



Board Meeting

The Falmouth Historical Society

September 12, 2023

Falmouth Heritage Museum



Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections

- Local History

- Communications

- Merchandise

- Museum Buildings & Grounds

- Development

New Business

Falmouth Heritage Museum



President's Remarks

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Nearing the end of our busy season

Been a summer of “doing history”

- Collections, research, education

Seeing more requests for help from others “doing history”

- In-person and online, wide range of experience with historical research
- Our local knowledge is crucial
- Looking for more volunteers on Local History Committee



Falmouth Heritage Museum



Secretary's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Minutes (*approved online*)

Membership report

	<u>Primary</u>	<u>Family</u>	<u>Sponsors</u>	<u>Total</u>
Current members	72	15	5	92
Members pending renewal	12	1		13
Total	84	16	5	105
Lapsed	6	-		6



New Silver Corporate Sponsor

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Financial Report

Find details in [Treasurer's Report](#)

FINANCIAL SUMMARY

September 9, 2023

Operating Accounts Balance	\$3,102	Minus restricted grants	●
Projected Income	\$6,660	"	●
Projected Expenses	\$10,490	"	●
Projected Year-End Balance	-\$934	In the red but early days	●
Variance from Budget	-\$338	Tracking close to budget	●
Change in Unrestricted Net Current Assets	-\$683	In the red but early days	●
Investments	\$23,591	Doing well	●

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Audit Committee

- Completed an “internal financial review”
- Fiscal years 2022 and 2023

Committee Findings

- Financial statements and governmental filings are complete and accurate
- Financial administration compliant with GAAP except:
 - Segregation of duties: Recommend recruiting addition volunteer(s)
 - Nonprofit-specific statements: No recommendation
- Financial administration meets or exceeds the practices expected of small non-profits.



Falmouth Heritage Museum



Programs Committee

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

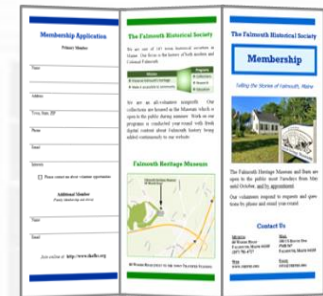
New Business

Upcoming Events

- FHS Table at Cumberland Fair
Sun, Sep 24th, to Sat, Sep 30th,
9:00 a.m. to 5:00 p.m.
- FHS Table at the Polls
Tue, Nov 7th, 9:00 a.m. to 5:00 p.m.,
weather permitting

Coming loaded with membership forms

Provided sample material to high school
for “If This Land Could Talk”



Falmouth Heritage Museum



Museum Operations & Exhibits Committee

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Museum and Barn

- Tuesday, 08/15
3 visitors
- Tuesday, 08/22
No visitors
- Tuesday, 08/29
2 visitors
- Tuesday, 09/05
Not open due to holiday
1 visitor came anyway



Falmouth Heritage Museum



Collections Committee

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- **Collections**
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Digital Catalog



- Work to incorporate images into database continues

Recent activity:

- Digitized cemetery compendium donated by Debi Curry
- Town papers donated by Emmy Anderson
- Plat donated by Gloria MacGregor

Archives	267
Photos	76
Library	487
Artifacts	333
Total	1,163

**NO CHANGE
THIS MONTH**

<https://thefhs.pastperfectonline.com/>

Falmouth Heritage Museum



Local History

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- **Local History**
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Responses to Queries

Conducted research; received/responded

	August	In Process
Collections	3	
Family History	2	4
Property History	2	2
Local History	2	2
Total	9	



Several “in process” queries are follow-up questions to earlier requests

Falmouth Heritage Museum



Local History

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- **Local History**
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Website Expansion

Category	Visible	Items/New	Status
Research – Ancient Falmouth	✗		
Research – Family History	✗		
Research – Property History	✗		
Research – Historical References	✓	16 / 2	
Research – Family References	✓	20 / 0	
Research – Historical Maps	✓	18 / 0	
Members Only -- Newsletters	✓	25 / 0	
Members Only – Local Resources	✗		
Members Only – Local Research	✓	3 / 0	

Falmouth Heritage Museum



Communications Committee

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- **Communications**
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

Working on newsletter

Two posts on Facebook in the past month



Our history detectives will be ready to solve your mysteries involving Falmouth people, places, and...

Post reach Engagement
114 **8**

Sat, Sep 9



It's been a busy summer at the Falmouth Heritage Museum and Barn. We've seen a steady stream ...

Post reach Engagement
348 **44**

Thu, Aug 24

Falmouth Heritage Museum



Merchandise Committee

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- **Merchandise**
- Museum Buildings & Grounds
- Technology
- Development

New Business

Cookbooks

Pairs printed	23
Pairs sold	7
Pairs in stock*	14
Paper stock remaining	36

** 2 pairs reserved for display*



The Falmouth Heritage Bookstore

Falmouth Heritage Museum



Museum Building & Grounds Committee

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
& Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
& Grounds
- Technology
- Development

New Business

Any issues?



Falmouth Heritage Museum



Development

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
& Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
& Grounds
- Technology
- Development

New Business

Nothing significant to report



Falmouth Heritage Museum



New Business

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
& Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
& Grounds
- Technology
- Development

New Business



Falmouth Heritage Museum



Supplemental Slides

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

ACCOUNT BALANCES

Checking—Society	Checking—Internet	Savings—Museum
\$1,360.44	\$158.51	\$9,082.83
Maine Community Foundation—The FHS Fund		\$23,591.36
PayPal		\$0.00
Venmo		\$0.25
Accounts receivable =	\$0.00	
Accounts payable =	\$172.24	
Sales tax payable =	\$33.69	

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
& Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
& Grounds
- Technology
- Development

New Business

LIQUIDITY

September 9, 2023

Operating Accounts Balance	\$10,602
Plus Accounts Receivable	\$0
Less Accounts Payable + Sales Tax	\$206
Less Remaining Budgeted Expenses	\$10,490
Less Grant Restrictions	\$7,500
Plus Estimated Revenue from Dues/Donations	\$6,660
Estimated Fiscal Year-End Balance	-\$934

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

STATEMENT OF FINANCIAL POSITION

September 9, 2023

Assets	Without Donor Restrictions	With Donor Restrictions	Total
Checking	1,519		1,519
Savings	1,583	7,500	9,083
Inventory	4,510		4,510
Petty Cash	162		162
Undeposited Funds	0		0
Accounts Receivable	0		0
Total Current Assets	7,774	7,500	15,274
Land and Buildings	449,900		449,900
Fire Truck	35,000		35,000
Investments	23,591		23,591
Total Long-Term Assets	508,491		508,491
Total Assets	516,265	7,500	523,765

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation & Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

STATEMENT OF FINANCIAL POSITION

Liabilities	Without Donor Restrictions	With Donor Restrictions	Total
Accounts Payable	172		172
Maine Revenue Service Payable	34		34
Total Current Liabilities	206		206
Total Liabilities	206		206
Net Assets			
Net Assets Beginning of Year	516,280	7,500	523,780
Change in Net Assets	-221	0	-221
Current Net Assets	516,059	7,500	523,559
Total Liabilities and Net Assets	516,265	7,500	523,765
Change in Net Current Assets	-683	0	-683

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
 - Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
 - & Grounds
- Technology
- Development

New Business

STATEMENT OF ACTIVITY

July - August, 2023

	JUL 2023	AUG 2023	TOTAL
Revenue			
Discounts given	-21.82	-2.85	\$ -24.67
Donations		239.03	\$239.03
Dues	30.00	30.00	\$60.00
Investments	0.24	0.23	\$0.47
Sales	50.24	66.35	\$116.59
Sales of Product Revenue	185.79	146.92	\$332.71
Total Revenue	\$244.45	\$479.68	\$724.13
Cost of Goods Sold	\$194.26	\$97.54	\$291.80
GROSS PROFIT	\$50.19	\$382.14	\$432.33
Expenditures			
Misc	2.21	1.17	\$3.38
Office Expense	225.93	249.01	\$474.94
Utilities	339.42	340.92	\$680.34
Total Expenditures	\$567.56	\$591.10	\$1,158.66
NET OPERATING REVENUE	\$ -517.37	\$ -208.96	\$ -726.33

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
 - Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
 - & Grounds
- Technology
- Development

New Business

PERFORMANCE

July - August, 2023

	ACTUAL	TOTAL BUDGET	OVER BUDGET
Revenue	\$724.13	\$0.00	\$724.13
Cost of Goods Sold	\$291.80	\$0.00	\$291.80
GROSS PROFIT	\$432.33	\$0.00	\$432.33
Expenditures			
Directed Donations		180.00	-180.00
Maintenance		339.00	-339.00
Misc	3.38	10.00	-6.62
Office Expense	474.94	366.00	108.94
Utilities	680.34	602.00	78.34
Total Expenditures	\$1,158.66	\$1,497.00	\$ -338.34
NET OPERATING REVENUE	\$ -726.33	\$ -1,497.00	\$770.67

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
 - Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
 - & Grounds
- Technology
- Development

New Business

SALES ACTIVITY

July – August, 2023

	QUANTITY	AMOUNT	% OF SALES	AVG PRICE	COGS
Books		327.02	72.78 %		211.49
Other		9.48	2.11 %		0.00
Throw/Coverlets		42.65	9.49 %		36.00
Totes		70.15	15.61 %		44.31
TOTAL		\$449.30	100.00 %		\$291.80

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings & Grounds
- Technology
- Development

New Business

NEW MERCHANDISE INVESTMENT

As of July 31, 2023	Beanies	Totes	Savory	Sweet	Total
New Inventory	35	35	23	23	
Transfer of Cash to Inventory	\$480.03	\$516.95	\$500.48	\$562.81	\$2,060.27
Expense from Inventory					
Cost of Goods Sold	\$137.18	\$236.32	\$152.32	\$171.29	\$697.11
Income to Cash					
Margin on Goods Sold	\$52.42	\$128.25	\$15.32	\$15.88	\$211.87
Donation	\$75.00	\$75.00	\$44.16	\$67.85	\$262.01
Net					
Cash Tied Up in Inventory	\$215.43	\$77.38	\$288.68	\$307.79	\$889.28
Profit					\$0.00
Remaining Inventory	25	19	16	16	

Standard accounting (& QuickBooks) considers cost of goods fully paid off when the last item is sold. This cost recovery chart shows when COGS + margin crosses breakeven point.

Falmouth Heritage Museum



Treasurer's Report

Agenda

President's Remarks

Secretary's Report

Treasurer's Report

Committee Reports

- Programs
- Museum Operation
 - Exhibits
- Collections
- Local History
- Communications
- Merchandise
- Museum Buildings
 - & Grounds
- Technology
- Development

New Business

MANUFACTURING

<i>As of June 30, 2023</i>	<i>Total Purchased</i>	<i>Current Material</i>	<i>Total Requisitioned</i>	<i>Current Finished Goods</i>	<i>Wastage</i>	<i>Total Delivered</i>	<i>Remaining Volumes</i>
Paper stock (sheets)	8,750	3,625	5,125	0	640	4,485	37
Binders	47	0	47	1		46	1
Insert stock	100	0	100	0		97	0
Divider stock	250	50	200	63		138	37
Ink	46	0	46	0		46	
Total cost	\$1,480.54	\$332.92	\$1,147.62	\$27.73	\$56.60	\$1,063.29	
Less unbilled ink/toner expense				\$0.00			
Cash Tied Up in Manufacturing	\$360.65						

NO CHANGE SINCE LAST MONTH

Falmouth Heritage Museum