

Danbury Museum & Historical Society Authority

**June 8, 2023 BOARD MEETING
Thursday, at 5:00 PM
In Huntington Hall**

1. Welcome
2. Presidents Report- review minutes from 5/2023.
3. Finance Report- review report
4. Directors Report
5. Old Business
 - A. Social Media update continued
 - B. 250th Anniversary discussion
 - C. Fundraisers/events
6. New Business
7. Adjournment

NEXT MEETING: July 13, 2023 at 5:00pm in Huntington Hall.

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DANBURY TOWN CLERK

2023 JUN -7 A 11: 06

BY: *Kc*

Danbury Museum and Historical Society Authority
Amber Room
Meeting Minutes – May 11, 2023

In compliance with Connecticut General Statute § 1-225, these minutes are being provided for informational purposes and are subject to approval of the Danbury Museum & Historical Society Authority Board of Trustees at its next regular meeting.

In attendance were, Marian Hesemeyer, James Beschle, Brigid Guertin (DMHS), Paul Valeri, Bob Young, Geoff Herald, Bob Doyle, Roberto Alves, Elizabeth Hudson and Doug Polistena

Members not in attendance: Brandon Whitfield

FDMHS Board members in attendance: Ed Siergiej, Tom Valluzzo, Kathy Ehli, Joan Saplio and Joretta Kilcourse

President Report: Board President Geoff Herald called the meeting to order at 5:06 pm

Geoff Herald asked for a motion to accept the minutes from the April meeting.

A motion to accept the minutes from the April meeting was made by Paul Valeri and seconded by James Beschle, all in attendance voted to accept the meeting minutes in a unanimous vote.

Finance Report: Bob Doyle went over the Museum's financials and let the board know that they are reviewing all the numbers and looking for quotes to reduce expenses.

Members of the board are concerned that the museum is paying for maintenance, insurance and an audit for city property, all of which are legitimately expenses to be borne by the City not the Museum. This means we are fund raising to pay employee salaries which are inadequate compensation for the work they do. There are concerns by the board of why our employees cannot be covered by the City health insurance plan as it is clearly too expensive for us on our extremely limited budget to insure them through the board and the museum.

A motion to accept the Financial Report was made by Elizabeth Hudson and seconded by Bob Young, all in attendance voted to accept the financial report in a unanimous vote.

Executive Director's Report: Brigid Guertin requested that the 250th anniversary agenda item be moved from old business to the ED report, all in attendance agreed to this change.

250th Anniversary – Brigid Guertin asked for a motion to have her write a letter to the City Mayor and City Council on behalf of the Museum Board requesting a 250th Anniversary commission be formed. Bob Young made the motion and Roberto Alves seconded, all in attendance voted in favor of the motion in a unanimous vote.

Brigid informed the Board that the CT Cultural Commission will have available funds in June and she will be requesting money to redo the Museum in the Streets panels. This will take about 2 years to complete and will make a nice kick off for the 250th celebrations.

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DANBURY TOWN CLERK

2023 JUN 11 A 11:07

BY: KC

250th Anniversary – Brigid Guertin asked for a motion to have her write a letter to the City Mayor and City Council on behalf of the Museum Board requesting a 250th Anniversary commission be formed. Bob Young made the motion and Roberto Alves seconded, all in attendance voted in favor of the motion in a unanimous vote.

Brigid informed the Board that the CT Cultural Commission will have available funds in June and she will be requesting money to redo the Museum in the Streets panels. This will take about 2 years to complete and will make a nice kick off for the 250th celebrations.

The May 13th concert at the Ives House is all set. The panels for the Museum's outside summer exhibit have been ordered. The Huntington Hall indoor exhibit will be "The Art of Photography Danbury..." and will run from June-August.

Planning for school programs is being discussed.

The museum will have (3) College and (1) High School interns this summer.

There was a discussion about the Old Jail where we have material collections. We now have access to the collection but the integrity of the collection is still not secure.

Old Business:

Social Media – We had over 170,000 interactions in April. The website has been updated and there is more traction on the site.

Fundraisers/Events – There will be a Barbeque on June 30th as a fundraiser. Music events at the Museum are being planned. A Music program in cooperation with the Music Center to be held at the Ives House in May 13th. *Thank you Jim Beschle for the loan of the tent.*

New Business:

Authority Board Elections: Board President thanked everyone on both Boards along with the employees at the Museum for all they do.

All the current Board Members stated they were willing to continue in their positions. Everyone present agreed to the current board continuing for the next year. A motion was made by Roberto Alves to have the board secretary cast one vote to approve the slate of Authority Board Officers and James Beschle seconded, all in attendance voted in favor of the motion in a unanimous vote.

Board secretary cast one vote to approve the slate of officers.

Authority Board Officers are:

President: Geoff Herald Vice President: Elizabeth Hudson

2nd Vice President: Bob Young

Treasurer: Bob Doyle Secretary: Marian Hesemeyer

Meeting was adjourned at 5:50 pm with a motion by Liz Hudson and seconded by Bob Doyle.

The next meeting of the Board will be June 8th at 5:00 pm at the Huntington Hall.

Respectfully submitted,

Marian Hesemeyer

DM | DANBURY MUSEUM & HISTORICAL SOCIETY

May 26, 2023

Mr. Vinnie DiGilio
City Council President
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Dear Council President DiGilio,

On behalf of the Danbury Museum Board of Trustees, we ask that you might turn yours and the council's attention to a potential discussion regarding prospective updates and changes to the ordinance outlining the creation, powers, and responsibilities of the Danbury Museum & Historical Society Authority. Specifically, and after much deliberation on the board level, the Danbury Museum Board of Trustees hope to have the opportunity for further discussion regarding the following changes.

CURRENTLY:

Sec. 13A-61. Creation; powers and responsibilities.

(b) (1) To administer, operate and maintain Museum properties, including all structures;

(b) (2) To contract and be contracted with in order to administer, operate, and maintain said Museum;

(b) (8) To appoint or dismiss an executive director and to adopt an annual budget for the administration of the Museum under the overall direction of the Authority, the fiscal year of said budget to commence on October 1 of each year.

SUGGESTED CHANGES:

Sec. 13 A – 61. Creation; powers and responsibilities.

(b) (1) (rev.) To administer and operate Museum properties, including all structures;

(b) (2) (rev.) To contract and be contracted with in order to administer and operate said Museum;

(b) (3) (new) The City of Danbury will assume the expenses or provide the services to maintain said Museum. These expenses and/or services will include, but not be limited to, utilities, insurance, telephone, alarm, trash removal, cleaning, general maintenance, emergency maintenance, sewer and water, 20 hours of staffing time, and the City mandated audit.

(b) (8) (rev) To appoint or dismiss an executive director and to adopt an annual budget for the administration of the Museum under the overall direction of the Authority, the fiscal year of said budget to commence on July 1 of each year.

Thank you for your consideration of these matters.

Most sincerely,

A handwritten signature in cursive script that reads "Brigid Guertin". The signature is written in black ink and is positioned below the typed name.

Brigid Guertin,
Executive Director, Danbury Museum & Historical Society Authority

**2022-23 DMHSA BUDGET TO ACTUAL
AS OF MAY 31, 2023
(92% of fiscal year)**

	7/31/22 ACTUAL	8/31/22 ACTUAL	9/30/22 ACTUAL	10/31/22 ACTUAL	11/30/22 ACTUAL	12/31/22 ACTUAL	1/31/23 ACTUAL	2/28/23 ACTUAL	3/31/23 ACTUAL	4/30/23 ACTUAL	5/31/23 ACTUAL	YTD TOTAL	% OF 2022-23 BUDGET	2022-23 BUDGET
INCOME														
FDMHSA	\$ -	\$ 7,528.32	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 24,516.13	\$ -	\$ 15,000.00	\$ 47,044.45	104.54%	\$ 45,000.00
City of Danbury	\$ 44,975.00	\$ -	\$ -	\$ 44,975.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,950.00	100.00%	\$ 89,950.00
AARPA funds						\$ 72,770.51					\$ 9,224.49	\$ 81,995.00	0.00%	\$ -
Misc income														
Royalty, Research, Archive support	\$ 85.00	\$ 125.00	\$ 77.96	\$ 15.00	\$ 55.00	\$ 34.25	\$ -	\$ 224.00	\$ 125.00	\$ -		\$ 741.21	37.06%	\$ 2,000.00
Direct Public Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 1,000.00
Rentals	\$ 900.00	\$ 1,200.00	\$ 900.00	\$ 1,100.00	\$ 2,400.00	\$ 1,400.00	\$ -	\$ 1,800.00	\$ 550.00	\$ 1,200.00	\$ 1,350.00	\$ 12,800.00	103.23%	\$ 12,400.00
School Programs			\$ -				\$ -		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Summer Camps			\$ -				\$ -		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Grants/Donations/PPP	\$ 5,014.00	\$ 5,496.00	\$ 199.00	\$ 566.00	\$ 217.00	\$ 221.00	\$ 80.00	\$ 10.01	\$ 225.00	\$ 1,889.00	\$ 1,500.00	\$ 15,417.01	308.34%	\$ 5,000.00
Revenue Total	\$ 50,974.00	\$ 14,349.32	\$ 1,176.96	\$ 46,656.00	\$ 2,672.00	\$ 74,425.76	\$ 80.00	\$ 2,034.01	\$ 25,416.13	\$ 3,089.00	\$ 27,074.49	\$ 247,947.67	159.61%	\$ 155,350.00
EXPENSES														
Payroll	\$ 9,811.92	\$ 11,371.49	\$ 11,918.69	\$ 11,490.35	\$ 17,733.87	\$ 12,197.41	\$ 23,519.93	\$ 9,722.67	\$ 9,099.21	\$ 12,666.85	\$ 18,693.07	\$ 148,225.46	109.80%	\$ 135,000.00
Utilities (electric, gas, water)	\$ 341.00	\$ 1,485.33	\$ 1,434.82	\$ 1,303.93	\$ 1,628.80	\$ 2,153.43	\$ 2,617.48	\$ 2,443.28	\$ 3,048.92	\$ 2,356.59	\$ 1,449.07	\$ 20,262.65	135.08%	\$ 15,000.00
Insurance	\$ 5,803.90	\$ 242.20	\$ 2,764.50	\$ 242.20	\$ -	\$ 2,973.70	\$ -	\$ -	\$ 2,741.50	\$ -	\$ -	\$ 14,768.00	98.45%	\$ 15,000.00
Telephone	\$ 912.25	\$ 791.04	\$ 1,690.59	\$ 1,093.70	\$ 1,131.66	\$ 1,131.66	\$ 1,150.98	\$ 1,151.88	\$ 1,151.97	\$ 1,151.97	\$ 1,151.38	\$ 12,509.08	95.49%	\$ 13,100.00
Accounting fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117.32	\$ -	\$ -	\$ 117.32	1.07%	\$ 11,000.00
Archive Expenses	\$ -	\$ 337.65	\$ 200.00	\$ 398.98	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 283.57	\$ 200.00	\$ 2,420.20	80.67%	\$ 3,000.00
Copier	\$ 204.90	\$ 339.42	\$ 310.18	\$ 310.18	\$ 322.15	\$ 322.15	\$ 322.15	\$ -	\$ 644.30	\$ 322.15	\$ 322.15	\$ 3,419.73	97.71%	\$ 3,500.00
General Maintenance	\$ 639.72	\$ 385.06	\$ 765.17	\$ 764.77	\$ 538.51	\$ 300.00	\$ 313.00	\$ 149.75	\$ 595.93	\$ 194.06	\$ 915.40	\$ 5,561.37	158.90%	\$ 3,500.00
Alarm	\$ 2,181.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850.00	\$ -	\$ -	\$ 3,031.00	144.33%	\$ 2,100.00
Exhibit Expense	\$ 600.86	\$ -	\$ -	\$ -	\$ 638.10	\$ -	\$ -	\$ 90.40	\$ -	\$ -	\$ -	\$ 1,329.36	44.31%	\$ 3,000.00
Garbage	\$ 170.36	\$ 167.79	\$ 165.43	\$ 484.08	\$ 166.92	\$ 179.90	\$ 176.06	\$ 323.42	\$ 173.07	\$ 170.71	\$ 170.71	\$ 2,348.45	117.42%	\$ 2,000.00
School Re-enactment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Summer Camps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Rental house repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Other Expenses	\$ 818.53	\$ 569.78	\$ 551.31	\$ 846.10	\$ 711.64	\$ 712.33	\$ 407.11	\$ 1,251.29	\$ 652.00	\$ 338.11	\$ 1,072.62	\$ 7,289.72	242.99%	\$ 3,000.00
Expense total	\$ 21,484.44	\$ 15,689.76	\$ 19,800.69	\$ 16,934.29	\$ 23,071.65	\$ 19,529.48	\$ 28,706.71	\$ 15,332.69	\$ 19,274.22	\$ 17,484.01	\$ 23,974.40	\$ 221,282.34	105.78%	\$ 209,200.00
NET INCOME/(LOSS)	\$ 29,489.56	\$ (1,340.44)	\$ (18,623.73)	\$ 29,721.71	\$ (20,399.65)	\$ 54,896.28	\$ (28,626.71)	\$ (13,298.68)	\$ 6,141.91	\$ (14,395.01)	\$ 3,100.09	\$ 26,665.33		\$ (53,850.00)

Notes:

1. The Ives Renovation Project Salary paid by Authority will be reimbursed by the Friends of the Danbury Museum and Historical Society Authority from future donations from the Savings Bank of Danbury. Ives Renovation Project Salary total from July 1, 2020 thru March 2023 is \$38,991.63. The 2021-22 Ives Project salary was \$27,128.71. The 2022-23 Ives Project salary is \$9,663.90. The 2022-23 Ives Project salary is \$2,199.02.
2. AARPA funds were not in 2022-23 Budget. The funds were used for operating expenses.

\$ (117.32)