**Town of Lebanon**

**Board of Trustees for the**

**Jonathan Trumbull Jr. House Museum Board LLC**

**MINUTES**

**SPECIAL MEETING**

**Tuesday, October 29, 2019 at 4:00 p.m.**

**LEBANON HISTORICAL SOCIETY**

Present: S. Martin, M. McCaw, D. Moore and T. Smith

Absent: P. Hedwall

Also present: Lebanon Historical Society Members (LHS): R. Kane, E. Tollman, A. Vertefeille and D. Baron

1.0 The meeting was called to order at 4:00 pm.

2.0 The Sale of Jonathan Trumbull Jr House Museum by the Town of Lebanon to the Lebanon Historical Society was discussed.

The Town of Lebanon held a town meeting on Monday, October 28th and the sale of the Jr House Museum to the LHS was approved.

**Steps below are for planning.**

December 2019:

\*LLC will be disbanded, and an Adhoc Committee will be added to the LHS structure.

\*Fund balance and principle currently held by the Town will be moved to the LHS. This account will be a separate LHS subaccount for the Jr House in perpetuity.

March 2020:

\*Adhoc Committee to present current budget to LHS as a formality to introduce Jr House expenses and operating costs to the LHS. Lawn mowing, snow plowing, and insurance are not included as they have been paid for by the Town of Lebanon.

\*Adhoc Committee to present current Hugh Trumbull Adams Estate (HTA) Grant Request as approved by the former LLC Board.

May 2020:

\*By-laws of LHS revised to include Jr House Museum completed.

\*Budgets of LHS and Jr House on same fiscal calendar. (June to May instead of July to June)

\*Jr House budget requests and HTA Grant Requests to be consolidated under LHS.

**Other items discussed:**

\*The existing endowment and its interest payments will soon not be enough to cover the LLC’s annual operating budget. The LLC needs additional funding.

\*LLC has had issues with not having enough members to have quorum. We have been operating with five active members for a long time. Sustainability is needed.

\*JT Jr House has relationship with Lebanon Garden Club. They maintain both the Heritage and Alicia Wayland Pollinator Gardens and keep some supplies in our garage.

\*School groups cannot be scheduled without the JT Jr House, per Donna Baron. We need to contact Candy Brashears, our now ex-Director and ask if she will work with school groups as our short-term Museum Educator for the 2020 season. We do not have enough time to train/develop another Director and program.

\*Publicity, websites and Face Book/other media can be done from LHS and show consistency across the organizations. Jr House can benefit from the experience of others at LHS.

\*Budget planning begins in March with LHS.

\*Adhoc Committee members are required to be members of the LHS, in good standing, as outlined in existing LHS by-laws.

\*November 2nd, Saturday, is a scheduled LHS Planning Session which covers the next four years and is held every four years. The LHS extended invitations to all members of LLC to attend. Due to limited time, not sure if we can attend.

\*LHS works independently of the Town of Lebanon. We will work with Town on coordinating the Holiday Tree Lighting, as always.

\*Question of LLC members: Will the Jonathan Trumbull Jr House become a 501 c3 (nonprofit organization) automatically when the purchase is complete? Or, do we need to do paperwork etc? \*

3.0 (McCaw/Smith) made a motion to adjourn. All approved. The meeting was adjourned at 4:58 pm.

Sherri-Ann Martin

Chairman and Secretary