of the Executive and Nominating & Governance Committees since Susan, who has served as Vice President since 2016, decided not to stand for nomination to the President's position in favor of someone with deeper connections to the Monhegan community. Ed expressed hope that we will have a recommendation for the Board and our Members to consider at the August Annual Meeting.

There being no other business, the meeting was adjourned at 2:30pm.

Respectfully submitted,  
Susan Bateson  
Vice President & Secretary

**NEXT MEETING: August 19, 1 to 2:30pm;** Annual Meeting of the Membership & Board – by Zoom and possible in-person option