

Port Penn Historical Society Quarterly Meeting

Minutes

Meeting on December 7, 2023 at Parks Headquarters, Fort DuPont Complex – 6:30pm to 7:30pm

Those present: Linda Beck, Tracy Beck, Guy Harrington, Julie Harrington, Wes Jones, Jennifer Naylor and Jeff Reed. From Parks, Jake Miller and Mark Wise.

Those absent: John Chaney, Nancy Cornish, Carleen Czajowski, Jesse Laing, Laura Lee, David Orr and John Ringer.

Minutes from June 1, 2023 Meeting: Jennifer emailed Minutes June 2nd. Motion to approve Minutes by Tracy Beck and seconded by Wes Jones.

Treasurer's Report: Treasurer's Report and 2023 Budget emailed to Board by Wes Jones as of September 30, 2023.

Discussion regarding closing the Artisan's account and moving it to the checking account. Account was used for quick cash but isn't really used at all. Motion to close and move the money by Linda Beck and seconded by Julie Harrington. Linda Beck and Julie Harrington are both signers on the accounts to they will visit a Branch to close.

Linda Beck suggested moving the Amount Available for Distribution from the Delaware Community Foundation to an account that does not fluctuate due to the market. The original purpose of the account was to earn 5% per year. Tabled for now. Will keep an eye on the account and the market and discuss if necessary.

Membership dues are down but overall, the Budget is in good shape.

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

On-going PROJECTS:

2023 Flag Flying Days: Thank you to John Chaney for hanging the flags this year. Still need to purchase about 4 new brackets/holders. Suggestion made to see if the Cutting Edge or the Port Penn Fire House would be willing to hang the flags for us throughout the year.

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: Thank you to Guy Harrington for hanging the banners this year. Winter banners will go up through Spring.

Delaware City Day: Thank you to Linda Beck, Wes Jones, Tracy Beck, Carleen Czajowski, Nancy Cornish and Jeff Reed for representing PPAHS at Delaware City Day, October 7t, 2023. The weather was

rainy and the layout was very spread out. Layout will be changed for the upcoming year and it was decided to continue this event. Will need Rubbermaid bins for items needed for event as cardboard boxes did not work well on the ground. Julie Harrington will purchase bins.

Storage Area: PPAHS continues to look for storage. PPAHS has applied for a Grant-in-Aid with the State of Delaware that if received could help with any cost this would accrue. Julie Harrington will call the storage unit place in Delaware City to inquire about a non-profit price. If this is split between the two non-profits it should be around \$50 a month. The storage unit is not climate controlled, but this should not be an issue with what will be stored.

PPAHS T-Shirts: Are available for sale, promote these as you can. Suggested they would make a great stocking stuffer. Jennifer Naylor will make up a Christmas-y flyer for the Post Office. Tracy Beck will share on social media.

Waterman Statue: Received a design from the artist that wasn't what we were looking for. The artist will be sending a new design. Have not received a bill for this project from the Cutting Edge as of yet.

Member's Event: Thank you to everyone for making our Member's Event a success. Wes Jones suggested that next year the event be 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.

2024 PROJECTS:

- **PPAHS has applied for \$5000 'Grant-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.* Thank you to Wes Jones and Linda Beck for getting this completed by the 12/01/23 deadline. If we receive the Grant, it will help fund our operational expenses. This is the first year of the Grant so we may not receive the money the first year of application.
- **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.
- **2024 Newsletter:** Wes Jones to provide the letter from the President. Discussed an article regarding the different taverns that have been in business in Port Penn from Laura Lee. Will need the 2024 Programs from Parks.
- **Stewart Cemetery:** The grass is done being cut for the year by Priority Services. They will be sending over an updated contract with pricing for 2024. Need an update on the condition. Linda Beck will take a ride over.
- **Oral History Project:** This is still on the list and a priority. Will need volunteers and a committee to pursue this project. Recording with a cell phone will be fine.
- **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. Linda Beck will email the Board examples of the webmaster's pages.
- **Augustine Beach Trees:** Winterberries need to be planted around the Historic Marker. The sign will need to be weeded and mulched in the Spring of 2024. Would like to involve the community

which would help with our programming as well as make it a more of a local event. Will look to see if there are local Boy Scouts or Girl Scout Troops that would be interested. Jeff Reed suggested reaching out to the new tenants of the Presbyterian Church. Wes Jones would grill and there would be refreshments if we get community volunteers. Will discuss date and time at the March 2024 meeting.

2024 Meeting Dates: March 7th, June 6th, September 5th (or October Member's Event) and December 5th. Suggestion to change meeting times to 6pm – 7pm. All agreed on time change.

Parks Report: Mark Wise and Jake Miller

- **Christmas Open House at the Museum:** There will not be an Open House this year due to the Museum temporary closure.
- **Bike Station:** Jake Miller will post on social media about the new Bike Station at the Museum.
- **Port Penn Museum:** The Museum is closed until further notice. While doing the museum refresh it was determined there were structural issues with the building. The building was re-evaluated by two Engineering Firms on 11/14/23 and their second report is due 12/08/23. Once the new report and plans are submitted, they will need to bid on the work that needs to be done. If there are no huge surprises on the second report Parks should have budgeted enough for this project. Mark Wise will follow up on the reports and plans if not received by 12/08/23.
- **Museum Programming:** Due to the closure of the Museum there will be no programming inside. Parks will be meeting in the next coming weeks to go over and plan all the 2024 Programming. Tours will be scheduled and any programming that would need to be done inside could be done at Parks Headquarters.
- **Cannery Lot:** Discussion about the meadow at the Cannery Lot. Mark Wise reached out to Park bird and flower guy and he presented two different options for the lot. Both would be quite extensive. Mark Wise will provide both options via email to the Board. Will revisit this at the next meeting.

Motion to adjourn by Wes Jones.