



Whalehead Preservation Trust
Board of Directors Meeting
Whalehead Club, Corolla, NC
September 13, 2011

Meeting called to order at 1:30pm by President Jeanne Meiggs.

In attendance:

- **Officers** (3): Jeanne Meiggs, President; Sharon Twiddy, Vice President; Kimberlee Hoey, Treasurer
- **Board Members** (4): Allen Ives, Travis Morris, Gary McGee, Cliff Scott
- **Ex Officio** (0):
- **Commissioner Representative:** Butch Petrey
- **Guests** (1): Barbara Marzetti, CCA chair
- **Staff** (5): Jill Landen, Curator; Shannon O'Sullivan, Administrative & Marketing Manager; Gary Shuk, Maintenance Supervisor; Jenn Sweigart, Event Coordinator; Natalie Rondan, Membership Coordinator

Members not present: Andy Newbern, Josh Bass, Buck Thornton

Request for two additions to the agenda:

President Jeanne Meiggs requested that the following two items be added to today's agenda:

- **Resignation of Board Member Bill Richardson**
- **Personnel Issue and a Closed Session immediately following today's board meeting.**

MOTION: A motion was made to approve adding these items to today's agenda by Kimberlee Hoey; 2nd by Travis Morris. The motion was unanimously passed.

Item 1: Approval of Minutes

President Jeanne Meiggs presented the July 2011 minutes, attached to this meeting's agenda as Attachment A.

MOTION: A motion was made to approve July minutes, by Allen Ives; 2nd by Cliff Scott. The motion was unanimously passed.

Item 3: New Employee Introductions

Curator and acting Executive Director Jill Landen introduced two new Whalehead Club employees:

- Jenn Sweigart –Events Coordinator
- Natalie Rondan – Membership Coordinator & Administrative Assistant

Item 4: Treasurers Report

Treasurer Kimberlee Hoey presented the latest proposed budget FY 2012 amendments as follows:

Revenue:

<u>Acc't Code</u>	<u>From</u>	<u>To</u>
4318 RFB'11	\$100,000	\$133,798.03
4315 RFB'10	\$187,000	\$218,464.52
4350 OBC	\$ 43,365	\$ 43,626.20

Expense:

<u>Acc't Code</u>	<u>From</u>	<u>To</u>
7045 Capital Repair	\$150,000	\$165,974.93
7045 Exhibits	\$ 60,000	\$ 80,156.57
7045 Shoreline	\$ 70,000	\$ 72,672.03
7045 Merchant	\$ 30,000	\$ 32,318.75
7045 Master Plan	\$154,322	\$154,409.57
7047 Equipment	0	\$ 17,823.10
7045 Caretakers	\$ 77,000	\$ 83,229.60
7050 OBC	\$ 43,365	\$ 43,626.20

MOTION: A motion was made to approve these changes by Sharon Twiddy; 2nd by Cliff Scott. The motion was unanimously passed.

Treasurer Kimberlee Hoey presented the FY2011 June financial report, attached as Attachment B to this meeting's minutes.

ATTACHMENT A

Item 5: Organization & Development of Whalehead Club Staff

President Jeanne Meiggs presented the style and procedure for the reorganization of the Whalehead Club staff responsibilities. The staff met with Jeanne prior to the WPT Board to discuss this reorganization and submitted individual business plans to her recently. The chain of command and discussion benchmarks for the staff for FY 2011 were presented to the Board, attached as Attachment C of this meeting's minutes.

ATTACHMENT B

Item 6: Shoreline Stabilization – Gary Shuk

Maintenance Supervisor Gary Shuk presented information regarding shoreline stabilization as he and curator were able to find in researching the Executive Director files, computer, and interviews with contract staff. The board discussed the information presented. The following action items were assigned:

ACTION: WHC staff will continue to research the VHB CAMA permit issue.

ACTION: WHC staff will work on making Lynn Small our agent via official letter to CAMA for permit authorization

ACTION: The Board tabled the decision for monies to be allocated toward this project until the November 2011 WPT Board Meeting.

ATTACHMENT C

Item 7: Membership

Administrative and Marketing Manager Shannon O'Sullivan presented the current membership program. The board discussed reforming the Membership Committee, and ideas for promoting memberships in our local communities.

ACTION: Shannon O'Sullivan and Natalie Rondan will invite persons from within the community to join the reformed Membership Committee.

ACTION: Shannon O'Sullivan and Natalie Rondan will create new initiatives to solicit new members.

Item 8: Heritage Day

Event Coordinator Jenn Sweigart presented the Heritage Day flyer sent to every mailing address in Currituck County, attached as Attachment D to this meeting's minutes. She detailed the events and vendors attending the event and encouraged everyone to attend.

ATTACHMENT D

Item 9: Curator Report

Curator and acting Executive Director Jill Landen reported on the following topics:

- **Post Hurricane Irene Report**
 - Jill Landen reported that minor damage was experienced in and on the property as follows; a broken pipe in the residence basement allowed a small amount of water into the basement, though no damage was sustained. The boathouse experienced approximately 2 feet of water in the lower rooms, causing artifacts to become wet. There was no permanent damage as all items and rooms were able to be dried out. The motion detectors here were damaged by water and have been replaced. Much brush clearing had to be done on the grounds of the park.
- **Columbus Day weekend**
 - Jill Landen reported that Cycle NC had been coordinating with Edna and Diane Nordstrom to have the end of their Mountains to Coast weeklong cycling event end at Currituck Heritage Park. The agreement included allowing cyclists to park their cars and camp in the park the Friday before the beginning of the event (September 30). The cyclists will be picked up on Saturday, October 1 to be transported to the start of the event in Elkin, NC. The event will end in Currituck Heritage Park on Saturday, October 8th. The cyclists are allowed to camp at the Currituck Lighthouse grounds after the wedding has completed at 5pm. The wedding reception will be on the North Lawn. Coordination between all groups will be needed as the cyclists are coming in, the park is open for regular operating hours, and the wedding party and vendors will all need to know where to go.
- **Acquisitions**
 - Discussed potential acquisition of the "Derby Pets" Print for the library.
 - Local area foghorn

Item 10: Committee Reports

- **Events:** Cliff Scott reported that he met with Jenn Sweigart and discussed new events to be held at the Whalehead Club.
 - Jenn Sweigart asked the board for a motion to clarify that the board does not approve the execution of a Knight's Ball. She explained that the Event revenue expectations in the FY2012 budget include the Knight's Ball net revenue of \$10,000, yet it has been said that the board does not approve of the ball. Kimberlee Hoey explained that that the revenue can be raised in any way, and no approval is needed for determining how this revenue is raised; but NO Knights Ball is to be held, as interest wasn't there.
- **Small Area Plan:** Sharon Twiddy reported that the Currituck County Planning Board Small Area Plan for Historic Corolla area has been approved.
- **Finance:** Kimberlee Hoey stated that she needs another board member to participate on this committee.
- **Sustainability:** Gary McGee reported that this committee wishes to be part of the process to re-write to sustainability portion of the Executive Directors position.
- **CIPs:** Travis Morris reported that Bill Richardson reluctantly stepped down due to family health issue. President Jeanne Meiggs asks for board members to submit their suggestions for filling this vacancy via email to Travis within the next week.

Item 11: Adjourn

MOTION: A motion was made to enter into closed session by Gary McGee; 2nd by Kimberlee Hoey. The motion was unanimously passed.