

Annual Report 2022 - October 8th 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. CI strives to achieve its mission through education, research, and preservation.



2022 Annual Meeting Agenda

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

Saturday October 8th, 2022

2:00pm to 4:00pm

Board, Staff and Candidates to arrive no later than 1:45pm

Call to Order: Betsey Lillard, *President*

Welcome and thanks to all for attending

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

Minutes: Bob Schwartz, *Secretary*

Review of 2021's Annual Members Meeting. *Call for Corrections and Questions*

Financial Report: Betsey Lillard and Matthew Wedd

Review of Financial Reports from 2021-2022 (October 2021 to October 2022)

The Staff of CI:

Introduction for Matthew Wedd, *Executive Director*. Amelia Craven and Kasmira Zechman Visitor Experience Team Member Interns

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.

Break (25 Minutes)

Take refreshments

Tour the site/exhibits

Brief Explanation of By-Law Amendments, Questions

Membership Voting on Board Candidates and 2022 By-Law Amendments.

Paper ballots for both Candidates and By-Laws

Votes tallied and announced.

Question and Answer Session, Suggestions, Open Dialogue

Meeting Adjournment

2021 Annual Meeting Minutes at the Welsh Barrens Visitors Center

I. WELCOME: The Call to Order was made by President Lillard at 2:02pm.

In attendance were: Betsey Lillard, Josh Faust, Chuck Holland, Carol Zehosky, Will Sheppard, Matthew Wedd, Jacob Davis. General Membership: Carole Holland, Tom Finucane, Ronald Jones, Eric Ardjewski, Evan Moats, Nat Bassett, Aaron Moats, Sam Cathey, Mary Poscover, Melanie Desmond, Kathy Hawbaker.

Mrs. Lillard expressed appreciation for all attending, adding that their presence is very important for CI. She also invited all to remain for Will Sheppard's presentation after the meeting. The Current Board Members were introduced, including those unable to attend. Out-going Board members, Carol Zehosky and Chuck Holland were honored and each presented a framed photo.

II. APPROVAL: Minutes of last year's Annual Members meeting were presented. There being no additional questions or comments, a motion to accept the minutes as written was made by Josh Faust, seconded by Chuck Holland. The motion carried.

III. FINANCIALS: The Financial Report from 2020-2021 was presented by Treasurer Josh Faust. There being no additional questions or comments, a motion to accept the financial report as written was made by Chuck Holland and seconded by Tom Finucane. The Financial Report was approved.

IV. THE STAFF OF CI In honor of awards from the Cumberland Valley Business Alliance, Matthew Wedd and Jacob Davis were each presented a small gift of wine. Mr. Wedd for being selected as the Non-Profit Young Professional of the Year and Jacob Davis for being a Finalist in the Rising Start Young Professional of the Year category.

Mr. Davis, as Historic Warden and Program Lead, gave a brief presentation on his accomplishments for the year, including restructuring of living history training, focus on regular gardening duties, interpretive standards and hands on education.

Mr. Wedd, Executive Director, also gave a presentation on accomplishments for the year, including donor stewardship that allowed for increased staffing, a highly successful Members Match campaign and donor stewardship, community collaborations and growth, new grant opportunities, consistent operating hours and bookings and an efficient team of Board, Staff and Volunteers all working towards the same goal.

V. INTRODUCTION OF BOARD CANDIDATES: Candidates for the Board of Directors were presented to membership: In attendance were Sam Cathey and Melanie Desmond. Sean Considine and Kitty Clark were unable to attend but had their biographies for the members.

VI. BREAK:

15 minute Break was taken. Water, cookies, apples and candy were provided, and 2 Bald Eagles were spotted flying over the Visitor Center

VII. MEMBERSHIP VOTING ON BOARD CANDIDATES, PRESENTATION OF 2021 BY-LAWS.

Paper ballots were handed out to members for voting on new board members and the Bylaw amendments.

Mr. Faust and Mrs. Lillard counted the ballots.

All four candidates were selected by positive votes and the Bylaw amendments also passed.

VIII. QUESTIONS AND ANSWER SESSION.

General support and encouragement from all those present. Member R Jones posed the question of CI's long term viability if it was to lose several key donors. Matthew answered that the new aim of spreading the sites support through diverse donors, business sponsorships, members campaigns and other income is key to mitigating any lost revenue, and the organizations viability has never been stronger.

Meeting adjourned: A motion was made by Evan Moats and seconded by Tom Finucane to adjourn the meeting.

Meeting adjourned at 3:31pm.

October 2021 to October 2022 Treasury Report

Conococheague Institute		
Financial Statements in U.S. Dollars		
Income	Notes	Amount
Donations		119,435.18
Education Bookings and Tours		4,240.00
Events	September 17th Event and Outreach Events	11,274.00
Gift Shop Sales		6,441.78
Membership	Includes large % during 2021 EoY Campaign	16,001.21
Grants General Operations	Americana Corner, PHMC, and Nitterhouse Foundation	11,250.00
Amazon Sales	Online Book Sales, Amazon Smile etc	246.93
Reimbursements	IRS and Insurance Refunds	11,802.00
Grants Reimbursement	TQLEG and Rotary Club funded panels	14,689.70
Total		195,380.80
Expenses	Notes	
Employee Costs	Staff Wages, Intern Bonuses, Payroll fees and taxes	83,279.80
Office Supplies	Stamps, Stationary, Water etc	1,550.28
Rental Fees	Wood Chipper, Tools etc	1,134.61
Copier Rental Fees	Centric Copier Rental (62 month lease expires Nov 2022)	5,264.48
Utility Bills	Electric, Telephone, Internet, Septic	11,078.53
Equipment and Property Maintenance	Mower Repair, Golf Cart Repair, Lumber, Tools	3,470.63
Grounds and Outdoor Mowing	Gas for Mowers and tools	906.08
Gardens	Soil and Mulch	453.00
Exhibit Supplies	Panels will be ordered soon. Exhibit cases were donated for new exhibit	0.00
Donations	Stickell Distribution to RKMPC and other	5,452.12
Interpretive Supply Purchases	Historic supplies, Gardening and Nature programs	797.56
Funded Project Supplies	Historic Hinges Interpretive Panels	1,427.55
TQLEG Expenses and Purchaes	Historic Preservation supplies, tools, roof	12,719.87
Kurtz 'Can you Live 18th Century' Expenses	Clothing and Supplies for 9 students and 2 faculty from Mercersburg Academy, to be reused in future programs	10,353.75
Events	Sept 17th Band, Caterer, Decorations,	2,990.96
License, Dues, Subscriptions	Annual Memberships to Chambers, Tourism Bureaus, Membership software etc	2,575.75
Travel and Meetings		169.50
Charitable Status Licenses and Land Tax		689.28
Marketing	Leaflets, Signs, Newspaper Ads etc	1,727.05
Gift Shop Purchases	Americana Souvenirs, Local Honey	2,313.21
Professional Fees	CPA Accountant services	4,630.50
Insurance		11,353.70
Bank and Merchant Fees	Square, Paypal	241.97
Total		164,580.18
Final Balance		30,800.62

Banking Accounts		
F&M Operating		127,804.24
F&M Restricted		50,969.57
Orrstown		2,909.79
Chapin-Davis		44,214.28
Total		225,897.88

Assets		
Gift Shop Inventory		1,823.73
Fixed Property Assets		538,030.32
Museum Assets		93,922.93
Total		633,879.34

Financial Summary

Last years treasury report was very positive, with 90k in donations. However this years Oct 21-Oct 22 report takes that positivity to an entirely new level. In every category of income there has been a sizeable increase. The Membership, Gift Shop and Tours income all almost doubled, and new donor stewardship has increased the support for CI across the Board.

2022 so a even more detailed budget being followed: This budget is drafted by the Boards Budget Committee in the Winter, approved by the whole Board before Jan 1st, and followed by the Executive Director. Any large expenditures outside of the budget must be approved by the whole Board.

2020/21 was a time of frugality, and 2021/22 was an opportunity for growth. Despite increased costs on programs, events, organizational in this fiscal year, we have reaped of a huge benefit in terms of our programming capacity and quality as well as in contributions as a result. The 'Can You Live 18th Century' Project is the perfect example of this. Funded by Robert Kurtz Jr this program provided a unique and immersive experience for Mercersburg Academy students, and provided CI with reusable program supplies for repeat endeavours. The prestige and success of this program has not only resulted in increased donations, but also tour bookings, and even awards.

CI's Board and Staff will continue to provide good stewardship of CI's fiscal accounts and ensure it continues in its mission to Educate and Preserve for years to come.

October 2021 to October 2022 Highlights and Collaborations

Students Booked in our Paid Educational Programs: 1458+

Free Events: 7

Free Programming Days: 52+

Free Student Service Days: 42+

Members: 200+

Social Media Followers: 3,100+

Publications and Articles: 15+

Active Volunteers: 30

Staff and Interns: 1-3



GRANT PROGRAM



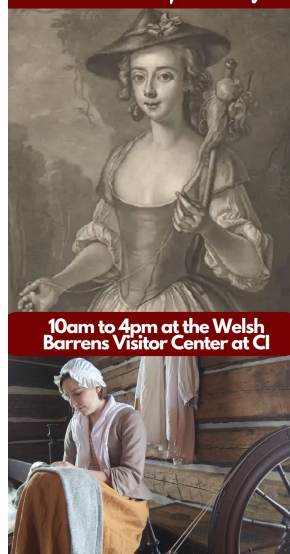
Estate Bequests and Funded Projects

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.

In 2022 we received generous funding support from Robert and Marilyn Kurtz on our 'Can You Live 18th Century' project in conjunction with Mercersburg Academy that has launched our growth and potential to new heights! More recently, the Kermit and Clarisse Hicks Foundation has fully funded our Interpretive Panel Project that will be installed this winter.

Please consider including CI in your own Estate bequests and wills, and ensure a legacy that will last for generations. Or contact us about a funded project so you can give to a distinct and lasting legacy here at CI. Thank you!

Spinning Saturday Workshop October 29th



10am to 4pm at the Welsh Barrens Visitor Center at CI



Contact us to learn more
INFO@CIMLG.ORG
717 328 2800



Bonfire Night at the Conococheague Institute

12pm to 8pm Saturday November 5th 2022



Special Free Community Event Includes:

- 18th Century Games
- Tavern Life Recreated
- Craft Demonstrations
- History of Guy Fawkes
- Open Hearth Cooking Demos
- Unique Bonfire Program 7pm

Save the Date

October 29th, 10-4: Spinning Saturday
November 5th, 12-8: Bonfire Night
December 17th, 10-4: Colonial Christmas
In addition to:
Programs every Saturday!



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!

2022 Board of Director Nominees

In the Fall of 2022 the CI Board of Directors formed a nominating committee to review applications from our membership for new Board of Directors, to fill open vacancies. The following candidates were approved by the nominating committee and are put forward to the assembled members to be voted on:

Matt Baer: Matt is the Owner and Founder of First Due Lawncare and Landscapes, LLC. First Due is a lawncare and landscaping business based in Greencastle, PA, founded in 2017.

He has been in the lawncare and landscaping industry for over 10 years. After being in the landscape industry for several years he served as a career firefighting. While working as a full time firefighter he started First Due as a second career. In total he was in fire service for over 10 years, making the decision in 2019 to leave the fire service altogether to pursue First Due Lawncare and Landscapes, LLC full-time.

First Due has grown exponentially in the last few years, now offering services to residential, commercial, municipal and federal clients. For this work Matt was named CVBA Entrepreneur of the Year in September 2022.

Matt has extensive experience and training in management, operations, logistics, staff management and safety. He loves when he can apply the training and experience that he received in fire service to the work he does now. His team especially shines when situations arise where their services are needed to 'fix' or bring a site back into compliance for their clients. Their mentality of "Do what you can, with what you have, where you are" is a prime example of where the fire service is crossing into the outdoor maintenance industry.

Matt also serves as a CVBA Ambassador, helping to connect local business leaders together. This networking ability would be crucial for CI as it continues to bring in new business sponsors and partners.

John David (JD) Bennett: JD and his wife Denise have three children. To his good fortune, his interests reflect those of his family. He loves the outdoors - backpacking, mountain biking, kayaking - as does his oldest son. He's a deep appreciator of the arts, and so is his daughter who studies musical theater and cries when watching a beautiful film or standing in front of a striking painting; he treasures the game of baseball, and he could probably speak in only baseball metaphors, just like his youngest son who can be found on diamonds throughout the Mid-Atlantic; and he loves to dance, especially swing and lindy hop, which created the original bond between him and his wife. He also runs most mornings with his dog Teddy, the best dog he's ever had.

As the first Dean of Curricular Innovation at the Mercersburg Academy, JD is well situated to lend his academic credentials to help forward CI's mission, and his long standing relationship in the community and with donor stewardship would make him a great asset for CI's future development.

Gina Vitale: "My name is Gina Vitale and I currently work as the Teen Services Librarian and Collection Development Librarian at Alexander Hamilton Memorial Free Library. I have a background in art and education, with degrees in Studio Art (BA) and Elementary Education K-6 (MS) from the University of Mary Washington in Fredericksburg, VA. I grew up mostly in northern Virginia, though my parents are from Lancaster County, PA. After working as a preschool and kindergarten teacher for about five years, I earned an MLIS (Master of Library and Information Science) at the University of Pittsburgh. I volunteered at my local library (near Allentown, PA) and then worked there part-time, before coming to the Waynesboro area for my current job. In the past, I have also volunteered with kids and teenagers at church programs. I like to read history, historical fiction, mysteries, dystopian novels, some fantasy - actually I like to read most genres. I am fascinated by historical clothing, and I love gardening, decorating, baking, walking, bird watching, family history, fashion, and working on art projects."

Gina has been working in conjunction with CI on Teen outreach projects that engage the CI community with the Waynesboro area.

Bailey Roberts Long: Bailey is a Maryland native, but currently lives in Waynesboro PA with her husband and cat. She is the current Children's Specialist at the Alexander Hamilton Memorial Free Library and is a student at Pennwest Clarion University but will soon take on her new role as a mother. Bailey enjoys reading, baking, and finding creative ways to stay active. When she is not at home, she can be found out on a run, traveling the globe, or at a local coffee shop.

Working with CI, Bailey has brought the historic programs we typically offer to a younger Pre-K audience, and helped facilitate new connections and ways of learning and enjoying our cultural resources.

By-Law Adjustments

By-law Revisions:

The following will be added to the current By-laws, to be voted on by membership at the annual meeting. (Changes will be in Italics.)

Article IV Officers

o Section 4: The Officers shall consist of a President, Vice President, Secretary and Treasurer, and *Human Resources (HR) Officer who will not be part of the Executive Committee.*

o Section 5:

HR Officer: Acts as Board and Staff Liaison. Serves in guiding and overseeing the organization's internal culture and gauging staff and board engagement and satisfaction.

Article V Board of Directors

o Section 7: A Director may be removed from office for cause by a vote of a majority of the Board. Cause shall include three (3) unexcused absences from regular meetings of the Board, and *non-compliance with the Volunteer Manual.*

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.



Conococheague Institute