

**MINUTES OF THE FRIENDS OF THE KAMINSKI HOUSE BOARD MEETING**  
**November 11, 2014**

The regularly scheduled monthly Board Meeting of the Friends of the Kaminski House was held Tuesday, November 11, 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 (Recording Secretary/Executive Director), Kevin Jayroe, Marcia Kaminski, Susan Lumpkin.

Absent: Rebecca Lammonds, Frankie Hills, Nathan Kaminski, Legal Counsel.

Guests: Graham Osteen, Dan Ray

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 5:18 PM. Minutes from the October 7, 2014 Board Meeting were approved on a motion from Ms. Schwartz and a second by Ms. Kaminski with none opposed.

1. Introduction of Guests – Ms. Lumpkin introduced Mr. Osteen and Mr. Ray.
2. Treasurer’s Report – Ms. Schwartz reviewed the October Profit & Loss report and explained that things were going well. She emphasized the need to focus on event rentals and gift shop sales to increase revenue for the year.
3. Executive Director’s Report –
  - a. Ms. Gabriel reported on the upcoming holiday event – *A Very Fashionable Christmas* exhibition and candlelight open house. The exhibition will be installed on November 23<sup>rd</sup> and will run through New Year’s. The candlelight open house will take place on Saturday, Dec. 6 and Thursday, Dec. 11 from 5-8 PM.
  - b. Ms. Gabriel reported that due to the complexity of filing the first 990 form for the FKH, the accountant filed for an extension.
  - c. Ms. Gabriel handed out copies of the new marketing plan. Ms. Waddell explained that the plan was not an item to be voted on by the board, but would be reviewed and approved by the Marketing Committee once it is formed.
  - d. Ms. Gabriel asked board members to save January 17, 2015 as the date for the oyster roast fund raising party. Kim Leatherwood is working on the details of the event and they will be shared at the December meeting.

4. President's Report –
  - a. Ms. Waddell thanked board members for their input into the annual review of the executive director. She reported that she and Mr. Phillips had not yet met with Ms. Gabriel for her review, but would do so soon.
  - b. Ms. Waddell summarized the Commanders Tour that was held on October 18 to coincide with the Wooden Boat Show. Twenty-four visitors took the tour. The tour had a loss of \$187, but was a good idea and will likely be included in next year's marketing budget.
  - c. Work continues with WorkVolf consultants to produce a list of major goals for the coming year.
  
5. Mason Daley-Boyd's Resignation – Ms. Waddell reported that she had received a letter from Ms. Daley-Boyd stating that she wished to resign from the FKH Board due to her personal schedule. A motion was made by Ms. Waddell, with a second from Ms. Lumpkin, to accept the resignation of Ms. Daley-Boyd. None were opposed. Ms. Waddell will send a letter to Ms. Daley-Boyd expressing the Board's sincerest appreciation for her years of service to the Friends and the Kaminski House Museum.
  
6. Nominations Committee Report – Mr. Phillips reported that there are currently two vacancies on the board due to the recent resignations of Mr. Miller and Ms. Daley-Boyd. The Nominations Committee, consisting of Mr. Phillips and Ms. Hills, in consultation with Ms. Lumpkin and Ms. Kaminski, has been meeting with potential board members who would fill out the terms of Mr. Miller and Ms. Daley-Boyd. The committee also discussed the possibility of adding an 11<sup>th</sup> member to the board, but since it would need the approval of the full membership, it will be put off until the Annual Meeting of the Friends in April.
  
7. Gift Shop – Ms. Lumpkin reported that she recently picked up a lot of baskets from Barbara McCormick for the shop inventory. Ms. McCormick will resume her on-site demonstrations for Second Saturdays in January. Ms. Lumpkin also reported that the shop has recently received a shipment of holiday items which will be put on display soon.
  
8. Governance Principles – Mr. Phillips, as Chairman of the Governance Committee, reported that he and Ms. Lammonds have been working on the creation of a formal committee structure for the board. They recently completed a draft of the Friends of the Kaminski House Governance Principles document which has been sent to the Executive Committee for review. Once the Executive Committee approves of the document, the full board will be briefed on its contents. Ms. Waddell reported that there will be time set aside at the December board meeting to go over the document.

9. Kaminski House Brick project – Ms. Waddell reported that copies of the Huss change order and phase 2 report had been previously emailed to board members. She went over the projected costs for the remaining work to be done and reported that there would be a shortfall needed to paint the house exterior. Legal Counsel Nathan Kaminski gave an opinion that money set aside earlier this year in the Capital Reserve Fund may be used to cover the remaining costs of the restoration project. A discussion ensued and it was concluded that Ms. Waddell would discuss the situation with the project architect. (Architect/Project Supervisor Michael Walker was consulted the following day and indicated that the new price from Huss and Company did include the exterior painting from Phase 1 so there will be no shortfall in completing the restoration project.)
10. Garden Tour – Ms. Gabriel presented the idea of having a garden tour fundraiser in the spring and asked for board feedback. A discussion ensued and Ms. Waddell asked Ms. Kaminski to work with Jana Miller to organize the event.
11. Other Business – no other business was presented.

A motion to adjourn was made by Ms. Kaminski and seconded by Mr. Jayroe. The motion passed unanimously and the meeting was adjourned at 6:10 PM. The next regularly scheduled Board meeting will be held on **Tuesday December 9, 2014** at 5:15 PM at the Stewart Parker House.

Respectfully submitted by:

Robin Gabriel, Recording Secretary