

**Port Penn Historical Society Quarterly Meeting Minutes
Meeting on March 7, 204 at Parks Headquarters, Fort DuPont Complex – 6:00pm to 7:00pm**

Those present: Linda Beck, Tracy Beck, Nancy Cornish, Guy Harrington, Julie Harrington, Wes Jones and Jennifer Naylor. From Parks, Mark Wise.

Those absent: John Chaney, Carleen Czajowski, Laura Lee, David Orr, Jeff Reed and John Ringer.

Minutes from December 7, 2023 Meeting: Jennifer emailed Minutes December 8th. Motion to approve Minutes by Wes Jones and seconded by Tracy Beck.

Treasurer's Report: Treasurer's Report, 2023 Final Budget and 2024 Preliminary Budget emailed to Board by Wes Jones. Treasurer's Report as of December 31, 2023.

Artisan's Bank Money Market account has been closed and the money was moved to our M&T Checking Account. This will be reflected on the 2024 Treasurer's Report.

Membership dues are down but overall, the 2023 Budget ended up in good shape. We brought in less than we budgeted for, but we also spent less than we budgeted for. We closed 2023 with more money than we had budgeted.

Board agrees on the 2023 Budget and what to spend for the upcoming year based on last year's Budget.

Motion to accept Treasurer's Report by Linda Beck and seconded by Tracy Beck.

Motion to accept 2024 Budget based on the 2023 Budget by Linda Beck and seconded by Tracy Beck.

On-going PROJECTS:

2024 Flag Flying Days: Since the flags are staying up longer, there are only three times they will need to go up and down. Wes Jones will put the flags up for Veteran's Day. This will leave two dates left for the flags. Jennifer Naylor will check with John Chaney on whether he would help with one or if we would need to get another volunteer. Will possibly consider hiring someone to do this depending on any Grant money we receive. Still need to purchase four new holders and brackets. Jennifer Naylor will check with John Chaney to see if he can do this. Guy Harrington volunteered to assist John Chaney with installation.

2024 Flag Flying Days:

Flags are flown 3 days before and after the holiday:

Memorial Day, Monday, May 27 (flags to stay up through 07/04)

Flag Day, Friday, June 14

Independence Day, Thursday, July 4

Labor Day, Monday, September 2 (flags to stay up through 09/11)

Patriot's Day, Wednesday, September 11

Veteran's Day, Monday, November 11

Banners: We are in great shape with all the Banners; no need to purchase any additional at this time.

Storage Area: There is no update on this at this time. PPAHS continues to look for a free option. This is also something the Grant money could be used for if received. Linda Beck made a suggestion on selling the cooking equipment we are currently storing. Will revisit when there is an update.

PPAHS T-Shirts: Plastic storage bins were purchased for storage. Please promote these as you can.

Waterman Statue: No further update on the requested new design from the artist. Wes Jones made the suggestion that maybe this doesn't have to be a Waterman. Will think on what a good option for the location would be and revisit later. There is no rush on this project currently due to the Museum closure.

Member's Event: Discussed the event being held at the Fort DuPont Complex. There is a gazebo that would be an ideal location. Jake Miller from Parks could do a walking tour. Will reach out to Tim Slavin from the Fort DuPont Corporation about the gazebo as well as touring some of the historic buildings not yet open or renovated. Mark Wise suggested doing a tour of the gazebo as well to make sure it fits our needs. Mark Wise also made a suggestion about having the event at Fort Delaware. This suggestion was very well received, and it was decided to move forward with this instead of the Fort DuPont option. This would entail taking the ferry over to Pea Patch Island. There is a 30x60 foot enclosed pavilion on the island with screens and windows and has 16 brand new picnic tables. It also has fans and electric. There are also two grills available. The ferry runs every half hour so guests could arrive at any time during the event. Two dates were suggested, 09/15/24 and 09/22/24, Mark Wise will check the calendar to make sure the pavilion is available and will let us know.

2024 PROJECTS:

- **PPAHS has applied for \$5000 "Grant-in-Aid'-in-Aid' with the State of Delaware.** *Grant-In-Aid (GIA) is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding.* No update on this at this time. Will probably hear in July.
- **Audit:** An Audit of the PPAHS books will need to be done for 2023. Wes Jones will arrange a date and time early next year. Sam Eaton and Nancy Cornish will assist.
- **2024 Newsletter:** Newsletter is almost complete. Will add Member's Event information once date received.
- **Stewart Cemetery:** Priority Services has sent over the 2024 Contract with the cost for grass cutting. The \$106 cost per cut has been agreed to and will start every other week in April. Linda Beck visited the Cemetery and it looks good. It will need some mulching and some of the road to the Cemetery will need more stone. Will check with Priority Services and The Cutting Edge to see the cost to do this.
- **Oral History Project:** This is still on the list and a priority. Will need volunteers and a committee to pursue this project.
- **Website Design and Hosting:** Wes Jones, Linda Beck and Julie Harrington spoke with a website designer that the Friends of the African Union Church Cemetery are considering using for their website. The pricing is reasonable for hosting, and it would be a refresh of the page. Current information and pictures would remain. If the PPAHS receives the Grant-in-Aid money it could help fund this project which we will not pursue until then.
- **Delaware 250: Grants for Museums, Heritage Groups, and Non-Profits:** Nancy Cornish found a new Grant opportunity that we will follow up on. *The purpose of Delaware 250 grants is to support museums, libraries, non-profit organizations, historic sites, heritage groups, and other such groups in developing programs or other public-facing ventures that help to commemorate the 250th anniversary for Delawareans and Delaware's visitors.* Will need someone to follow up on

this and volunteer to write the Grant. This could be used for the website and the purchase of a good scanner for the scanning and archiving of our documents. More information can be found at the website, <https://news.delaware.gov/2024/02/02/delaware-250-grants-for-museums-heritage-groups-and-non-profits/>

- **Augustine Beach Trees:** Winterberries need to be planted around the Historic Marker. The sign will also need to be weeded and mulched. Jake Miller reached out to the Girl Scouts of the Chesapeake Bay to help. This would involve the community and would help with our programming as well as make it a more of a local event. Tentatively scheduled for May 4, 2024 at 9am. Julie Harrington will reach out to Katelyn Hartnett with the Girl Scouts to see if this will work for them. Wes Jones would grill and there would be refreshments if we get community volunteers.

2024 Meeting Dates: June 6th, Member's Event, September 15th or 22nd and December 5th. Reminder, new meeting time is 6pm – 7pm. **Special Projects, Budget etc. may need additional meetings.**

Parks Report: Mark Wise

- **Artifact Request; The White House:** Mark Wise received an email from the White House regarding an artifact that they remembered seeing when they were an intern at Winterthur. They are interested in displaying this artifact at the White House. Parks was able to locate exactly what they were looking for. More information to follow.
- **Port Penn Museum:** A Construction meeting was held on 02/27/24 to create a game plan. The safe and effective way to redo the foundation is to pick up the museum and move it to the lawn. The company that would handle the move will be coming to take a look on 03/11/24. All construction bids are due 03/19/24. The foundation will need to be redone and will be raised 2 to 3 inches to have ventilation build in which is what caused the damage, no ventilation. Mark Wise will keep us up to date on timing as the planting will need to be dug up or taken out. We would also like to get pictures and video. Refresh will be on hold until construction is completed. Could be a year.
- **Cannery Lot:** Discussion about turning the Cannery Lot into a meadow. This project would take a professional contractor to plow, plant and monitor. Will leave as is for now and revisit in the future.

Motion to adjourn by Guy Harrington.