

MINUTES OF THE FRIENDS OF THE KAMINSKI HOUSE BOARD MEETING
August 17, 2016

The Board Meeting of the Friends of the Kaminski House was held Wednesday, August 17, 2016, at 5:15 PM at the Stewart Parker House, 1019 Front Street, Georgetown, SC.

Directors in Attendance: Frances Hills (President), Brett Phillips (Vice President), Kathryn Schwartz (Treasurer), Robin Gabriel (Recording Secretary/Executive Director), Kevin Jayroe, Rebecca Lammonds, Spike Lenoue, Pete Little, Rebecca Ceron Martin, Graham Osteen, Amanda Patrick and Nathan Kaminski, Legal Counsel. Paul Gardner, City of Georgetown Administrator, guest.

Absent: Penn Moore (Secretary), Susan Lumpkin,

President Frances Hills 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. Ms. Hills welcomed Georgetown City Administrator, Paul Gardner and gave him a quick review of all that the board has accomplished since 2013.

Mr. Gardner congratulated the board on their work over the past three years and expressed his appreciation for all that has been accomplished.

Minutes from the July 20, 2016 Board Meeting were approved with a motion from Mr. Little and a second from Mr. Phillips, with none opposed.

1. President's Report – Ms. Hills deferred to the board committees for an update.
2. Executive Director's Report – Ms. Gabriel previously emailed a written report to the board.
3. Treasurer's Report – Ms. Schwartz reviewed the annual budget explaining that the \$190,000 allocation from the City of Georgetown covers the museum's daily operations. All fund brought in via programming cover restoration and programs.
4. Governance Committee Report – Mr. Phillips reported that he has taken a preliminary look at a board succession policy. The current bylaws do not address succession. No action was taken.
5. House & Grounds Report – Mr. Jayroe reported that Shawn Reardon donated six flower boxes for use at the Kaminski House and they are currently being planted with suitable flowers. Ms. Lammonds gave an update on the flagpole installation – an Eagle Scout project. Mr. Jayroe gave a brief overview of the recent House & Grounds committee meeting (a written report of the minutes from that meeting was previously sent to the board).

A discussion ensued regarding payment for Phase 2 of the side garden plan.

Ms. Schwartz made a motion to approve up to \$10,000 on the continuation of the Garden Project (Phase Two) contingent on a finding by legal counsel that retaining Waccamaw Landscaping without putting the Phase Two project out to bid conforms to the board's procurement policy. The motion was seconded by Mr. Lenoue and all approved.

6. Nominating Committee – Mr. Lenoue reported that the committee had not met in the past month but that he was researching formats for a non-profit board member application form.
7. Marketing Committee Report – In the absence of Ms. Lumpkin, Ms. Hills reported that the marketing committee had not recently met and had nothing new to report.
8. Capital Projects and Fundraising Committee Report – Mr. Phillips reported that the committee met to discuss the needed climate control system for the Kaminski House (the top priority for the museum). Committee members were assigned various tasks to research. Mr. Phillips passed out copies of a draft of a new Climate Control Project donor prospectus and asked for feedback to be sent to Ms. Gabriel.

Mr. Phillips informed the board that it was important to remember that since the Friends of the Kaminski House took over the daily operations of the museum in July 2013, they have raised more than \$220,000 for previous capital improvement projects.

9. Other Business –
 - a. Ms. Schwartz asked for an update on the future of the Stewart-Parker House. Mr. Kaminski gave a brief overview of his conversations with the Colonial Dames and a discussion ensued.
 - b. Mr. Jayroe gave a brief summary of the Fashionable Christmas ad-hoc committee plans for the holiday exhibition and programs.
 - c. Mr. Gardner gave a brief summary of the upcoming meeting between the City and the Urban Land Institute (ULI) the week of September 18th. The City will be hosting an evening reception for the ULI on the grounds of the Kaminski House on Monday, September 19th.

The meeting was adjourned at 6:45 PM.

The next scheduled Board meeting will be held at the FKH Annual Meeting on **Wednesday September 19, 2016** at 5:15 PM at the Stewart Parker House.

Respectfully submitted by:

Robin Gabriel