

## **Newark Historical Society Board of Directors Meeting Tuesday, September 12, 2023**

Present: Laura DelPercio, Theresa Hessey, Kyle Hitchens, Josh Shannon, Kaitlyn Tanis, Mary Torbey, Will Webber

Absent: Earnie Davis, Carolyn Palo

Call to order 7:16 PM

**August Minutes**—Motion to approve by Will, Seconded by Laura. All in favor.

**Treasurer's Update**—See report. Netfirms charge will be reimbursed.

### **Museum Update**

Plastic Containers from State of DE—See Mary's email on 9/11/2023

Kit Fluker from UD visited to discuss issues related to moving materials from the museum for renovations.

Mary suggests pausing accepting artifact donations. Motion to approve by Josh. Seconded by Will. All in favor.

### **Special Events**

#### **Annual Membership Meeting**

Mary has contacted the Newark Senior Center and reserved a larger room that seats 100 for December 4. Jim Jones will do a lecture on Lewis Handloff's Main Street including slideshow.

#### **5k for 2024**

Founders' Day may not be possible because of renovation. Will have 5k on Saturday April 6<sup>th</sup>. Theresa will email Nic about organizing.

### **Website**

Thanks to Josh, Mary, and Kyle for helping to finish the website. Josh, Mary, and Theresa will get trained on updating the website. Reach out to Kaitlyn if you notice any problems/omissions

### **New Brochures / Business Cards**

We're almost out of brochures and business cards. Will do another trifold with updated website add some photos of exhibits and separate P.O. box and physical location. Kaitlyn will price at Staples. Image for business cards is the newer design.

### **Collection Assessment**

Option to move smaller stuff ourselves or moving company do everything. Each storage location has different pricing. Some are professional artifact/art. Will has a connection who may provide a discount. There is a question of how long material will need to be stored that we don't have an answer to. The company originally contacted to do the work has declined the project. Mary is already organizing the move. Kaitlyn will reach out to Kit Fluker to discuss additional details. Theresa will reach out to Jan Broske to help with art objects.

### **Update from the City**

Jeff is still waiting for the environmental report. City is opening bidding for construction company. Jeff created a draft lease. Previous lease was no longer valid. This draft includes language similar to that of Middletown Historical Society. This would be a ten year lease term, with auto-renewal but reassessment every ten years. Lease would address parking and the rent that we pay would go toward a maintenance fund. The city is asking for an annual rent of \$2,000 that

could be paid in installments of \$166.67 due on the 1<sup>st</sup> of the month. We have no steady source of income and cannot guarantee that we will be able to afford the rent each year. Will will share attorney contacts with Kaitlyn to assess the draft.

Motion to adjourn by Mary, Seconded by Will. All in favor.

Meeting adjourned at 8:17 PM