

Annual Report 2021 - October 9th Members Meeting

The Conococheague Institute for the Study of Cultural Heritage



Conococheague Institute



CI's Mission: To develop and foster awareness, understanding, and stewardship of the cultural and natural history of the Appalachian frontier of Pennsylvania, Maryland, and Virginia. The Institute strives to achieve its mission through education, research, and preservation.



2021 Annual Meeting Agenda

Annual Members Meeting of the Conococheague Institute, at the Welsh Barrens Visitor Center

Saturday October 9, 2021

2:00pm to 4:00pm

Board, Staff and Candidates to arrive no later than 1:30pm

Call to Order: Betsey Lillard, President

Welcome and thanks to all for attending

Introduction of current sitting Board Members, including any who are remote.

Honoring outgoing Carol Zehosky, Bd member, Former President and Chuck Holland, Vice President

Minutes: Bob Schwartz, Secretary

Review of 2020's Annual Members Meeting. Corrections and Questions

Financial Report: Josh Faust, Treasurer

Review of Financial Reports from 2020-2021 (October 2020 to October 2021)

The Staff of CI:

Introduction Matthew Wedd, Executive Director. Jacob Davis, Historic Warden.

Awards from the Cumberland Valley Business Alliance:

Matthew Wedd: This year's recipient of the Non-Profit Young Professional of the Year

Jacob Davis: Finalist Rising Star Young Professional of the Year

Executive Director Presentation

Summary of the past years accomplishments

Introduction to the Candidates for the Board

Candidate will stand to be introduced. Members can read their Bios.

Brief Explanation of By-Law Amendments, Questions

Break (25 Minutes)

Take refreshments

Tour the site

Membership Voting on Board Candidates and 2021 By-Law Amendments.

Paper ballots for both Candidates and By-Laws

Votes tallied and announced.

Question and Answer Session, Suggestions

Meeting Adjournment

2020 Annual Meeting Minutes October 10, 2020, Outside the Welsh Barrens Visitors Center

I. WELCOME: Board President Carol Zehosky called the meeting to order at 2:05pm.

With the following members present: Carol Zehosky, Chuck Holland, Betsey Lillard, Ken Shannon, Dennis Kubicki, Ron Jones, Bruce and Karen Stocking, Ellen Kinzer, Bob Schwartz, Josh Faust, Will Sheppard, Andy Abel, Larry and Jacki Smith, Jack and Betty Seburn, Lois Steichen, Suellen Burkey, Leighton Wolffe (by phone), Patrick Todd and Pippa McCullough.

Employees Matthew Wedd and Mary Hartman were also in attendance.

II. APPROVAL: Copies of the 2019 Annual Meeting were distributed to all in attendance for their review. Motion to accept the minutes as written was made by Dennis Kubicki, Seconded by Jacki Smith. The motion was accepted by unanimous vote.

III. FINANCIALS: Copies of the Financial Report were distributed to all in attendance. Carol explained about CI becoming lean: what steps were taken to lower monthly expenses and to improve efficiency. In addition, she explained how hiring Matthew allowed CI to reduce expenses, inventory supplies and to repurpose what we have. CI is in good financial shape into 2021, but will need to focus on fundraising in the very near future. Pippa asked about expenses on the report and Carol gave a verbal explanation. The Financial Report, as written, was accepted by unanimous vote.

IV. The Staff at CI: Matthew Wedd, Operations Manager since June 2020, gave a presentation on projects that have been completed at CI: *The Bake Oven*, long in the planning, has finally been completed by the hard work and dedication of Board of Director Vice-President Chuck Holland and Historical Custodian Patrick Todd. CI has had numerous Covid-compliant events this summer: The *grounds have been opened* from Dawn to Dusk for walking and the enjoyment of nature, Our “Midsummer Memories” is August, and our “Celebration of Summer” event on September 5th. Also, *school programs have been scheduled and well received*. We are currently offering the following programs: 18th Century Medicine and Surgery, Colonial Life on the Frontier, Colonial Games and Nature Walks: Birds and Botany.

The Franklin County Tourism and Quality of Life Enhancement Grant Program – 2020 Progress: In 2019, progress was made using grant funds for improvements to trails, repairs to the cemetery bridge, laying stone in the parking area and extending wood chips on the path to the cemetery. CI met with Grant Planning Directors who were very supportive of the progress and endorsed use of future grant monies. \$3,000 remain of the grant money to be used for additional signage, Pet Waste Stations and maintenance equipment. **Exhibit Renovations:** Since June, historic structures at CI have had major overhauls in Interpretation. The Visitors Center, Negley Cabin and the Tavern have all had re-organizations to better represent specific interpretations. Winter work will include, among other things, reorganizing, updating and refinement of Exhibits. The Davis-Chambers house currently has the greatest need with repairs (floors/walls/windows) and direction in exhibiting.

Nature and Trails: Our trails have been a big draw for visitors, repeat and new ones. Dog Walking has become popular and CI has new signage explaining our leash and clean up policies. A goal is to get our property listed with the “Registered Wildlife Habitat.” Bob Schwartz mentioned CI’s bio-diversity adding that some rare plants are present in the woodlot. Matthew hopes to get CI registered as a Wildlife Sanctuary and increase collaboration with other similar organizations.

V. INTRODUCTION OF BOARD CANDIDATES: Eric Bryan, Josh Faust, Ellen Kinzer, Dennis Kubicki, Bob Schwarz, Bruce Stocking and Leighton Wolffe. Short bios were presented in each member folder and candidates present had an opportunity to stand, introduce themselves and speak briefly. Leighton, present via phone, spoke as well. Eric Bryan was unable to be present but had informed the Board in advance.

VI. BREAK:

Personal tour of the site, and opportunity to turn in paper ballots to vote on new Candidates.

VII. MEMBERSHIP VOTING ON BOARD CANDIDATES, PRESENTATION OF 2020 BY-LAWS.

Ballots were counted on the new candidates and all were accepted. (20 ballots cast.)

Changes to the current By-laws were read. A motion was made by Ron Jones and Seconded by Will Sheppard to approve the changes. Motion approved by all, by show of hands.

VIII. QUESTIONS AND ANSWER SESSION.

Suggestions include- changes to membership rewards for 20/21

Matthew would like to send out membership cards as well as renewal reminders for next year. Helps members keep track of when dues are do. Eric Ardjewski asked what period of time membership lasts and it was explained that for dues paid now, membership would go through 2021. Otherwise, they are calendar year. He also asked about our collaboration with Ft. Loudoun.

Future events: May include evening programs- star gazing, nocturnal animals/birds.,

Cemetery tour. Larry Smith suggested owl watching and night walks.

Meeting adjourned: 4:16pm

October 2020 - October 2021 Treasury Report

Conococheague Institute		
Financial Statements in U.S. Dollars		
Income	Notes	Amount
Donations		95,473.04
Tours		2,555.00
Gift Shop Sales		3,673.57
Membership		9,645.00
Grants General		11,671.00
Amazon Sales		291.65
Stickell Estate		9,188.84
Reimbursements	(IRS, taxes, etc)	11,405.21
Grant Reimbursement	Franklin County Tourism Trails/D/C	10,812.38
Total		154,715.69
Loss	Notes	
Salaries/Wages		-44,978.76
Payroll Taxes/Service Fees		-6,870.56
Office Supplies	Leaflets, Stamps, etc	-1,027.63
Rental Fees	Copier	-4,658.18
Utility Bills	Phone, Internet, Trash, Electric	-9,343.36
Contractors/Outside Maintenance	Mower, AC, Septic, Cart Repairs, etc	-4,880.78
Interns, Bonuses, Mary Retirement		-4,000.00
Interpretative Supplies		-1,418.04
50% Tour fee paid to the Institute for Homeschool day		-640.92
Stickell Estate Donation to RKMP		-4,594.46
License, Dues, Subscriptions	(CoC Memberships, software renewal)	-970.35
Library Purchases		-99.11
Uniform Purchases		-319.36
Advertising/Printed Materials		-276.22
Gift Shop Purchases		-1,205.50
Professional Fees	Accountants, Filings	-5,617.50
Insurance		-6,788.30
Bank and Merchant Fees	Square, Paypal fees, interest etc	-355.35
Total		-98,044.38
Final Balance		56,671.31

Banking Accounts		
F&M Operating		95,654.12
F&M Restricted		50,969.57
Orrstown		2,892.89
Chapin-Davis		49,567.92
Total		199,084.50

Assets		
Gift Shop Inventory		1,926.09
Fixed Property Assets		538,030.32
Museum Assets		93,922.93
Total		633,879.34

Financial Summary

The last year has seen an incredible change of the organization and accountability of the finances of the Conococheague Institute. In an effort to maintain best non-profit standards, and show to our members and donors where their contributions are used, the CI Board of Directors has worked with our Executive Director and our CPA at Charles L. Strausbaugh to ensure our monthly financial statements are accurate and organised.

A Winter 2020 internal audit led by past Board member Dennis Kubicki, helped to regulate financial practices for the year, and thanks to all of this work we are now able to collate our monthly financial reports into this 2020-2021 financial report.

Your financial contributions are still CI's backbone, with \$95,473.04 being raised in the last 12 months. A successful \$50,000 Matching Campaign in the Spring of 2021 backed by CI Founder Dr John Stauffer was a major part of that, and future Spring and Winter (end of year giving) Fundraising drives will follow.

The gift shop is making a steady amount every month, and tours annually now rival past events. An increased use of PayPal, and the introduction of Square Sales in the Gift Shop have paid dividends.

October 2020 to October 2021 Highlights and Collaborations

Students Booked in our Educational Programs: 511

Free Events: 15

Free Programming Days: 104

Virtual Programs: 38

Members: 200+

Social Media Followers: 2,500+

Publications and Articles: 10+

Active Volunteers: 25

Staff and Interns: 2-5



Keystone
10 MILLION TREES
PARTNERSHIP



National
Museum of Civil
War Medicine



Divided by
Conflict.
United by
Compassion.

Estate Bequests - A Lasting Legacy

In 2019 Rev. John Christopher Ramsey of Hagerstown passed away and left \$50,000 to the Conococheague Institute.

His bequest was a blessing for CI, and since then CI has grown in support and donors.

Please consider including CI in your own Estate bequests and wills, and ensure a legacy that will last for generations. Contact us to arrange this and thank you for your support.

Looking to help?

Volunteers Needed

Grounds Maintenance, Visitor Services, Re-enacting, Curatorship and more.

Save the Date

October 23rd, 1pm Pumpkin Craft
'History of the Jack O Lantern'

November 6th: Bonfire Night

December 18th: Colonial Christmas

In addition to:

Programs each Friday & Saturday!

Bonfire Night AN 18TH CENTURY FALL CELEBRATION SATURDAY, NOVEMBER 6TH | 12PM-8PM

Bonfire Night, Thanksgiving, Guy Fawkes Day, Fall Fest or Harvest Festivals. However you celebrate this time of year, come join us at the Conococheague Institute for a special evening celebration. Throughout the day 18th Century life will be on full display with cooking, games, crafts and song. Bring a picnic supper and warm drinks and stay as the sun sets for a bonfire and candlelit tour of our historic structures.



This program will provide an immersive experience for visitors as they are transported back in time to the Frontier during the 18th Century.

Learn how the community celebrated together by joining in for several fun activities and presentations:

- **12pm to 6pm - Tombola:** A chance to win some historic prizes in our Visitor Center with an instant-win Raffle.
- **12pm, 2pm and 4pm - A Penny for a Guy:** Help stuff and make effigies (imagine a Scarecrow) for the evening Bonfire and learn about the history of this strange tradition.
- **3pm - Cricket:** Our most popular program returns for one last huzzah! Show us your batting and bowling skills in a match to end the year!
- **5pm - Libations, Drinks and Taverns:** Join us in the Ordinary to learn about why Cider and Whiskey could be so important to a fledgling farming community. Copies of original drink recipes will be available for adults to try out at home!
- **6:30pm - The Bonfire:** Don't miss this special moment as the Bonfire is lit and learn about the history of Bonfire Night!
- **7pm to 8pm:** Relax with us and enjoy the ambience of a candlelit cabin, play card games or break out in song to your heart's content!

This program is a fun and educational celebration event for families. No Alcohol will be served and children and pets are welcome.

Admission is free, but donations are appreciated!

Add these events to your calendar NOW! As a member of the Conococheague Institute we hope you will **share these events** and future programs with friends and family!

2021 Board of Director Nominees

In the Fall of 2021 the CI Board of Directors formed a nominating committee to review applications from our membership for new Board of Directors, as current Board Members end their terms. The following candidates were approved by the nominating committee and are put forward to the assembled members to be voted on:

Sean Considine, PMP is an agile and experienced professional whose extensive and diverse professional experience combined with his passion for history and material culture will further the mission and goals of the Conococheague Institute (CI).

Mr. Considine is a Program Manager for Lockheed Martin, where he manages very large Government contracts with hundreds of personnel worldwide, including unique and specialized work. On his current contract, he lead, oversaw, and orchestrated significant growth through the addition of 14 task orders, additional scope, ceiling increases, and multiple contract extension extending the contract by four year.

Additionally, he directly supports business capture and growth strategy by serving in the role of Capture Manager, Volume Lead, author, and reviewer for business captures. He regularly works with the Government, large and small businesses, non-profit organizations, Universities, and educational institutions. He is regularly recognized by his executive leadership for his performance, including his effective and genuine leadership, as well as his ability to lead successfully large teams on complex efforts.

Mr. Considine has several awards and certifications, including winning the Lockheed Martin Excellence Award (the highest company award) in 2014, several Individual and Business Capture Special Recognition Awards, and individual others. His certifications include a Program Management Professional certification from the Program Management Institute, and he is a certified Level 2 Program Manager and Level 1 Capture Manager with Lockheed Martin.

Mr. Considine has a passion for 18th century history and material culture, which has been demonstrated through is volunteer efforts and the CI and other historic sites. He has organized and participated in historic programming at the CI, and provided impactful volunteer efforts in support of the expansion and improvement of historical interpretation at the site, including drafting patterns and making clothing for CI interns, providing clothing and material culture consulting services, writing clothing standards and an interpretive review process, presenting the “Plaid in Pennsylvania” digital lecture, creating digital content, and donating time and items to the interpretive programs. Mr. Considine is actively involved in 18th century living history including serving as the Vice President and Commander of the 17th Regiment of Infantry, and regular individual volunteer efforts at the CI, Fort Loudoun, and other historic sites. He is an independent researcher and is committed to efforts to modernize and contextualize historic interpretation.

If elected to the CI Board, Mr. Considine will apply his extensive professional experience and passion for history to the position to allows the CI continues its current growth trajectory. He will ensure the success of the CI mission by applying his professional experience to the execution of short-, mid-, and long-term business goals. The application of his vast leadership and management experience will drive successful planning and execution of campaigns and projects, and foster future success of the Institute through lessons learned and process improvements. He will apply his business development experience to building lasting and substantial community and organizational relationships. His commitment to accurate and compelling historical interpretation will continue to grow CI’s reputation as a high-quality institution to experience history through meaningful programming and knowledgeable interpretation.

Kitty Clark is an arts administrator, events coordinator, and dance artist. She currently works as Community Events Coordinator for the City of Hagerstown where she oversees the City’s Arts & Entertainment and Main Street districts, plans the City’s cultural offerings, and works with a wide variety of people and organizations who do events on City property and need logistical coordination. In this and in previous positions, she has successfully garnered funding from the Maryland State Arts Council, the New York State Council on the Arts, the WV Commission on the Arts, the WV Humanities Council, the NJ Council for the Humanities, the District of Columbia Arts & Humanities Council, the Ontario Arts Council, the Mardi Gras Fund, the Puffin Foundation, and other funding bodies. In her career as a dance artist, Kitty has long been committed to spearheading performance projects that make contemporary dance and performance accessible to a broader audience. In 2020, she was awarded an Independent Artist Award from the Maryland State Arts Council; and in 2006, she received the West Virginia

Governor’s Arts Award as “Arts Innovator” in recognition of her work in that state. From 1999-2014, she was based in Shepherdstown, WV, where she was Founder/Director of the non-profit Goose Route Arts Collaborative and directed her dance company kittyclarkmoves. She is currently part of the Maryland-based MAD Dance. She is interested in place, history, and the environment, and her dance works reflect this, with the production of numerous site-specific performances that have taken place on a working farm, a city park, at the National Conservation Training Center, the banks of the Potomac River, and at Antietam Battlefield. Kitty holds a Bachelors of Arts in History from Vassar College and a Masters of Fine Arts in Dance from Smith College. She is also a certified yoga instructor. She has taught dance and yoga at area universities, studios, and in community settings.

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Sam Cathey:

“I grew up in the town of Sturbridge, Mass which is home to the well-known living history museum Old Sturbridge Village. From age 10 to 22 I worked there as drummer in the fife and drum corps and a potter and farmer. After completing a BA in history at the University of Vermont, I landed a job as a park ranger at Harpers Ferry National Historical Park where I continued to pursue my interest in wearing period clothing and discussing history with visitors. Eventually I became certified to teach high school and began working on a MA in history. I spent 7 years teaching mostly American History at TJ High in Frederick, finished my Master's degree, and added school library media to my teaching certificate. For the last 20 years I have been a school librarian at a Berkeley county middle school. Through all these years I have maintained a great interest in the benefits of costumed interpretation and regularly volunteer at numerous historic sites and national parks. During the 150th anniversary of the Civil War I created and presented a number of programs at national parks throughout this region. Recently I have re-kindled my childhood interest in 18th century American life. I have had great enjoyment interacting with visitors at CI and think that trying to bring the farmstead to life with folks in costume is a very worthwhile endeavor. As a board member I would like to help CI continue to be a site that has a buzz of activity to help visitors become engaged with the past and see the worth of sites like CI.”

Melanie Desmond:

“For those who don't know me, I've been around CI since 2001, and I'm local to Franklin County, having moved here in 1990 from the DC area. I have a BA in Archaeology and Art History from the U. of MD, and a MS in Education with a specialty in School Library Media from McDaniel College.

Although I recently retired, my past employers have been Montgomery County (MD) Public Libraries; System Automation Corporation (on a DoD contract); The Renfrew Institute for Cultural and Environmental Studies; Washington County (MD) Public Schools; and The Renfrew Museum.

I've always enjoyed a good rapport with people, whether it's parents and teachers, or historians and staff as well as the general public at the various museums and historic sites where I've volunteered. I look forward to helping CI further its mission of education, research, and preservation. “

The Board of Directors of the Conococheague Institute work with the Executive Director to ensure the sound management of the organization and help it accomplish its mission.

They are a diverse group of Business Leaders, Historians, Philanthropists, Naturalists, and work together to form a whole.

The Board of Directors can serve for a term of four years, and may elected for a second term after which time they must take a year break.

The Board of Directors elects its Officers (President, Vice-President, Secretary and Treasurer) at it's January BoD meeting, and new Board members are voted in during the Annual Members Meeting.

The Board of Directors are volunteers, are receive no compensation for their services to the Conococheague Institute.

Ballot Slips for 2021 Nominee voting will be passed out after a short break.



Conococheague Institute