

# Danbury Museum & Historical Society Authority

**MEETING: MArch 12, 2019, 5:00 PM in HUNTINGTON HALL  
Danbury Museum - 43 Main Street Danbury, CT 06810**

- **Welcome**
- **Presidents Report, minutes**
- **Finance Report**
- **Executive Directors Report**
- **Fundraisers/Events/Programs**
- **FDMHSA- updates and fundraisers**
- **Old Business**
- **New Business**
- **Adjournment**

**NEXT MEETING: Thursday April 9, 2020, at 5PM in Huntington  
Hall, at the Danbury Museum, 43 Main Street, Danbury, CT.**

RECEIVED FOR RECORD  
DANSBURY TOWN CLERK

2020 MAR 11 1 P 4: 39

BY: 

**Danbury Museum and Historical Society Authority  
Huntington Hall  
Meeting Minutes – February 13, 2020**

*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, Geoff Herald, Paul Valeri, Marian Hesemeyer, Brigid Guertin (DMHS), Michele Amundson (DMHS), Mike Flanagan (FDMHS), Bob Doyle, Patrick Wells (DMHS), Doug Polistena, Elizabeth Hudson, Bob Young and Roberto Alves  
Members not in attendance: Brandon Whitfield, Dr. John Clark

**President Report:** Geoff Herald called the meeting to order at 5:07 pm and asked the board for any changes or corrections to last month's meeting minutes.

A motion to accept the minutes from January 9, 2020 meeting was made by Elizabeth Hudson and seconded by Bob Young, all in attendance voted to accept the January meeting minutes in a unanimous vote.

**Finance Report:** Bob Doyle informed the members of the Board that the new bookkeeper is working out. The Museum balance sheets were presented and the Hat City Ball fund raiser results were discussed. The Hat City Ball was successful and the money raised will be used to help cover the Museum's operational expenses.

A motion to accept the financial report was made by Roberto Alves and seconded by Doug Polistena, all in attendance voted to accept the financial report in a unanimous vote.

**Executive Director's Report:** Brigid Guertin reported that the Museum has been busier than expected between the Danbury Fair exhibit and the number of research requests. The response to the exhibit has been so enthusiastic that we will be keeping it up through November. The exhibit will be refreshed and changed over this time so that visitors have a new experience each time they come.

The decision has been made to increase the cost of the Museum field trips, offered to the area schools, to \$20.00 per student. The increase is due to the reduced funding for the Museum in the City Budget over the years. We need to be able to cover the cost of maintenance, repair, cleaning of historic buildings and program expenses incurred by the Museum for these programs. All the members of the Museum Board of Trustees accepted and supported this proposed increase.

Bob Doyle and Brigid Guertin opened a discussion in regards to the insurance expense covered by the Museum for the buildings, liability and the deductible our private insurance company will allow. The buildings and property belong to the City of Danbury and not to the Museum itself so it was agreed that the Board members will have a discussion with Mayor Boughton about this subject.

RECEIVED FOR RECORD  
DANBURY TOWN CLERK

2020 MAR 11 P 4:39

DY: JEC

**Fundraising Events & Programs:** Brigid Guertin presented potential change in our fund raising model. We will be rolling out a new corporate sponsorship program. There will be discussions with potential sponsors to give us the framework as to what this will be. This will also change the nature of the Hat City Ball, making it more of a friend raiser event.

**FDMHSA:**

**Old Business:**

**New Business:** Brigid Guertin explained to the Board that the few staff members (there are three) at the museum do all of the cleaning along with their other responsibilities. We will need to find money to hire a cleaning company as it isn't possible to keep the Historic buildings clean, with the increase in the number of visitors, researchers and volunteers. Brigid stated it was "a good problem" to have.

Geoff Herald opened a discussion in regards to Mayor Boughton's State of the City address in which he talked about a potential gift of \$5,000,000.00 for the maintenance of historic properties. This statement has caused confusion and has created difficulties for the Museum's fundraising efforts. Board members decided to discuss this with Mayor Boughton, to reach a point of clarity.

Geoff also informed the Board that we would be inviting City Council members and City Officials to the Museum. The reason for doing this is that it has become apparent they are not aware of the financial stress the Museum is under.


Liz Hudson motioned that the Board go into Executive Session to discuss a personnel matter, Bob Doyle seconded the Motion. Paul Valeri motioned that the Board come out of Executive session, Elizabeth Hudson seconded the motion.

Geoff also suggested that the Board should buy a Corporate Sponsored table at the next Hat City Ball.

Meeting was adjourned at 6:38 pm with a motion by Paul Valeri, seconded by Elizabeth Hudson.

The next meeting of the Board will be March 12, 2020 at 5:00pm, in the Huntington Hall at the Danbury Museum.

Respectfully submitted,



Marian Hesemeyer

**DMHSA 2019**  
**Profit & Loss**  
 July 2019 through June 2020

	Jul '19 - Jun 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>400 Authority Income</b>	
<b>410 Major Support</b>	
41001 City of Danbury Support	61,462.50
41003 FDMHSA - Support	60,100.00
41004 FDMHSA- Other	3,279.60
	124,842.10
<b>Total 410 Major Support</b>	124,842.10
<b>420 Donations/ Grants</b>	
42002 Grants, Fed, State- Rest.	1,000.00
42003 Donation Box	542.00
42004 Ind/Business - under \$250	100.00
	1,642.00
<b>Total 420 Donations/ Grants</b>	1,642.00
<b>430 Miscellaneous Income</b>	
43001 Archival Support - Storang	300.00
43002 Archival Support- Other	100.00
43003 Research/ Copier	133.00
43004 Royalty/ Licensing Income	692.83
43007 Tour	406.00
	1,631.83
<b>Total 430 Miscellaneous Income</b>	1,631.83
<b>460 Rentals</b>	
46001 Hunting Hall	2,073.00
	2,073.00
<b>Total 460 Rentals</b>	2,073.00
<b>465 School Programs</b>	
46503 Cursive Camp	1,050.00
	1,050.00
<b>Total 465 School Programs</b>	1,050.00
<b>Total 400 Authority Income</b>	131,238.93
<b>Total Income</b>	131,238.93
<b>Expense</b>	
<b>600 Authority Expenses</b>	
<b>630 Misc Expenses</b>	
63001 Archival Storage	2,806.66
63002 Archival Support other	18.84
63007 Business Expenses- lves I	1.00
63008 Exhibit Expenses	426.60
63009 Office Expenses	2,756.22
63010 Advertising	471.57
63011 Books and Subscriptions,	175.00
63012 Staff Development	1,685.00
63015 Program Other	1,287.86
	9,628.75
<b>Total 630 Misc Expenses</b>	9,628.75
<b>665 School Program Expense</b>	
66503 Cursive Camp Expense	557.41
	557.41
<b>Total 665 School Program Expense</b>	557.41

**DMHSA 2019  
 Profit & Loss  
 July 2019 through June 2020**

	Jul '19 - Jun 20
<b>670 Major Expenses</b>	
67001 Alarm Expense	2,085.00
67002 Copier expense- rent etc.	2,768.10
67003 Garbage Removal	1,673.41
67004 General Maintenance	2,213.46
67005 Comcast HH	2,972.10
67006 Comcast MA	867.02
67007 Comcast MT	617.18
67101 Water/Sewer Main St	177.82
67102 Water/ Sewer- MT	140.03
	13,514.12
<b>Total 670 Major Expenses</b>	<b>13,514.12</b>
<b>672 Utilities Electric</b>	
67201 EL 5111-347-8002	3,363.27
67202 EI 5191-347-8004	247.42
67203 EI 5122-347-8009	218.15
67204 EI 5108-577-8041	609.58
67205 EL 5122-877-8080	26.52
67206 EL 5141-877-8080	460.54
	4,925.48
<b>Total 672 Utilities Electric</b>	<b>4,925.48</b>
<b>673 Utilities Gas</b>	
67301 G 5799-060-0017	1,289.29
67302 G 5763-714-0047	633.75
67303 G 5784-527-8014	1,405.00
67304 G 5737-527-8017	678.37
67305 G 5706-577-8045	1,887.03
67306 G 5752-108-8070	1,631.89
67307-5718-699-8001g	274.81
	7,800.14
<b>Total 673 Utilities Gas</b>	<b>7,800.14</b>
<b>674 Insurance</b>	
67401 Package - 035823165	8,912.94
67402 WC - 071718467	2,361.92
67403 Auto - 073522944	861.78
67404 Umbrella - 079834660	1,260.16
67405 D&O, Employ - 081532089	2,393.00
	15,789.80
<b>Total 674 Insurance</b>	<b>15,789.80</b>
<b>Total 600 Authority Expenses</b>	<b>52,215.70</b>
<b>Payroll Expenses</b>	<b>99,068.79</b>
<b>Total Expense</b>	<b>151,284.49</b>
<b>Net Ordinary Income</b>	<b>-20,045.56</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
700 Contract Services / Other	
70001 Auditor	5,300.00
70002 Technology Upgrades	353.60
	5,653.60
<b>Total 700 Contract Services / Other</b>	<b>5,653.60</b>
<b>Total Other Expense</b>	<b>5,653.60</b>
<b>Net Other Income</b>	<b>-5,653.60</b>
<b>Net Income</b>	<b>-25,699.16</b>

**DMHSA 2019**  
**Balance Sheet**  
 As of March 9, 2020

	Mar 9, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>100 Asset</b>	
11001 Peoples United Museum in	6,171.25
11002 Union Savings Bank	46,897.14
<b>Total 100 Asset</b>	53,068.39
<b>Total Checking/Savings</b>	53,068.39
<b>Total Current Assets</b>	53,068.39
<b>Fixed Assets</b>	
<b>120 Fixed Assets</b>	
12001 Acc. Dep.	-882,039.03
12002 Build/Improv/Land	1,480,973.14
12003 Equipment Asset	26,015.96
12004 Furniture and Equipment	28,109.97
12005 Land	128,790.00
<b>Total 120 Fixed Assets</b>	781,850.04
<b>Total Fixed Assets</b>	781,850.04
<b>TOTAL ASSETS</b>	834,918.43
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
11003 Accounts Payable	80.60
<b>Total Accounts Payable</b>	80.60
<b>Other Current Liabilities</b>	
<b>200 Liabilities</b>	
<b>210 Current Liabilities</b>	
21003 Payroll Liabilities	1,004.13
<b>Total 210 Current Liabilities</b>	1,004.13
<b>Total 200 Liabilities</b>	1,004.13
<b>Total Other Current Liabilities</b>	1,004.13
<b>Total Current Liabilities</b>	1,084.73
<b>Total Liabilities</b>	1,084.73
<b>Equity</b>	
<b>300 Equity</b>	
<b>310 Equity</b>	
31001 Contribution Capital	781,350.04
31002 Rest. for Women's Club	500.00
31003 Temp Restricted for Garde	466.88
31004 Temp Restricted for Ives	17,554.95
31005 Temp Rest for Software	2,060.00
31006 Unrestricted Net Assets	61,638.03
<b>Total 310 Equity</b>	863,569.90
<b>Total 300 Equity</b>	863,569.90

4:32 PM

03/09/20

Accrual Basis

**DMHSA 2019**  
**Balance Sheet**  
**As of March 9, 2020**

---

	<u>Mar 9, 20</u>
Opening Balance Equity	-10,712.77
Retained Earnings	-1,400.47
Net Income	-17,622.96
<b>Total Equity</b>	<u>833,833.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>834,918.43</u></u>