

The Beatrix Farrand Society
Board of Directors Meeting
Saturday, May 25, 2013

Minutes

Attending

Scott Koniecko, President
Carolyn Hollenbeck, 1st Vice President
Judith Tankard, 2nd Vice President
Margot Woolley, Secretary
Dick Habermann, Treasurer
Peggy Bowditch
Emily Fuchs
Jim Fuchs
Neil Houghton
Isabel Mancinelli
Lois Stack
Michaeleen Ward

Absent

Julia Leisenring

Scott Koniecko called the meeting to order at 10:18 AM.

Minutes for the October 6, 2012 meeting were approved as written.

Neil Houghton gave the **Nominating Committee Report**. Between now and the next Board Meeting Neil plans to meet with Dick Crawford, last year's Nominating Chair; review the by-laws and review who has served on what committees; and phone current board members for suggestions on possible candidates for Board membership.

Dick Habermann gave the **Finance Committee Report**. He distributed a financial balance sheet and stated that BFS currently had approximately \$45,000 on hand. This amount includes both the \$7,500 Belvedere grant and the \$7,500 match, and also funds that have been received for the July 27th Seminar and a few membership fees. Dick will review the requirements for the make-up of the Finance Committee described in the BSF bylaws, and determine whether any additional Finance Committee members are needed.

Scott reported on **Development**. He stated that it is important that funds be raised to perform the Farrand Wing exterior work. The \$7,500 Belvedere Historic Preservation Grant that BFS received requires grant funds be expended by February 2014. It is not possible to start spending these funds until all \$49,000 is in place for the roof work.

Including the grant, approximately \$25,000 is currently available for the roof replacement work. An additional \$24,000 is therefore needed for completion of the roof work alone, or \$38,000 if both the roof and exterior wall work are to be completed. A report on the project status must be submitted to the Maine Community Foundation by September 1, 2013.

Scott distributed a booklet on Garland Farm that he had prepared. He hopes a specific donor will fund a bulk printing of booklets, so they can be used in fundraising. The Board commended Scott for the high quality the booklet, and believes it could have a significant impact on raising funds.

Scott hopes that Arthur Keller will take an active role in the fundraising effort, and expects to have an organized program for fundraising to present at the June Board Meeting.

Judith gave Marti Harmon's **Collections Committee Report**. Judith circulated a copy of an 1895 image of Garland Farm with notes from Diane Cousins that Marti had given her to show to the Board. Marti's report stated that James Julia, the auctioneer and appraiser, gives free estimates for non-profits. During the winter Carolyn and Dave Hollenbeck spent several hours adding bookplates to the BSF collection. Mary Eugenia Myer, a board member of the National Arboretum; Darwina Neal, a landscape architect with the NPS at the White House; and Simone Moffett, also from the NPS, have donated a number of books to the library.

Michaeleen Ward gave the **Programs Committee Report**. Bookmarks have been printed outlining the summer programs. She thanked Judith for her many suggestions regarding potential speakers, and Michaeleen was commended for the quality of the programs she had arranged. All programs will be listed in free publications this summer; in addition, an advertisement will appear in the July and August issues of *Out and About*. A number of attendees have already signed up for programs.

Emily Fuchs reported for the **Docents and Tours Committee**. A tour had been scheduled for two visitors from Halifax at 2 PM, following the Board Meeting. The committee is seeking docents from other garden clubs to volunteer at Garland Farm.

Judith gave the **Publications Committee Report**. The fall and spring newsletters were published and distributed. She has prepared an updated Contact List which was recently been posted on the BFS website. Postcards have been printed of four images; two were photographs that were previously printed as postcards, and two are new images. The new ones are colorful photographs of the garden taken by Carolyn Hollenbeck and Judith. Judith suggested that the postcards no longer be distributed free to visitors, but that fifty cents be charged for each. A set of the postcards will be included in the guest packets for the July 27th Seminar.

Judith reported that Shirley Beccue continued orchestrating the BFS website over the winter, and has issued several email blasts, such as the one for the seminar and the recent one for membership renewal.

Jim Fuchs gave the **Membership Committee Report**. He prepared a membership appeal letter and sent it to Downeast Graphics, but has not yet heard back from them, so will give them a call. To-date, BFS has received renewals from the newsletter form, the website, and the email blast.

Isabel Mancinelli reported on the **Landscape and Garden Committee**. Kathy Van Gorder is managing the upkeep of the Terrace garden and the portion of the holding garden with historic plants. Tom McIntyre is managing the balance of the holding garden and the grounds.

The driveway was re-graded last fall. The rose embankment has been cleaned up. Equiseedum has been removed from the rose garden, back field, and terrace garden; Isabel hopes to find a way to control it in the future. The bittersweet needs to be sprayed again. An area of the parking field was reseeded, but the recent heavy rain has probably washed the seed away. The bird houses will soon be re-installed. Following Isabel's recommendation, a motion was made, seconded, and passed to plant milkweed as a butterfly habitat in the back field.

Scott gave the **Facilities Committee Report**. Racks have been built in the barn to provide a framework for exhibiting Reef Point herbarium images. New rollers and hardware have been ordered for the barn door, as the current hardware no longer works properly. When installed, the new hardware will make the door much easier to operate. Scott has arranged for a contractor to investigate the barn cupola and determine whether it can be activated to improve ventilation. The ramp to the barn gets slippery during wet weather. It may need to be power washed, or perhaps something installed to provide traction. Emily commented on the need for new lighting in the Farrand Wing exhibition room; Scott stated that it was on the list of items to be funded, when monies are available.

Scott also gave the **Exhibitions Committee Report**. This year, in the barn, there will be an exhibition of copies of vouchers from the herbarium of Reef Point prepared by Beatrix Farrand. There are about 2,000 original Reef Point vouchers in the archives of the University of California in Berkeley. Scott has reproduced 25 vouchers to-date, which will be exhibited this summer. Each year Scott plans to reproduce a few more vouchers, so BFS' collection will grow. This is the first year that any vouchers in Berkeley's huge collection have been scanned and reproduced. The National Arboretum has stated that at some point they will post the images on the internet.

The reproduced vouchers are mounted on Gator Board and covered with a film to enable them to be handled without damage. A border added to the vouchers identifies the family of each of the plants. The exhibit will also include a copy of a large-scale plan of Reef Point, which provides the location for each of the plants for which vouchers were prepared.

Carolyn Hollenbeck gave the **1st Vice President's Report**. Carolyn has met with Landscape and Garden Co-Chairs, Isabel and Val Libby, to convey information relating to the garden. Information summarizing maintenance and management issues covered in meetings February 25th and April 10th has been posted on the BFS website. Carolyn revised for 2013 the job description for the Gardener and Groundskeeper and it has been approved by the Co-Chairs. With input from other board members, Carolyn also revised the outdated (2008) job description for the Caretaker.

Both job descriptions are being used in the Independent Contractor predetermination process. The State of Maine rejected BFS's initial predetermination submission because they had revised the required submission form, but had not yet posted it on their website.

The bowl of one of Garland Farm's birdbaths has broken off. The birdbath is now at Lunaform, where it is being assessed, and hopefully they will be able to repair it for reinstallation.

Judith Tankard gave the **2nd Vice President's Report**. The July 27th all-day seminar devoted to the preservation of gardens and landscapes of by Beatrix Farrand promises to be an outstanding event. It is being co-sponsored by the Garden Conservancy, will be held at the College of the Atlantic, and will be followed by a reception at Garland Farm. To-date, 70 individuals from 14 states have registered. The goal is to have 100 attendees, with an absolute maximum of 125. People who are interested, who have not yet registered, should do so soon.

On July 28, the day following the seminar, there will be an Open Day in Bar Harbor sponsored by the Garden Conservancy, and three gardens will be open for viewing. Two other gardens are available for a very limited number of people to visit. One of these is already sold out, and the second is almost sold out. There will be two special dinners with limited attendance; one for speakers, spouses and organizers only, and the second for speakers and spouses only.

A team of volunteers worked with Judith organizing this event. Betsy Hewlett was a stellar coordinator. Carole Plenty, Lois Stark, Carol Habermann, and Howard Monroe also helped put the event together. Scott commended Judith for her wonderful work organizing this special program.

Scott gave the **President's Report**. He stated that BFS hired a new Caretaker, Richard Mace, who is a fortunate find for the Society. For 32 years Dick was a plumber with the National Park Service, from which he is retiring. His skills will be helpful in keeping the furnace and boiler working. Dick lives in Bar Harbor, has two sons, and knows the local tradespeople.

Scott stated that the Society was also fortunate to have identified Anne Welles to manage Open Days at Garland Farm, and to manage the facility when Programs are held. She is very organized, knows how to reach out for volunteers, and has been on Mount Desert Island since the 1970's.

Scott stated that BFS is still in need of a chair for the Development Committee and a Chair for the Hospitality Committee. He will be approaching Arthur Keller and Carol Habermann to see whether they can contribute in these areas.

Margot Woolley gave an update on the PastPerfect software that BFS installed. PastPerfect is sophisticated software tailored to recording museum collections and has a robust capacity for recording membership and donation data. With it, one can quickly generate reports and print personally addressed letters. The Mount Desert Land and Garden Preserve, the Mount Desert Island Historical Society, and other local nonprofit organizations use PastPerfect.

BFS purchased the latest version of the PastPerfect software early this year. Through Lorna White, Margot obtained a massive list of membership and donation data going back to 2003. Over the winter Betsy Hewlett (working as a volunteer) and Margot entered most of this information into the database. Going forward, Deb DeForest, who is proficient in PastPerfect, will work for the Society on an hourly basis to keep records current and generate letters and reports.

Over the summer Margot expects to start sending some thank you letters out, and by fall she hopes to be able to generate the large batch of letters for the Annual Appeal. BFS owes a great debt of gratitude to Betsy, who is very knowledgeable and donated countless hours helping to set things up and enter data.

Michaeleen requested permission to store a few items belonging to the Bar Harbor Garden Club at Garland Farm, possibly in the garage attic. Some are used each year for the 4th of July Pie Sale, and some are used every two years for the Garden Tour. A motion was made, seconded, and passed to permit the Bar Harbor Garden Club to store these items at Garland Farm.

Scott distributed photocopies of slides depicting images of an extensive collection historic engravings. The engravings belonged to Beatrix Farrand, were donated to Berkeley in 1955, and are now in the University of California's storage site in Oakland. This impressive collection is helpful in understanding Beatrix Farrand's work, demonstrating her interest on architecture and her scholarly approach to design.

Scott introduced Anne Wells to the Board. She described her love of gardens, appreciation of history, focus on problem solving, and love of mentoring. After visiting Garland Farm early this spring, she began reading about Beatrix Farrand and garden design. Anne is currently in the process of identifying volunteers to serve on Open Days with her. She thanked Carolyn, who suggested Carl Kelly, formerly of Thuya Gardens, who agreed to volunteer on all Saturdays this summer. Anne distributed a calendar of this summer's Open Days that listed volunteers by date. She urged board members to volunteer if they have not already done so, and also to give her suggestions for other volunteers. Anne plans to attend Docent Training for Garland Farm, and expects a number of Open Day volunteers to do so as well.

Scott introduced Dick Mace to the Board. The Board welcomed him, and Richard stated that he was excited about joining the Society.

Scott suggested that, after the meeting adjourned, Board members might want to visit the Barn and see the herbarium images and display rack.

The meeting was adjourned at 11:50 AM.

Submitted by:
Margot Woolley, Secretary