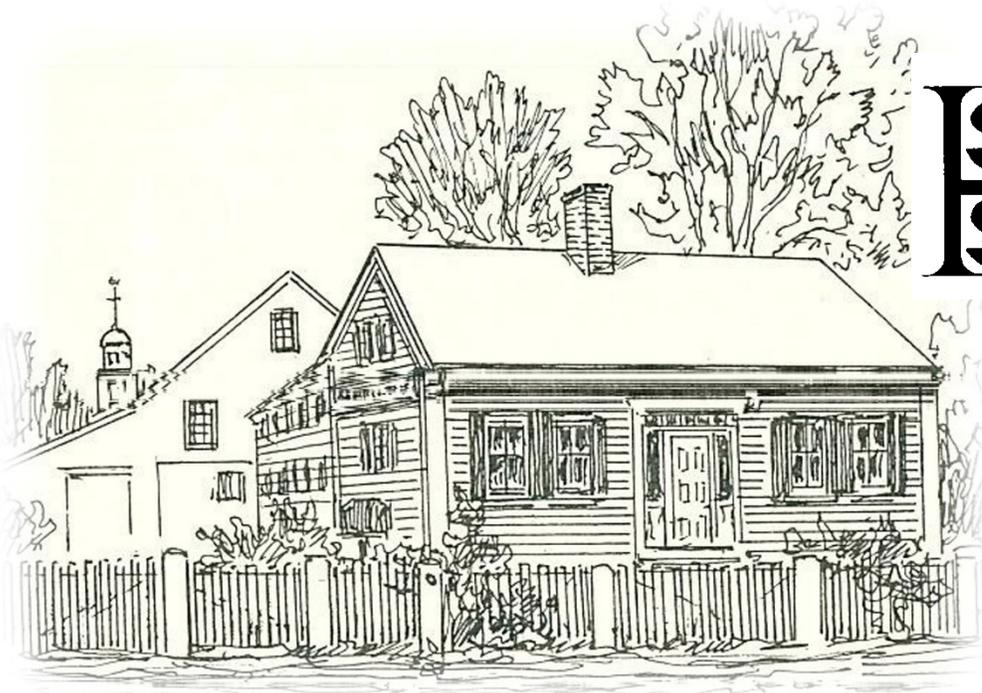


ANNUAL
REPORT
❧
NOVEMBER
2020



SH SANDWICH
HISTORICAL
SOCIETY

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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.

SANDWICH HISTORICAL SOCIETY
MEMBERSHIP LETTER

Dear Members,

October 7, 2020

What a year! 2020 is coming to an end, and my hope is a few issues will also come to an end this year. This has been a year like no other in my lifetime, and I am sure yours as well!

First, let us all give our thanks to our staff, Abby, Jennifer and Lauren, as well as to our volunteers and contributors, for giving the Sandwich Historical Society a presence in town in this summer of shut-down. The excellent virtual exhibit and the posters of “Our Women of Sandwich” around town make Sandwich Historical Society alive! Thank-you!

Despite the intrusion into our normal life, managing the business of Sandwich Historical Society requires the board of trustees present, in November, committee reports, an audit of the finances and a slate of nominations of the new board of trustees for membership vote. Reports will be submitted by the various committees, and we will post the Annual Reports on the website (sandwichhistorical.org) for your convenience.

An in-person Annual Meeting is not possible. It has been decided by the Executive Board that a remote, month-long, meeting will be held. A letter and an agenda will be emailed to membership (and mailed to those members we do not have an email address) on November 1, 2020 with the slate of nominations. Membership will have until December 1, 2020 to respond either via email (preferred) or in writing. One member, one vote.

Items for the agenda include:

- 1) Approval of 2019 Annual Meeting minutes
- 2) Report of Nominating Committee: President, Vice-president, Secretary, Treasurer and Assistant Treasurer. Three (1) trustees to be re-nominated, and one (1) trustee vacancy to fill.
- 3) Ask a vote of confidence for the board to continue to manage in the best interest of the Sandwich Historical Society.

Thank you!

Geoffrey Burrows, President

DRAFT ANNUAL MEETING MINUTES – NOVEMBER 6, 2019

The Annual Meeting of members was held at the Benz Center, along with a potluck supper and program. Geoff Burrows, Sandwich Historical Society President, welcomed the group of members around 6:44 PM. Geoff thanked the staff, trustees and volunteers. He also thanked and recognized Lew Vittum and Ray Elliott for helping every Saturday at the Quimby Barn. Highlights of the year included the Annual Picnic at the former Ambrose Farm (now owned by Pyle Construction LLC) in Whiteface, the Sandwich Fair float and booth, Picture Night, Lower Corner Schoolhouse being open with the work of Denise Read, and the visit by the Pierce Brigade of Concord.

Call to Order: The business meeting was called to order by Geoff Burrows after his opening remarks at 6:45 PM.

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. Susan Greene acted as Secretary pro-tem in the absence of Denise Read, who had a scheduling conflict.

Financial Report: Jon Taylor reported we sold the 18 Wentworth Hill Road property because we picked up the Heard Barn. The transaction was a net loss of \$56. We are able to put \$35,000 of the sale money back into the endowment. We get 65% of our operating budget from the endowment each year. We take out 4.5% (which is determined by a 4 year average) each year.

Dedications: This year we dedicated the workroom at the Elisha Marston House to long-time employee and Historical Society friend Judy Stoehr; the gardens at the Elisha Marston House to long-time stewards and volunteers (and sisters), Debbi Whyte and Barbara Kerr; and the Lower Corner Schoolhouse to long-time stewards Janet Bickford and Joan Cook.

Nominating Committee: Last year we voted to remove term limits; therefore, we are able to re-nominate our current trustees whose terms are up and who want to remain as a trustee. Three (3) year terms: Linn Maxwell, Bob Michael and Sue Greene. Moved by Susan Gutchess and seconded by Fred Phillips. Voted in the affirmative. Six (6) year terms: Susan Davies and Dan Reidy. Moved by John Davies and seconded by Helen Ingalls. Voted in the affirmative.

Collections: The highlight was the completion of the room within a room. Lauren created a PowerPoint presentation to showcase this project.

Facilities and Development committees have developed a new long range plan on maintenance.

Move to Adjourn: Business meeting ended at 7 PM. 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 ended December 31, 2019 along with a summary of results for the first nine months of 2020.

We ended 2019 with operating revenue of \$109,043 and operating expenses of \$105,429, which includes depreciation expense of \$19,152, for a net operating loss of \$3,614. Our goal was to cover at least \$6,000 of our depreciation expense which we accomplished. We began with year a balance in Restricted Funds of \$14,906 for special projects and received \$36,262 during the year from grants and designated \$23,788 from proceeds of the sale of the Wentworth Hill land for the Heard Barn improvements. From these funds we spent \$9,998 for improvements to the Heard Barn and a new scanner. At the end of 2019, we had \$65,157 in restricted funds for continuing projects.

Through September 30, 2020 we have total operating revenues of \$62,542 and operating expenses before depreciation of \$67,288. Present estimates indicate we will end the year with a revenue shortfall of \$14,200 offset by reduced expenses of \$7,700, for a loss of \$6,500. This loss includes the \$4,115 cost of rebuilding our front fence. Our primary project in 2020 was the preparation and painting of the Heard barn. This involved rebuilding and painting the lower sliding doors, repairing clapboards and trim, repairing and re-glazing all windows and construction of a stairway to the third level and finally, two coats of paint were applied to the entire barn.

Our endowment is managed by Charter Trust Company of Concord, NH, and our policy since 2002 has been is 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 2019 with a balance of \$1,483,420, withdrew \$67,842 for normal operations and ended the year with a market value of \$1,775,138. The endowment provided 71% of our normal operating revenues in 2019, with the balance provided by membership fees, admissions, shop sales, and contributions. Our endowment at September 30, 2020 had a market value of \$1,900,788 after withdrawing \$53,219 for the current year's operations, and it is projected to cover about 77% of our operating expenses in 2020.

Jon Taylor
Treasurer

Ken Smith
Asst. Treasurer

Balance Sheet as of September 30, 2020 and December 31, 2019

ASSETS	<u>9/30/2020</u>	<u>12/31/2019</u>
Current Assets:		
Cash and cash equivalents	\$ 37,833	\$ 82,765
Prepaid Expenses		2,183
Total Current Assets:	<u>37,833</u>	<u>84,948</u>
Investments	1,900,798	1,775,138
Beneficial Interest in Trusts	16,603	18,168
Antiques and Documents	38,220	38,220
Property and Equipment, net	596,015	567,065
TOTAL ASSETS	<u><u>\$ 2,589,469</u></u>	<u><u>\$ 2,483,539</u></u>
LIABILITIES and NET ASSETS		
Current Liabilities:		
Accounts Payable	\$ 902	\$ 483
Accrued Expenses	3,608	3,357
Deferred Revenue	<u>7,975</u>	<u>8,975</u>
Total Liabilities	12,485	12,815
Net Assets		
Unrestricted	2,534,946	2,377,399
Temporarily Restricted	<u>42,038</u>	<u>93,325</u>
TOTAL NET ASSETS	2,576,984	2,470,724
LIABILITIES and NET ASSETS	<u><u>\$ 2,589,469</u></u>	<u><u>\$ 2,483,539</u></u>

**Summary Statement of Revenue and Expense
For the Nine Months Ending September 30, 2020 Compared with September 30, 2019**

	Nine Months Ending September 30, 2020		Nine Months Ending September 30, 2019	
	General Operations	Restricted Funds	Total	Total
Contribution Income	\$ 8,721		\$ 8,721	\$ 11,876
Restricted Income		914	914	35,623
Museum Sales	347	12	359	2,928
Other Income	255	-	255	226
Use of Endowment	53,219	-	53,219	50,903
Total Revenue	62,542	926	63,468	101,556
Facilities Expense	14,152	40,950	55,102	13,435
Museum Operations	16,538	556	17,094	21,457
Office Expenses	3,376		3,376	8,048
Personnel Expenses	32,742		32,742	35,819
Other Expenses	480	1,458	1,938	3,322
Special Projects			-	57
Total Expenses	67,288	42,964	110,252	82,138
Net Profit (Loss) before Capital Reserve Expense	(4,746)	(42,038)	(46,784)	19,418
Provision for Capital Reserve	(4,500)	-	(4,500)	(4,500)
Budget Basis, Net	(9,246)	(42,038)	(51,284)	14,918
Provision for Depreciation (1)	(10,952)	-	(10,952)	(9,349)
Net Income (Loss)	<u>\$ (20,198)</u>	<u>\$ (42,038)</u>	<u>\$ (62,236)</u>	<u>\$ 5,569</u>

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

COLLECTIONS COMMITTEE

This was a year like no other for the Collections Committee. Our work came to a standstill by the second week of March, when members of our winter working team (Susan, Nancy, Barbara and Franz) began self-quarantining. Before that time, our entire team had provided support displaying objects from the collection for the Summer 2019 Exhibit. Throughout last fall and early winter, the textile team of Nancy Hansen, Barbara Pries, Linn Maxwell, Charlene Ouelette, and Susan Davies rehoused textiles from the 2019 exhibit and worked on the 10+ large boxes of men's, children's and household linens still not cataloged and/or properly stored. Other Collections Committee members Helen Ingalls, Bob Michael, Barbara Pries and Franz Nicolay used the offseason for processing and cataloging our object collections. We are very fortunate to have the expertise and dedication of Lauren Hansen as she continues the important work of cataloging our valued archives and photo collections and providing us with overall collections advice.

In the weeks before we shutdown, two special projects highlighted our Collections efforts this year. Helen took the lead with Lauren in rethinking and reorganizing the entire behind-the-scenes various Marston House second floor Collection's workspaces. They took a hard look at many years of accumulated stuff and streamlined everything so processing our collections has become much clearer and more workable.

The winter team tackled the second special project: assessing and cataloging the miscellaneous artworks, especially the works-on-paper set to remain in the "new" flat file now located in last year's redesigned Marston House Attic 202 storage space. Some of the artwork had never been identified or cataloged, so they needed research; others seemed ready to be stored. Franz used his skills to remove works from frames; other delicate or questionable works required expert advice. Lauren came to our rescue on some as she provided her valuable professional expertise on object care. Franz arranged an afternoon of consultation with Will Lehmann, who generously volunteered his time consulting with us both at the Society and in his studio with Nancy on a framed textile. Will gave us a possible lead on someone he works with at the Museum of Fine Arts in Boston, MA who might do a future workshop for us and other local museums. One of our goals from the recent CAP project was to sponsor collaborative collections trainings. Special thanks to Helen, Franz, Nancy, Barbara and Susan for their work on this project; every object has been investigated, many are fully cataloged, most are properly stored, a few still need even more expert advice, and some are candidates for deaccession. This project is happily mostly complete, but loose ends remain.

It had been a longtime since our buildings have been closed, and Collections had its last work sessions. Lauren had been the only one working onsite from the Collections team until mid-August, when she and I met safely to prepare the donations received since the winter of 2019. The Accessioning Committee then met virtually for a successful ZOOM meeting. They met again in late September at the Grange, in person, masked and socially distanced, to assess items after Lauren and Helen cleaned out the second floor storage area behind the stage. They were pleased to report that our cache of audio-visual materials is almost complete to allow us to videotape programs that take place on the second floor, so they are accessible to all. The Committee's plan is to continue to coordinate with Lauren on one-on-one projects throughout the offseason in hopes that 2021 will bring normal times!

With gratitude to the Collections committee for their hard work this past year!

Susan Davies, Chair

EXHIBIT COMMITTEE

While our 2020 Summer Exhibit was always entitled, "Our Women of Sandwich," our pre-COVID-19 exhibit plan was quite different than the remote and virtual exhibit we developed due to the closing of Society during 2020 summer season.

The team brainstormed how to bring our original ideas to the public in a safe and enjoyable way. We designed and created a remote Walking Tour. Prominently displayed on various buildings around town were twenty posters highlighting an inspiring woman from our town's history. In addition to their picture, their name, dates, and a couple of things for which they were known are also listed. Each poster featured a QR (Quick Response) code that could be scanned from a smartphone, which brought the participant to our website to read more about the featured woman. We created a beautiful walking tour map using Bob Dustin's map of Sandwich as our inspiration. The map could be printed and used on the walking tour or could be enjoyed by those who "walked" virtually.

We realized we had many who would not be able to visit Sandwich this summer, so we expanded our virtual offering and created a "Virtual Exhibit" highlighting even more women (past and present). We encouraged the community to participate and share with us a special Sandwich woman in their lives especially since the team could not possibly highlight (or know) every woman. We were also trying to add to our history

by including the stories and pictures shared with us. **Each week throughout the summer and fall, we introduced another amazing woman on our virtual exhibit.**

Mid-summer we expanded our “Our Women of Sandwich” offerings to include:

1. “Our Women of Sandwich Recipes” to highlight the many wonderful cooks in our beloved town as well as cookbooks published over the years from various organizations. The recipes posted on the website are introduced weekly and are seasonal selections.

2. “Collection Highlights” Our past exhibits included selections from our amazing collection; however, we had to think outside of the box this year. In September, we added this new feature to our virtual offerings where we highlight an object from our collection that was created by a Sandwich woman. In this way, we can highlight even more Sandwich women.

It is our goal to continue introducing recipes and items from our collection throughout the winter.

Jennifer Wright, on behalf of the Exhibit team

EDUCATION, PROGRAMS COMMITTEE

Due to the closure of the Society this year, the programs we created for virtual and remote enjoyment are highlighted in the Director’s report.

FINANCE AND DEVELOPMENT COMMITTEE

Thanks to all of our members and donors for being with us during these difficult times. The Sandwich Historical Society, like all of you, has had to readjust our ways of doing things, but we are alive and well and hope you are too. The Development Committee has not met formally since March but we have, along with *Maintenance and Facilities*, overseen an extraordinary transformation of the Heard Barn. Thanks to donations and gifts from you, the building is fully painted and repaired on the exterior and is a site to behold in the middle of our Historic District! Come see it when you can. There is still work to be done. Our next project and fundraising will commence soon. The barn’s basement needs some repairs to the foundation and interior footings, and a general cleanup before a concrete slab is poured. We are grateful for your continued support. We recognize and thank the trustees, director, staff and volunteers who have been so

creative in bringing you continued excellence in all things during these challenging times.

Ben Bullard, Chair

FACILITIES AND MAINTENANCE

Heard Barn: Jeff O'Neil and Company was given the assignment of preparing the building for paint, which entailed the following:

- Taking down and repairing the two sliding doors to the basement. I straightened and repaired the original trolleys and rails for the sliding doors. They were then sandblasted, primed and painted black.
- The doors were rehung and a roof overhang was built with cedar shingles to make them weathertight.
- Stairs were built from the second floor to the upper scaffold to help with access to the cupola.
- A catwalk was built inside the cupola (which is permanent) in order to remove the windows for repair and paint.
- A permanent ladder was built to access the cupola.
- Various clapboards and trim had to be refastened or replaced.
- The returns on the eaves were clad with aluminum.

J & H Painting out of Plymouth painted the building. Lead paint was an issue. They prepared the barn and used a Sherman Williams product that was developed to prime and encapsulate the old lead substrates. That was followed with two coats of finish paint.

Darlene, employed with Brass Tacks and Nails, did an amazing job reglazing, priming and painting all the cupola windows, many windows throughout the building, and the transom barn door window.

The barn's exterior is now repaired, stabilized and painted. Polly Heard would be proud!

Next year our focus will be on painting most of the Elisha Marston House.

Many thanks to all the volunteers, trustees, and staff for their help in making the Society one of the most successful and vibrant small town historical societies in New Hampshire.

David Patridge, Chair

PUBLICATIONS AND RESEARCH COMMITTEE

With the Society having to close its doors this year due to COVID-19, we refocused our efforts to bring our special seasonal exhibit and other associated items of interest to you virtually. As such, we have only been able to take on a limited number of research requests, and we have not been able to accept research appointments. With our small staff working on keeping as many of our day-to-day operations running smoothly and focusing on virtual programming, we have had to temporarily sideline our newsletters; however, we will resume once our Annual Excursion Bulletin is ready to be mailed or picked up. Another result of our change in operations has been the production of our Excursion Bulletin. It will be published this year; however, it will be delayed...but worth the wait! We are most grateful for your patience and understanding. Our staff has been asked to do a lot more, and they have worked hard to meet the challenge of creatively sharing our history this year.

We would like to recognize and thank the individuals who have contributed to this year's Excursion Bulletin: Geoff Burrows, Martha Carlson, Joan Cook, Bruce Montgomery, Jon Taylor, Malcolm Taylor, volunteers from the various organizations who contribute to our "Year in Review" section, and Ann Burghardt, who assists Jennifer with editing and proof-reading. Thank you!

We invite 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 stories.

Geoff Burrows, Chair

2020 BOARD OF TRUSTEES AND STAFF

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David Patridge
Vice President

Jonathan Taylor
Treasurer

Kenneth A. Smith, Jr.
Asst. Treasurer

Denise Read
Secretary

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Sue Greene
Nancy Hansen
Helen Ingalls

Linn Maxwell
Bob Michael
Franz Nicolay
Charlene Ouellette
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NOMINEES FOR NEW TRUSTEES/OFFICERS

Geoff Burrows, President
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Jonathan Taylor, Treasurer
Ben Bullard, Assistant Treasurer
Sue Greene, Secretary

Nancy Hansen, Trustee
Helen Ingalls, Trustee
Franz Nicolay, Trustee
Kathy Vittum, Trustee
Adam Heard, Trustee

STAFF

Abby Hambrook
Lauren Hansen
Jenny Vierus
Jennifer Wright

Director
Museum and Collections Coordinator
Bookkeeper
Office Manager and Research Coordinator

2020 COMMITTEES

Collections: Susan Davies, *Chair*, Lauren Hansen (staff), Nancy Hansen, Sue Greene, Helen Ingalls, Linn Maxwell, Bob Michael, Franz Nicolay, Charlene Ouellette, Denise Read, Jon Taylor, Joan Cook, Barbara Pries and Barbara Kerr, Denise Read, and Dan Reidy

Exhibit: Lauren Hansen, Jennifer Wright, Abby Hambrook and Susan Davies

Education and Programs: Jim Mykland, *Chair* (partial term), David Croy, Susan Davies, Sue Greene, Helen Ingalls, Linn Maxwell, Franz Nicolay, Jon Taylor, 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 (partial term), and Jon Taylor

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

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

DIRECTOR'S REPORT

2020 brought a “new normal” which really means lots of new historical events! In May, the Board met via Zoom, and we announced that this season’s Sandwich Historical Society Summer Exhibit would be virtual and remote. Having never before done anything of the sort, we had to figure out just how to do that.

Our 2020 summer exhibit, “Our Women of Sandwich,” consisted of twenty posters displayed prominently around town on various buildings. Each poster featured a woman’s picture, name, dates, and a couple of things for which were known. Additionally, each poster featured a QR (Quick Response) code that could be scanned from a smartphone, which took visitors to our website to read more about the featured woman. While this is a very different style of exhibit for us, we believed it has proven to be a fabulous celebration of some truly inspiring Sandwich women while it also helped keep people safe, socially distanced, and entertained. We created a map which was available on our website as well as outside the Elisha Marston House.

We also celebrated other women of Sandwich virtually. A new featured woman was added to the website every week throughout the summer. During Old Home Week, which was also very different this year, we added a scavenger hunt for children, a bingo scavenger hunt board for adults and a wonderful self-guided auto tour, which were tied to the poster exhibit. A special thanks to Jim Mykland for creating the auto tour! Finally, we featured a variety of recipes on the website from historic cookbooks and some that were shared by Sandwich women as well as highlights from collections which will continue throughout the winter.

The Board has resumed meeting via Zoom. The Collections committee has also continued doing some of its work this way, and some work in person. Our staff has been working remotely and in the building when necessary. The facilities committee has continued working on the Heard Barn. This “new normal” has been uncharted territory for everyone; however, the Society has found creative ways to carry on. Our Excursion Bulletin, while delayed, will be published as usual! Our Museum Shop continues to be open online and features wonderful gift items, clothing, publications, and postcards. We have appreciated all the emails and other communications in support of our efforts to engage our membership and the larger community. Looking forward to a more historically normal future! (what a sentence!)

Abigail Hambrook, Director

KEN SMITH

Ken Smith served as Assistant Treasurer and Treasurer of the Sandwich Historical Society for eleven years.

Ken's ancestor, Simeon Smith, was a first settler of Sandwich. His ancestors Daniel Smith and Samuel M. Smith built and lived their lives on what is known as Coolidge Farm. Five Smith generations owned that farm.

Ken's grandfather, Harry Smith, was the caretaker at Chestnut Manor in the 1930s for Alice Morehouse. Ken's father attended the Lower Corner School, so when the Historical Society made plans to rehabilitate it in 2008, Ken and his brother and sister generously donated money in honor of their father.

Ken's father went to work at the Portsmouth Naval Shipyard at the time of World War II, so connections to Sandwich were maintained through summer vacations and visits to Grandfather G. Roland Smith and Grandmother Alice Smith, who lived on Grove Street.

This brief appreciation of Ken shows his heritage in this town throughout history. Not only does he "own" his heritage, he gave back! The Officers, Trustees and Staff of the Sandwich Historical Society thank Ken for his service. We extend Ken and Lynne *Best Wishes* for the future!

Ken showed that you can take the boy out of Sandwich, but you cannot take Sandwich out of the boy! Thanks Ken!



LINN MAXWELL and DENISE READ

The Officers, Trustees and Staff thank Linn and Denise for their three years of dedicated service as trustees. Linn will continue to serve on the Collections Committee, and we are very thankful for her continued support! ~ In addition to serving as a trustee, Denise served as our secretary for the past year. Denise also volunteered to take over the very important role of caretaker of the Lower Corner Schoolhouse (LCSH) when Joan Cook and Jan Bickford retired a couple of years (although Joan is still very much involved!) We are grateful to Denise for continuing her work with the LCSH!