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The mission of the Sandwich Historical Society is to collect and preserve the material culture and historical record of the town of Sandwich and to use these resources in service to the public through educational experiences and outreach to the community.

## ANNUAL MEETING AGENDA



- 6:00 p.m. Potluck Dinner
- 6:45 p.m. Annual Meeting
- Call to Order
- Welcome to Members  
Geoff Burrows, President
- Reading and Approval of 2018 Minutes  
Denise Read, Secretary
- Financial Reports  
Jon Taylor, Treasurer
- Nominating Committee  
David Patridge, Chair
- Vote on Slate of Officers and Trustees
- 7:30 p.m. Program by State Archaeologists Mark Doperalski and  
David Trubey: *"Livermore Falls State Forest ~ An Overview of  
the Accomplishments from Past Field Seasons"*
- 8:15 p.m. Closing Remarks and Adjournment  
Abby Hambrook, Director

## DRAFT ANNUAL MEETING MINUTES – NOVEMBER 7, 2018

The Annual Meeting of members was held at the Benz Center, along with a pot luck supper and program. Geoff Burrows, Sandwich Historical Society President, welcomed the group of members around 6:55 pm, and thanked trustees for their help while he was ill and in the hospital this year. Particular thanks were offered to David Patridge, Abby Hambrook, and Jennifer Wright. He went on to share his opinions on Diane Johnson's article following Betty Alcock's passing. The article appreciated the community of Sandwich people. Geoff noted that we have also recently lost Bunny Michael and Don Pease, an original Jr. Historian with the Sandwich Historical Society. He continued with a story about visiting the Blossom Hill Cemetery during a trip to the hospital, finding a grave of a Sandwich citizen he did not remember. He found information about the citizen in an older Excursion bulletin. The 2019 Excursion will mark the 100<sup>th</sup> Excursion bulletin, and he hopes to make it a remarkable one, inviting anyone to contribute ideas and articles.

**Call to Order:** The business meeting was called to order by Geoff Burrows after his opening remarks.

**Approval of Minutes:** Everyone was invited to review last year's annual meeting minutes printed in the annual report. There was a motion to approve the minutes, seconded, and affirmed without discussion. Barbara Pries is stepping down as Secretary, and was thanked for her work.

**Financial Report:** Jon Taylor noted that the Society's financial review was represented in spreadsheets in the handout, and he offered to answer any questions. He reminded the group that the Society's financial year did not match the calendar year. A financial audit was completed this year, part of a five-year schedule of auditing. The endowment is now around 1.5 million dollars, and we continue to take out 4.5% each year to augment membership dues, donations, and shop revenue to cover the operating budget. We try to apply for grants for larger projects, such as renovation work. Geoff expressed our appreciation to Jon for all of his work.

**Nominating Committee:** Susan Davies shared the new slate of officers and trustees, noting that the changes are: Charlene Ouellette, new trustee; Barbara Pries stepping down as Interim Secretary; and Denise Read will move from trustee to secretary. The slate was moved, seconded, and approved. David Patridge suggested explaining the term limit change approved this summer, which Geoff did, explaining the term limits were removed from the by-laws, by vote, because it constrained the Society's ability to retain committed trustees and officers.

**Move to Adjourn:** Adjournment moved, seconded and approved. See you next year!

## TREASURER'S REPORT

The Sandwich Historical Society is on a calendar year basis for financial reporting, and this report covers the final results of operations for the year ending December 31, 2018 along with a summary of results for the first nine months of 2019.

We ended 2018 with operating revenue of \$101,700 and operating expenses of \$92,189, which includes depreciation expense of \$18,438, for a net operating loss of \$10,658. Our goal was to cover at least \$6,000 of our depreciation expense which we accomplished. We began the year with a balance in Restricted Funds of \$26,511 for special projects and received \$4,723 during the year. From these funds we spent \$16,330 for improvements to the Heard Barn, gutters on the Quimby Barn, a new basement door for the Marston House and archival supplies. At year end we had \$14,905 in restricted funds for continuing projects.

Our endowment is managed by Charter Trust Company of Concord, NH, and our policy since 2002 has been to withdraw no more than 4.5% of the prior four year average value of the fund for the each year's normal operations, with the ultimate goal of preserving and growing the fund to support our operations long into the future. We began 2018 with a balance of \$1,483,420, withdrew \$66,756 for normal operations, and ended the year with a market value of \$1,602,613. The endowment provided 65.6% of our normal operating revenues in 2018, with the balance provided by membership fees, admissions, shop sales, and contributions.

Through September 30, 2019 our total operating revenue was \$67,013 and operating expenses, before depreciation, was \$76,642, and we expect to provide for the Capital Reserve fund as budgeted at \$6,000. Present estimates indicate we will end the year about on budget covering \$6,000 of our \$18,000 depreciation expense in line with our budget. We received Restricted Funds for improvements to the Heard Barn of \$30,000, and we are planning for the work to begin in the spring. Our endowment as of September 30, 2019 had a market value of \$1,661,412 after withdrawing \$50,903 for the current year's operations. We sold our 18 Wentworth Hill property about break even and have returned the \$35,000 used from the endowment for that purchase to the endowment fund.

Jon Taylor  
Treasurer

Ken Smith  
Assistant Treasurer

**Balance Sheet as of September 30, 2019 and December 31, 2018**

<b>ASSETS</b>	<u>9/30/2019</u>	<u>12/31/2018</u>
Current Assets:		
Cash and cash equivalents	\$ 106,889	\$ 27,230
Prepaid Expenses	550	3,283
<b>Total Current Assets:</b>	<u>107,439</u>	<u>30,513</u>
Investments	1,661,412	1,483,420
Beneficial Interest in Trusts	17,435	16,820
Antiques and Documents	38,155	38,155
Property and Equipment, net	566,444	637,797
<b>TOTAL ASSETS</b>	<u><u>\$ 2,390,885</u></u>	<u><u>\$ 2,206,705</u></u>
 <b>LIABILITIES and NET ASSETS</b>		
Current Liabilities:		
Accounts Payable	\$ 451	\$ 216
Accrued Expenses	3,916	3,148
Deferred Revenue	9,550	10,550
<b>Total Liabilities</b>	<u>13,917</u>	<u>13,914</u>
Net Assets		
Unrestricted	2,333,016	2,161,066
Temporarily Restricted	43,952	31,725
<b>TOTAL NET ASSETS</b>	<u>2,376,968</u>	<u>2,192,791</u>
<b>LIABILITIES and NET ASSETS</b>	<u><u>\$ 2,390,885</u></u>	<u><u>\$ 2,206,705</u></u>

Sandwich Historical Society

Summary Statement of Revenue and Expense  
For the Nine Months Ending September 30, 2019 Compared with September 30, 2018

	Nine Months Ending September 30, 2019		Nine Months Ending September 30, 2018	
	General Operations	Restricted Funds	Total	Total
Contribution Income	\$ 11,756	\$ 120	\$ 11,876	\$ 13,476
Restricted Income	1,200	34,423	35,623	4,391
Museum Sales	2,928		2,928	2,281
Other Income	226	-	226	232
Use of Endowment	50,903	-	50,903	50,070
<b>Total Revenue</b>	<b>67,013</b>	<b>34,543</b>	<b>101,556</b>	<b>70,450</b>
Facilities Expense	10,939	2,496	13,435	13,789
Museum Operations	21,457		21,457	26,388
Office Expenses	5,048	3,000	8,048	5,537
Personnel Expenses	35,819	-	35,819	30,916
Other Expenses	3,322	-	3,322	1,290
Special Projects	57		57	10,275
<b>Total Expenses</b>	<b>76,642</b>	<b>5,496</b>	<b>82,138</b>	<b>88,195</b>
Net Profit (Loss) before Capital Reserve Expense	(9,629)	29,047	19,418	(17,745)
Provision for Capital Reser	(4,500)	-	(4,500)	(4,500)
Budget Basis, Net	(14,129)	29,047	14,918	(22,245)
Provision for Depreciation	(9,349)	-	(9,349)	(8,890)
Net Income (Loss)	<u>\$ (23,478)</u>	<u>\$ 29,047</u>	<u>\$ 5,569</u>	<u>\$ (31,135)</u>

Notes: (1) The required Depreciation Expense is the sum of the Provision for Capital Reserve and Provision for Depreciation

## 2019 BOARD OF TRUSTEES AND STAFF LIST

### OFFICERS

Geoffrey Burrows  
*President*

David Patridge  
*Vice President*

Jonathan Taylor  
*Treasurer*

Kenneth A. Smith, Jr.  
*Asst. Treasurer*

Denise Read  
*Secretary*

### TRUSTEES

H. Benjamin Bullard

Linn Maxwell

David Crory

Bob Michael

Susan Davies

Jim Mykland

Sue Greene

Franz Nicolay

Nancy Hansen

Charlene Ouellette

Helen Ingalls

Denise Read

Dan Reidy

### NOMINEES FOR NEW TRUSTEES/OFFICERS

To be announced at the Annual Meeting

### STAFF

Abby Hambrook

Director

Lauren Hansen

Museum and Collections Coordinator

Jenny Vierus

Bookkeeper

Jennifer Wright

Office and Research Coordinator

## 2019 COMMITTEES

**Collections and Exhibits:** Susan Davies, *Chair*, Nancy Hansen, Sue Greene, Helen Ingalls, Linn Maxwell, Bob Michael, Franz Nicolay, Charlene Ouellette, Denise Read, Dan Reidy, and Jon Taylor

**Education and Programs:** Jim Mykland, *Chair*, David Croy, Susan Davies, Sue Greene, Helen Ingalls, Linn Maxwell, Charlene Ouellette, Denise Read, and Dan Reidy

**Executive Board:** Geoff Burrows, Ben Bullard, Susan Davies, Bob Michael, David Patridge, Denise Read, Ken Smith, and Jon Taylor

**Facilities and Maintenance:** David Patridge, *Chair*, Ben Bullard, Geoff Burrows, David Croy, Susan Davies, Helen Ingalls, Bob Michael, Jim Mykland, and Jon Taylor

**Finance and Development:** Ben Bullard, *Co-Chair*, Jon Taylor, *Co-Chair*, Geoff Burrows, and Ken Smith

**Publications and Research:** Geoff Burrows, *Chair*, Joan Cook, Susan Davies, Bruce Montgomery, Jim Mykland, Barbara Pries, and Jon Taylor

## PRESIDENT'S MESSAGE

The Sandwich Historical Society's season opened on June 22 with a fine exhibit in the Wentworth Room of the celebration of 100 years of publication of the *Excursion Bulletin*. Thanks goes to Susan Davies and the Collections Committee, Lauren Hansen, Abby Hambrook and Jennifer Wright for this great show!

Highlights for 2019 include the Old Home Week Annual Picnic at the Ambrose Farm in Whiteface Intervale and our float and booth at the Sandwich Fair. Jim Mykland again provided several walks through history. The Quimby Barn was opened almost every Saturday through the summer: thank you to Lew Vittum and Ray Elliott! The Lower Corner Schoolhouse was opened during Old Home Week: special thanks to Denise Read! A favorite highlight of mine was the visit by the Pierce Brigade of Concord on September 11. This historical society maintains the Franklin Pierce Mansion and his gravesite at the Old North Cemetery in Concord, NH. Our Paul Wentworth and sons William, George and Samuel are buried in the Old North Cemetery as well.

Other highlights include the organization of the "room within the room" in the Quimby Barn by members of Collections Committee with special recognition to Lauren Hansen and Helen Ingalls. In 2019 the Society dedicated the workroom at Marston House in memory of Judy Stoehr. We dedicated the gardens at Marston House to Debbi Whyte and Barbara Kerr. Another very nice dedication was for the great stewardship by Janet Bickford and Joan Cook at the Lower Corner Schoolhouse. Each person is a model for volunteerism that make the Sandwich Historical Society a success!

The Society is tasked with reviewing and updating its Long-Range Plan. The Development and Facilities committees will be working on this in the coming year. The Grange Hall, so nicely rehabilitated in 2008, needs some attention once again. Also plans for the Heard Barn are an on-going discussion. One nice result this year was the sale of 18 Wentworth Hill which removes one obligation from the Society.

It is difficult to review a years' worth of good work without fear of missing acknowledgment of someone; wonderful people make this Sandwich Historical Society enterprise successful! I thank all volunteers, staff and board members for their commitment to the Society. Thanks especially to Abby, Lauren, Jennifer, Susan, Jon T and Bruce!

Geoff Burrows, President

## COLLECTIONS COMMITTEE

Collections met quarterly to accession new donations and most members joined the newly established exhibit committee, chaired by Jim Mykland, to plan the 2019 seasonal exhibit, *Dear Old Sandwich: One Hundred Excursions*. The exhibit highlighted our 100 years of Excursions, both the early actual trips around town, and the important legacy of our annual publication. Thanks to the staff and all our trustee exhibit team, the Society presented another exceptional seasonal exhibit.

Throughout last fall and winter, the Collections Committee used the offseason for processing recent additions to the collection. Our textile team of Nancy Hansen, Barbara Pries, Linn Maxwell, Charlene Ouellette, and Susan Davies continued cataloging our costume collection. Collections team members Helen Ingalls, Bob Michael, Barbara Pries and Laurie Norman worked to catalog our object and library collections. We are very fortunate to have the expertise and dedication of Lauren as she continues the important work of cataloging our valued archives and photo collections and providing us with overall collections advice.

Two special projects, which grew from the Fall 2018 CAP Grant recommendations, were the highlights of our collections efforts this year. During the winter, Bob Michael and his project team redesigned our Marston House attic (202) storage space. He replaced the old wall of cumbersome and unsafe drawers with more useful shelving backed by wire mesh to seal off rodent access to the area. The project team has rehoused the objects in archival boxes and is assigning locations so every item can be easily located both on the shelves and in our database.

The second major project involved equipping our Quimby Barn second floor “room-within-a-room” to be the additional collections storage space we had projected. Trustee Helen Ingalls and Collections Staff Lauren Hansen took the kernel of advice from our consultants and spent hours researching materials and supplies with the goal of making a home for our important painting collection. They enlisted advice and manpower to wall mount wire grids and then designed a method to hang the large artwork and a system to safely store our smaller pieces on the metal shelving. Those shelves will also house the large archival textile boxes containing our wedding dresses and provide a “best practices” home for our growing collection. Special thanks to Helen, Lauren, and Franz Nicolay for their vision and dedication to this impressive and much needed project.

As always, a sincere thank you to all whose donations continue to add to the Sandwich Historical Society collection and the story of our town.

With gratitude to the collections committee: Lauren Hansen (staff) Joan Cook, Nancy Hansen, Helen Ingalls, Barbara Kerr, Sue Greene, Linn Maxwell, Bob Michael, Charlene Ouellette, Franz Nicolay, Barbara Pries, Denise Read and Jon Taylor.

Susan Davies, Chair

## **FINANCE AND DEVELOPMENT COMMITTEE**

One of the committee's responsibilities includes updating the Strategic Plan every five (5) years as well as financing new acquisitions, equipment and maintenance. We also oversee our endowment and work to increase our membership. We work to raise funds with direct appeals to our members, and we seek grants from local and State sources. We work closely with the Facilities and Maintenance Committee to identify and address the needs of the Society and develop plans to fund the needs.

The Society had purchased 18 Wentworth Hill Road, a property located across of the Sandwich Fair office in order to meet our storage needs. We had planned to construct a barn/storage facility on the site. When the opportunity to purchase the Heard Barn came our way, we realized this barn could address our need for space and more! The Heard Barn is a historic feature of our town, and we have been restoring it for the benefit for all.

This summer we sold the 18 Wentworth Hill Road property to R.N. Peaslee and Sons. Half of the proceeds was reinvested into our endowment and half went toward our planned renovation of the Heard Barn. Along with generous grants from the Alfred Quimby Trust and the Doris L. Benz Trust, we now have the funds to continue our extensive renovations and maintenance next spring.

If you are reading this, you are probably already a member; however, we need more! Please tell your friends and neighbors about the Society and encourage them to join our remarkable organization. To be a part of preserving the history of Sandwich and educating ourselves, our children and grandchildren about this wonderful town is a great reward for all. Our members volunteer their time and are instrumental in supporting our present and future goals .... And we have fun! Please make sure you visit us in June 2020 and see our exhibits, collections, unique museums, and gift shop (online too!).

Ben Bullard, Chair

## PUBLICATIONS AND RESEARCH COMMITTEE

The Sandwich Historical Society celebrated a milestone in 2019 by publishing our 100<sup>th</sup> consecutive *Excursion Bulletin*. A suggestion to record the activities and conversations of the Historical Society's 1920 picnic excursion to Moses Hall's place in Sandwich Notch led to this wonderful resource of Sandwich history. What a tradition!

In keeping with our celebration, our annual exhibit featured memorable Old Home Week picnic excursions. Thanks goes to Susan Davies and our Collections Committee; also Lauren Hansen, Abby Hambrook and Jennifer Wright for an excellent exhibit!

The Historical Society also publishes two newsletters each year and an e-newsletter. Many readers are great fans of Barbara Pries' monthly history taken from the pages of the *Sandwich Reporter* published in the *Meredith News*. We also publish information of our activities in Diane Johnson's column in the *Meredith News*.

To produce a quality product year after year takes commitment from willing volunteers. Over the years Jessy Flanigan, Leroy White, Doris Benz, Maybelle Forestall, Professor William Greene, Caroline Snyder and Patricia Heard have chaired this important committee. The Society is fortunate to have dedicated authors today, including Jon Taylor, Joan Cook, Jim Mykland, and Bruce Montgomery. For many years Nancy and Bruce chaired the research committee and, today, Bruce continues to produce an article each year ... thank-you!

Currently, thanks must be acknowledged for the great work done by our administrative assistant, Jennifer Wright, to produce the finished product that we enjoy today. All articles are delivered on time with very little cajoling under Jennifer's encouragement!

The research committee invites folks to submit a story of Sandwich History for consideration to the *Bulletin* or *Newsletter*. Articles must be of original writing with sources cited. Reminiscences will be considered as a companion to the Society's desire for more oral history. The *Excursion* mission today is to record historical Sandwich and Sandwich related.

Geoff Burrows, Chair

## **EDUCATION, PROGRAMS & EXHIBIT COMMITTEE**

This year was a fun and busy year for the committee. We started with a well-attended Picture Night in March. As always, thank you to Lauren for wading through thousands of files to find just the right photos from our collections.

We helped plan and execute the summer's exhibit celebrating 100 years of Sandwich Historical Society excursions. It was a hectic and trying last rush to the finish line, but I think it came out so well. Thank you so much to all of you who helped pull it together.

June saw a very popular walk to the Smith Farm site at the foot of Sandwich Notch. We had a small crowd at another Picture Night in July due to a number of other events going on that evening.

In August the Society lent photos from the collections for a lobby display during the production of *Elderville* by the Yeoman's Fund during Old Home Week (OHW); the first OHW musical in many years. What great fun it was to see photos of so many old friends, many now gone, in productions over the years. Old Home Week also saw another good-sized group on a guided walk around Lower Corner. The week closed with a hugely successful 100th Annual Excursion; this year at the old Ambrose farm in Whiteface Intervale. Thank you again to all who pitched in to make it the great success it was!

In late September we led a well-attended walk up the ancient North Road on Guinea Hill talking about the old road and settlers as well as visiting the site of an old sap house well up on the hill. What a great morning to be in the woods!

Thank you to the committee members and volunteers who worked so hard and to the staff who were so much help.

Jim Mykland, Chair

## **FACILITIES AND MAINTENANCE**

We recently updated our ten-year building maintenance plan. Fortunately, all of the roofs of our five (5) buildings are in good condition as well as the integrity of our buildings. Because of the age of our beautiful facilities, it is a challenge to stay ahead of their upkeep.

**MARSTON HOUSE:** All of the incandescent light bulbs in the building (and there were many) were replaced with LEDs. The change should significantly lower our power costs. Helen Ingalls led an effort to tighten up the foundation, and the building in general, to keep out rodents and pests.

**QUIMBY BARN:** The “room within a room” on the second floor of the barn is now fully functioning to preserve our paintings, textiles, and other perishable objects in the collection.

**HEARD BARN:** Last fall Mike Canfield cast new concrete footings and thresholds for the two doors at the rear of the building. This past summer he regraded the transition from the Bean Road to the back of the barn in order to ease access by car. He also brought in fill to level off the rear entrance of the barn. Dan Rowan installed new electric service to the building with a new 200 amp breaker panel.

Next year we will be faced with major paint work on the Marston House and the Heard Barn. We have most of the money necessary for the Heard Barn; however, we will have to raise the funds needed for the Marston House.

Many thanks to all the volunteers, trustees, and staff for their help over the past year.

David Patridge, Chair

## **DIRECTOR’S REPORT**

2019 has been a busy year behind the scenes at the Sandwich Historical Society. Our Collections Assessment for Preservation (CAP) Assessment resulted in many suggestions that needed attention, and we had to adjust our hours and staffing to deal with loss and to stay efficient.

When the Sandwich Historical Society was founded over 100 years ago, they gathered objects, began to keep a record of them, and started researching and recording the history of this great town. Flash forward to 2019...we have just published our 100th Annual *Excursion Bulletin*! The Exhibit this year, “*Dear Old Sandwich, 100 Years of Excursions,*” celebrated this amazing body of work, the Excursions, and the picnics. We have an extensive collection and now keep track of it via a digital database; we have grown from one building to five buildings; and all of this needs care. The CAP grant program provided us with an expert in Historic Buildings and a second expert in Collections Preservation. These experts spent several days with us, viewing buildings, the collection,

and asking many questions. They have produced a lengthy report which tells us what we are doing well, what we may need to change, and suggestions for moving forward into our next 100 years! This has meant that behind the scenes some things have changed, some things still need to change, but thankfully, we are doing a lot right and well!

This year SHS lost three family members: Judy Stoehr, Jan Bickford, and Debbi Whyte. While each of these losses has been devastating to us, individually and institutionally, the legacies left by each in our Society Family bear remembrance. We chose to dedicate, with a small plaque, the Marston House workroom in honor of Judy; the Lower Corner Schoolhouse in honor of Jan Bickford and Joan Cook; and the Marston House gardens to Debbi Whyte and her sister Barbara Kerr.

With these losses and several others, and in order to continue to live within our means, our staffing has been adjusted and our hours have changed slightly. This year we decreased our open time by one day per week and one hour per day in June and September, but kept our usual schedule during July and August. By doing this we have been able to carry on, watch the budget bottom line, and have a little time to mourn our losses.

Abigail Hambrook, Director