

**MINUTES OF THE FRIENDS OF THE KAMINSKI HOUSE BOARD MEETING  
October 7, 2014**

The regularly scheduled monthly Board Meeting of the Friends of the Kaminski House was held Tuesday, October 7, 2014, at 5:15 PM at the Stewart Parker House, 1019 Front Street, Georgetown, SC.

Directors in Attendance: Elaine Waddell (President), Brett Phillips (Vice President), Kathryn Schwartz (Treasurer), Robin Gabriel (Executive Director), Mason Daley-Boyd, Frankie Hills, Kevin Jayroe, Marcia Kaminski, Nathan Kaminski, Legal Counsel.

Absent: Rebecca Lammonds, Susan Lumpkin

President Elaine C. Waddell called the meeting to order as Chairman and Robin Gabriel acted as Recording Secretary for the meeting. The meeting, having been duly convened, was ready to proceed with business at 5:11 PM. Minutes from the September 9, 2014 Board Meeting were approved on a motion from Ms. Daly-Boyd and a second by Ms. Schwartz with none opposed.

1. Executive Director's Report –
  - a. Ms. Gabriel reported that she had met with consultant Chris Volk to discuss a board training session. It was decided that WorkVolk will conduct a training session as a pre-retreat meeting so that all board members would better understand their role on a non-profit board. The training meeting will take place the afternoon of November 12<sup>th</sup> at the Stewart-Parker House (time TBD) and it is important for all board members to attend the meeting.
  - b. Ms. Gabriel reported that she has been working with the accountant on the 990 tax preparation form. Since it is the first time the FKH has had to file one, it will take longer to produce the paperwork. She requested that all board members send her the number of hours that they volunteered for board-related duties for both FY 2013-2014 and for 2012-2013.
  - c. Ms. Gabriel reported that the City of Georgetown did not have a termite contract for the Kaminski House and she received two estimates for termite treatment and continued coverage. She reported that the inspectors found no evidence of termites at the Kaminski House and that this was for preventative maintenance. Since this was an unexpected expense, it was not previously put into the budget and she requested clarification on how best to pay for the treatment. A discussion ensued, but no conclusions were made.
  - d. Ms. Gabriel reported that there are a lot of good things coming up on the museum's calendar. On Saturday, October 11<sup>th</sup> Barbara McCormick will be weaving baskets on the porch of the Kaminski House as part of the

Second Saturdays program. Later that same day, a members' party will be held at the Stewart-Parker House, followed by the final Made in the Shade Concert for the season, featuring Kevin Jayroe and the After 5 Band. On October 18<sup>th</sup> the museum will be featuring a new Commander's Tour the afternoon of the Wooden Boat Show Saturday. The mini-tour will feature Harold Kaminski's naval career and the boat-related artifacts in the house.

- e. Ms. Gabriel went over the Profit & Loss statement for September and stated that the FKH are on target for income for the month. She mentioned that there was a very tight budget for expenses and that the printing budget was looking to go over budget for the year due to special projects that had been proposed and were not initially envisioned when the budget was created. She asked for guidance on how best to account for these expenses and still stay on budget. A discussion ensued remarking on the need for a dedicated marketing budget in the future.
2. Treasurer's Report – Ms. Schwartz emphasized that the organization is on a tight budget for the year but that things are looking good. Mr. Phillips stated that he was uncomfortable with putting the expenses for the brick removal project in the Profit & Loss Budget Performance Report. Ms. Schwartz explained that all income and expenses related to the brick removal project were listed on the P&L Report under the Restoration Project Classification column. A discussion ensued and it was concluded that Mr. Phillips, Ms. Schwartz, and Ms. Gabriel should meet with the accountant to resolve this question.
3. Chris Miller's Resignation – Ms. Waddell reported that she had received a letter from Mr. Miller stating that he wished to resign from the FKH Board due to his personal schedule not allowing him to attend meetings. A motion was made by Mr. Phillips, with a second from Ms. Kaminski, to accept the resignation of Mr. Miller. None were opposed. Ms. Waddell will write Mr. Miller a thank you letter. A discussion ensued as to how best to fill the board vacancy left by Mr. Miller (his term is up in April 2017). Ms. Waddell appointed Ms. Hills and Mr. Phillips to serve as a nominating committee and encouraged board members to send in the names of prospective new board members.
4. Repair of the Kaminski House – Ms. Waddell reported that she had received the cost estimate for the repair of the Kaminski House clapboards from Huss, Inc. The price for phase 2 repairs (the clapboards) came to roughly \$107,750. The FKH have the funds to cover this work. Ms. Waddell reported that the SC Department of Archives and History Covenant Agreement has been signed by her and by the City Administrator and needs to be filed with the deed of the Kaminski House.

5. President's Report – Ms. Waddell sent her report via email before the actual meeting time and it is attached to these minutes. She added that she had met with Rick Martin from the City of Georgetown to walk through the Stewart-Parker House and inspect it for needed repairs. According to the City's lease agreement with the Colonial Dames of the United States in the State of South Carolina, the City is responsible for all repairs. The City gives the FKH some funds for maintenance of the SPH, but it is not enough to cover some serious architectural issues, including the repair of the handicapped lift. Ms. Waddell reported that she followed up her meeting with Mr. Martin with an email to the Mayor and the City Administrator.
  
6. Other Business –
  - a. Mr. Jayroe reported that he has discovered that many local groups have created performance guilds and he is rethinking how best to bring performances to the Stewart-Parker House and Kaminski House.
  - b. Ms. Waddell reported that she has gotten several suggestions asking that the board meetings go to every two months. Committees would meet more frequently. A discussion ensued and it was decided that no immediate action will be taken.
  - c. Ms. Kaminski requested that letters for solicitation and membership be reviewed by several board members before they are sent out to the public. Ms. Kaminski, Mr. Phillips, and Mr. Jayroe volunteered to serve as reviewers.

A motion to adjourn was made by Ms. Kaminski and seconded by Ms. Schwartz. The motion passed unanimously and the meeting was adjourned at 6:40 PM. The next regularly scheduled Board meeting will be held on **Tuesday November 11, 2014** at 5:15 PM at the Stewart Parker House.

Respectfully submitted by:

Robin Gabriel, Recording Secretary