



**Greensboro Historical Society**

**Meeting Minutes (October 10, 2023)**

**10:00am @ the GHS and Zoom**

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*Attending: BJ Gray, Erika Karp, Lise Armstrong, Renée Circosta, Skip Hoblin, Nancy Hill (Zoom), Paula Harmon, Willie Smith, Jenny Stoner, Clive Gray, Kyle Gray, Leslie Rowell, Eileen Gebbie, Debbie Kasper, Marth Niemi*

### ***To-Do in the Coming Month/Assigned Tasks***

- ❖ Any and all
  - Volunteer to give next month's history moment
  - Provide other newsletter ideas and photos to Jenny.
  - Review the GHS [ongoing task calendar](#) and add any missing tasks (edit directly or give to Renée)
  - Track your volunteer hours and bring monthly estimate to the next meeting, or send it to Amelia, or use the Google Sheets [tracking file](#).
  - Contribute to procedures files. See [here](#) for more information and a place to input ideas.
  - Consider attending the VHS [Community Engagement with Collections](#) workshop, 11/1 in Barre.
  - Attend the monthly book cull at Janet Long's, last Monday of the month (10/30)
  - Learn more about the VHS Achievement Award [here](#) and provide any anecdotes, photos, or ideas you have for our application: send to Amelia or Renée, upload [here](#), or comment [here](#).
- ❖ (BJ) Contact Mark Snyder about next summer's railroad exhibit and being on the Exhibit Committee; write President's Corner for newsletter.
- ❖ (Amelia) Process volunteer hour estimates; work on procedures files; work on VHS Achievement Award application; coordinate with BJ and Nancy on GHS tote bags
- ❖ (Lise) Buy candy for Halloween; start budgeting process including determining scope of newsletter mailing; disaster management plan.
- ❖ (Skip) Clean GHS museum sign; GLT permanent display; take charge of other vintage sign acquisitions.
- ❖ (Renée) Publicity and snacks for 10/14 bonus day; policies and procedures generally plus procedures for annual/winter meeting and grand opening (with Nancy); grant research for website redesign; GHS window decor; 2024 appropriation request letter; GA note about video recorder; send Kyle electronic files for summer exhibit; take down storywalk; check docent notebooks for VHS Award anecdotes and other action items; GLT permanent display.
- ❖ (Nancy) Hand out candy to trick-or-treaters at GHS; *HRD* editor; contact Cole Pond Sledders for [winter meeting](#); work on procedures file for grand openings and annual/winter meetings (with Renée); disaster management plan; write newsletter article; work on budget.
- ❖ (Kyle) GLT permanent display; photograph exhibit; exhibit binder; invoice for video recorder; check for volunteer to help with website redesign; write newsletter articles; update leadership information on GHS website; instruction sheet for copier; work with Willie on Hill Exhibit timeline.
- ❖ (Leslie) Write newsletter article; check archives for vintage signs; disaster management plan.
- ❖ (Jenny) Work on the budget including determining scope of newsletter mailing; newsletter.

*President BJ Gray called the meeting to order at 10:02.*

**History Moment:** Jenny described some highlights from the early years of Greensboro and Craftsbury based on information in the 2012 *Hazen Road Dispatch*. The idea of Greensboro with 19 residents and Craftsbury with 18 drew a chuckle from the group. Jenny pointed out that the *HRD* is full of interesting information such as this.

### **President's Report:**

**GHS Sign:** Skip will be cleaning the GHS sign on the front of the building

**Vintage signs:** BJ asked anyone for other ideas for vintage signs to hang in the museum, as we did for the grange sign. She suggested asking at Willey's. Leslie offered to check in the archives. Ideas from the group included checking on Hazendale, general stores that were in the Bend, Cassie's Corner, and the Greensboro Garage. Skip agreed to lead the charge on vintage sign acquisitions.

**Museum fall openings:** The autumn open house on October 7 was a great success, with more than 25 people attending, including some new residents. Renée noted that staying open on Saturdays through September and the first half of October would probably be good for increasing the number of visitors, as during the summer people are busy and/or really want to be outside. It was decided that we would open for one more day this fall: Saturday, October 14, from 10:00-2:00. Willey and BJ will host. Renée will revise the publicity for distribution. We will continue the discussion of later-season openings at a future meeting.

**Fall wrap-up:** We aren't going to clean up the exhibit until later in the season. We will discuss details at the next meeting. The storywalk can come down after the 14th. Renée will take it down but leave the signs intact for possible future use. They will be stored in the shed.

### **Secretary's Report**

**Minutes approved:** The minutes from the September meeting were approved as written.

**Thank you and request for volunteer hour estimates:** Renée thanked those who provided their hours estimates and encouraged others to write down their hours with brief descriptions and send it to Amelia. Going forward, she asked that we please remember to bring monthly estimates to each meeting. Amelia will track the time spent at Board meetings directly because she can see who is there and how much time was spent. All of these data are important for grant applications and appropriation requests.

**Procedure documentation files:** Paula provided her notes on how to set up and run the ice cream social. Everyone else was reminded to work on their procedures notes and send anything to Amelia or Renée.

**Professional Development Opportunity:** Renée described a VHS workshop on "Community Engagement with Collections" to be held at the Vermont History Center in Barre on November 1 from 9:00-4:00. Pre-registration is requested. \$10 for members (GHS is a member).

## **Treasurer's Report:**

**Budget items:** Lise reported that the newsletter was slightly over budget, but she noted postage costs have gone up. Martha asked if printing in black & white would make a big difference in cost, but Jenny did not think so, and everyone agreed that the color was important to the appeal of the newsletter. Lise also noted that Kyle should submit the full invoice amount for the video recorder. The budgeting process will start next month with the budget committee of Lise, Jenny, and Nancy.

**Appropriation:** Renée explained the difference between the appropriation and capital requests and noted that we have to actually ask for the voted appropriation to be disbursed. Renée recently submitted that request. Renée will draft a letter to submit to the selectboard to request funds for next year. We agreed to discuss the amount to request at the next meeting after hearing from the budget committee. Renée noted that we have not increased our request in many years and that a modest increase would be appropriate if only to keep up with inflation.

## **Committee Reports:**

### **Buildings and Maintenance:**

**Window Inserts:** Several GHS members will be going to the Craftsbury Outdoor Center to assemble more window inserts.

**Insulating Curtains:** Leslie noted that she closes the insulating curtains in the archives for both environmental control and security.

**New UV-Protection Curtains:** Lise and Leslie will be meeting with Gordon's Windows on Thursday to move this project forward. However, we may not have the curtains installed until the spring because it is too cold in the Hill Exhibit to do the fine sewing work required for the installation.

**Disaster Plan:** Lise, Leslie, and Nancy are continuing to work on this.

### **Archives:**

**Grange papers:** A representative from the grange came to take away extra materials. GHS will maintain about three boxes of materials relevant to local history.

**Copier:** BJ requested an instructions sheet for using the copier in the archives. Kyle will make one.

**Ongoing work:** Willie continues to clip *The Chronicle*, Leslie continues to save the *Hardwick Gazette* digital PDFs, and the Memorial Garden obituaries are up-to-date. Leslie has made some adjustments to the environmental monitoring and is happy with the current conditions. She has also been cleaning out the storage area and moving some boxes to different areas, including upstairs.

**Budget:** Lise, Jenny, and Nancy will start the budget process for next year.

**Collections:** The Collections Committee is suspending work on updating the Collections Management Policy and acquisitions form for now.

**Membership:** Nancy noted that we got a couple of new emails from the open house, and we welcomed Eileen Gebbie, who was joining in the meeting for the first time.

**Newsletter:** During the budget process, Jenny and Lise will need to look at the cost of mailing the newsletter to the entire town vs. just members. Jenny went over her request for articles and the following assignments resulted:

- Leslie will provide an article about the grange.
- Jenny will write about the Annual Meeting. Nancy noted that Hal Grey has photos.
- Kyle will write about the summer exhibit as well as interview Gail about her 26 years as the HRD editor. He can also provide photos from the autumn open house.
- Nancy will provide information on the winter meeting.
- Any and all: suggest other articles and send in photos.

**Greensboro Bend Revitalization:** Nancy reported that a mural is in the works for next year, pending grant approval. There would be community involvement in the art project.

**Website and Tech:** No changes.

***Hazen Road Dispatch:*** Nancy will report back about an editor next month.

### **Other business:**

**Vermont Historical Society Achievement Award:** Renée thanked Clive for providing input to the Achievement Award application. She passed around a VHS “Tips” sheet and Amelia’s description of the application process (see to-do list, above) and reminded everyone to please send any anecdotes or other ideas to Amelia to help explain how the exhibit was received by visitors or impacted the community (information that is part of the application).

**Docent notebooks:** Martha suggested that the docent notebooks could be a good source of anecdotes for the Achievement Award. Renée will look at the notebooks for this and other action items.

**Procedures Manual:** [Renée followed up on the existing Procedures manual, but it was not discussed as it turns out that it is not relevant to the ongoing work of developing current operating procedures in general (it relates to *archive* procedures).]

**Tote Bags:** BJ would like to explore selling GHS tote bags and suggested that we have a competition to select an appropriate image or artwork for the bags. She requested that people put the word out, especially among young artists.

**Summer Exhibits, old and new:**

***Past summer exhibit:*** We discussed various options for storing and displaying the land trust panels, including art racks and flip books. Kyle is making progress on the digital version of the exhibit. Skip, Kyle, Erika, and Renée will continue to look for the right solutions for various pieces of the exhibit and report back next month.

***Next summer exhibit:*** We agreed to have a railroad theme for next summer's exhibit. This is timely due to the expected (re)opening of the rail trail after the flood damage is fixed. BJ will check with Mark Snyder to see if he would like to be involved in the development of the exhibit. We will decide on a committee at a later meeting.

**Hill Exhibit Timeline:** Kyle will work with Willie to extend the timeline. A visitor suggested that we extend it earlier as well to reflect indigenous history in the area. Kyle will take this into consideration.

**Tent:** We have a different pop-up tent for summer events from Nicole Mann. Paula reported that this one is much easier to put up than the old one.

*President BJ Gray adjourned the meeting at 11:52.*

Respectfully submitted,

Renée Circosta (for Amelia Circosta, Secretary)

***NEXT MEETING: Nov. 14th @ 10:00 at the GHS Museum and on Zoom***