

Port Penn Historical Society Quarterly Meeting Minutes

Meeting on June 6, 2024 at Parks Headquarters, Fort DuPont Complex – 6:00pm to 7:00pm

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

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

Minutes from March 7, 2024 Meeting: Jennifer emailed Minutes March 8th. Motion to approve Minutes by Guy Harrington and seconded by Linda Beck.

Treasurer's Report: Treasurer's Report and 2024 Budget emailed to Board by Wes Jones. Treasurer's Report as of March 31, 2024.

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

Grass cutting our only real expense at this time. Not yet reflected on the Treasurer's Report. Purchased six Winterberries for planting at Augustine Beach for the Historic Marker.

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

On-going PROJECTS:

2024 Flag Flying Days: Thank you to John Chaney for hanging the flags. Still need to purchase four new holders and brackets. Flag bracket at the Augustine Inn needs to be moved to the new pole that was installed recently after an incident.

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: Summer Banners are up. Thank you to Guy Harrington for hanging.

Storage Area: There is no update on this at this time. PPAHS continues to look for a free option. Will revisit when there is an update.

PPAHS T-Shirts: Available for sale. Please promote these as you can.

Waterman Statue: Received a new design which was well received by the Board. Will be moving forward with this project. Will do fund raising to try to cover half the cost. Linda Beck will also reach out to the Crystal Trust, Delaware Humanities and the Delaware Arts Council to see if there is money available for this project. The Longwood Foundation is also an option as they assisted with the previous Waterman Statue. Jake Miller also suggested the Division of Arts. At this time, there has been a change in how to apply for Federal money. In order to apply you have to now have a UEI # (Unique Entity

Identifier), a government-provided number, like a tax ID number, that's used to identify businesses eligible for federal grants, awards and contracts. In order to apply for this number, the business has to have a physical address that matches the Incorporation paperwork. Julie Harrington will check to see what address we used for Incorporation and see if we can get everything matched so we can apply for this number. We currently use a PO Box for all our mailings and a PO Box is not accepted. The Museum address could be used. More information to follow on the fund raising, the application for Grants and the UEI # to follow.

Member's Event: September 22, 2024, at Fort Delaware in the pavilion. Thirty people in attendance will waive the pavilion rental cost. This will be a rain or shine event unless there are high winds or thunder and lightning. The pavilion is covered and has walls. Parks could transport things out prior to the event for us. There are folding tables available on the island. Will need to have a separate meeting in person or via email to work out all the details. Invitations should be sent out by September 1, 2024.

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.* Decisions for this should be completed by 06/30/24. Will probably hear whether we were approved for the Grant in July.
- **Audit:** An Audit of the PPAHS books was completed on 04/18/24. Went smoothly, nothing to report.
- **Stewart Cemetery:** Priority Services has started cutting the grass. Some of the road to the Cemetery will need more stone. Received a price from The Cutting Edge. Linda Beck will call Best Materials in Middletown to get another estimate on the stone.
- **Delaware 250: Grants for Museums, Heritage Groups, and Non-Profits:** Wes Jones followed up on this Grant. There are two more application windows available this year, one expiring 07/15/24 and the other in October. The Grants available range from up to \$5000, \$5000 - \$10,000 and \$10,000 and up. When applying you need a plan, a budget, then a report and a deliverable showing what it was used for once complete. Suggested uses could be the new website, the Waterman Statue, the stone for the Stewart Cemetery and planting/beautification projects. *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.* 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:** Project was completed on May 4, 2024. Weeding and debris clean up was done by Volunteer Linda Butler on May 3, 2024. Julie Harrington will send out a Thank You Note to her for her help. Mulch was provided courtesy of The Cutting Edge. Winterberries were planted around the Historic Marker. Thank you to all the Volunteers on this project and thank you to local resident Troy for helping out. We did not have success in getting a local Scouts troop to help but will continue to pursue this for future projects. Should start looking earlier, at least 6 months in advance of the project. Parks will also see if they have any groups they could recommend. Bank of America is a big volunteer group for Parks. Thank you to Wes Jones and Tracy Beck for providing the refreshments.

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

Parks Update: Mark Wise and Jake Miller

- **Port Penn Museum:** Construction Company, Bathon Builders ready to begin work once the permits from New Castle County have all been obtained. The Museum will not be moved as previously discussed and will instead be lifted. Once construction has been completed the Museum will sit up six inches higher. At this time the daylilies and hydrangeas have been dug up and moved from the foundation. The Memorial Bench has also been safely removed as well. The remaining bushes are still in place but may have to be moved/removed depending on construction. Mark Wise will let everyone know when work will begin.
- **Parks Intern, PPAHS Oral History Project:** Parks had a new intern start on 06/04/24 who is interested in Oral Histories. Jake Miller suggested that we utilize her for our Oral History Project. This was joyfully received by the Board as this is a Project that we want to move forward. Will provide a list of people to interview to Jake Miller and they will get started. Oral Histories will be available on the Parks website, there are already interviews available at this time. There will be a release form and a list of topics provided prior to the interview so the interviewee has an idea of what to expect. Linda Beck suggested also sharing with the University of Delaware. Jake Miller will check on this, there shouldn't be an issue with sharing. Clips will also be shared on Parks Facebook page.

Juneteenth Celebration hosted by the Friends of the African Union Church Cemetery: Wes Jones presented this to the Group. This is an ongoing celebration this month. Pamphlets available. More information also available on their Facebook page.

Motion to adjourn by Wes Jones.