

**Overfalls Board of Directors Meeting Minutes
October 12, 2019
Net House, Lewes, DE**

Meeting called to order at 9:58 am.

In Attendance: Bill Battista, Albert Didden, Bob Gibson, Bob Garry, Tom Wrubel, Steve Tolbert, Dave Beck, Tom Rew, Maggie Bower and Tracy Mulveny. Guest: Larry Ryan, Chairman of the Lightship Sailors Association.

Secretary's Report: Motion made to accept the minutes as submitted for the September meeting. Motion passed.

Treasurer's Report: See Overfalls Foundation Revenues and Expenses Jan. through Sept. 30 Receipts are down about \$20,000. Expenses vary. The Monomoy expenses are about half of actual expenses based on contribution-in-kind by volunteers working on the boat's maintenance. We have \$422,500 total cash and endowment.

Committee Reports:

Curator: The Engine order telegraph on loan from the Liberty Ship has been found and loan documents renewed. The ship will be open on Veteran's Day.

Dirty Hands Gang

This report was submitted by Don for the board's consideration:

September 10 was our final workday of the year. All deck artifacts were stowed for the Winter and the awning was taken down.

The underground waterlines will be blown out after Ray Glick removes the interior artifacts in November.

We are already making plans for next year's work parties.

Education

There is an effort to reactivate the Lewes Education Coalition.

Also, discussed recent WBOC edition of Delmarva Life that only addressed restaurants and shops, not local Lewes attractions. We need to talk with them.

Events-Opening Party

We need to get a committee together to select a place for the opening party before the end of the year. Bob Gibson has been added to the committee.

We had 206 attendees this year. Down considerably from last year. Need a new location and to change up the theme. Suggestions so far are the Officers Club at the state park, Children's beach house, Nassau Valley Vineyards and Ft. Miles.

Historian: Al Klineberger is working on a History of the Foundation based on interviews with members who started the organization and got the restoration underway.

Insurance: Albert is currently working with M insurance. Evidently there is a lot of risk associated with the Monomoy Lifeboat.

Monomoy: Progress is proceeding on the new support structure for the winter cover. Bob Gibson is giving up leadership the Monomoy maintenance crew. Need to find someone preferably with wooden boat experience.

Membership/Annual Giving/Memorial Giving

Al Kleinburger is making presentations at local home-owners associations. The Becks would like to give up the membership portion of their Overfalls commitment.

Property: Puzzle's will buy back any unsold puzzles we have left. We owe them \$250 for 24 towels to sell in the ships store.

We have a \$600 contract with Coastal & Estuarine Research, Inc. (Evelyn Maurmeyer) to help with a bulkhead solution and required permits. Precision Marine will perform the work. It could take up to 3 months to get the permits.

Safety: No report

Ships store: No report

Hall of Fame: No report

Old Business:

Meeting Schedules

Board of Directors meeting will now be held on second Friday of the month.

There is a conflict of schedule with the Lewes Historic Society for monthly meetings. Can we still use St. Peters Hall if we change dates? Tracy to check options.

New Executive Committee

Bill Battista	President
Mike Safina	Vice President
Bob Garry	Treasurer
Bob Gibson	Secretary
Tracy Mulveny	Administrative Director

Administrative Director Position

Draft Job Description by Bill Battista

Job Description for the Position of Administrative Director

The Administrative Director is the key management leader of the Overfalls Foundation. The Administrative Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing and community outreach. The position reports directly to the Board of Directors.

General Responsibilities

1. **Board Governance:** Works with the board in the order to fulfill the organization's mission.

Responsible for leading day to day operations in a manner that supports and guides the organization's mission s defined by the Boards of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

Responsible for fundraising and developing other revenues necessary to support the organization's mission.

3. **Organization Mission and Strategy:** Works with the board and members to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of the Overfalls' programs that carry out the organization's mission.

Responsible for strategic planning to ensure that the Overfalls Foundation can successfully fulfill its mission into the future.

Responsible for the enhancement of the organization's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Actual Job Responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Collaborate with organizations volunteers.

3. Strategic planning and implementation.
4. Assist in the planning of the annual budget.
5. Serve as the organization's primary spokesperson to the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the organization's mission.
7. Engage in funding and developing other revenues.
8. Oversee marketing and other communications efforts.
9. Other duties as assigned by the Board of Directors.

New Business:

Lewes Christmas Committee:

The committee would like to decorate the old metal lifeboat on our site for Christmas and has asked if the Overfalls would like to sponsor the decorations. A motion was made and passed to "Allow a tree in the lifeboat and will provide up \$200 for the tree and decorations to the Lewes Christmas Committee."

Lightship Sailors Memorial:

Larry Ryan, Chairman of the Lightship Sailors Association, spoke to us about their wish to move the Lightship Sailors Memorial to our site in Lewes. The current memorial is in Bedford, MA and was dedicate in 1999. It lists the names of all Lightship Sailors who were lost on duty. There are Lightship Sailors all over the country. They are looking to build something like the Delaware Maritime Hall of Fame Memorial in a similar size (about 10 feet by 10 feet) to remain in place for perpetuity and they will take care of maintenance. A motion was made and passed to "Investigate the possibility of bringing the National Lightship Sailors Memorial to our site in Lewes"

President's Comments: Made at the annual meeting on Oct 11, 2019

1. We've had another good year with some noteworthy highlights:

- We had 1700 adults and 750 children (500 of those as school visits) visit the ship this past season. We provided special tours for over 600 hundred people throughout the year, but we recently had more than 100 people tour the ship on Boast the Coast Day on October 5 and another 45 on October 9. The ship will also be open for free tours on Veterans' Day, so please encourage your friends and family, especially veterans, to come visit the ship on November 11.
- In the interest of improving educational outreach this year, we collaborated with the Lewes Historical Society and hosted 3 successful family events with over 30 children to teach them about nautical flags.
- We had another successful Opening Benefit Party in May and generated over \$17,000 in profit.

- Our Web-based systems continue to improve our visibility - The Overfalls Facebook page has been viewed over 10,000 times this year and through our web-based email service, we've sent 19,000 individual emails.
- The Dirty Hands gang continues to maintain the ship - this year's large projects included repainting the interior decks, scraping and painting of the pier bulkhead cap, cleaning and painting of 4 ballast tanks and a replacement of the Stephanie Ann roof. This winter, they plan to replace the floor in the museum store.
- Speaking of upcoming work, some of you may have noticed we have some erosion taking place along the canal bulkhead. We recently contracted with Evelyn Maurmeyer of Coastal and Estuarine Research, Inc. as a consultant to help us address this and will be getting cost estimates once the project scope is determined.
- We awarded \$750 Maritime Studies Scholarships to two very deserving 2019 Cape Henlopen High School graduates. (Vienna Iacona and Morgan Schwab)

2. I'm halfway through my term and there are some key things I'd like to tell you about that the Board is looking into that I'd like to see us get accomplished this coming year.

- We have started the development of an Overfalls Foundation Strategic Plan that will help guide our future and keep us focused on our priorities. Our historian Ray Glick and our new Vice President Mike Safina are facilitating this for us and my goal is to have this completed and agreed by the Board by the end of my term next year. Strategic Plans are important not only in the regular business world but in the non-profit world as well. Grant giving organizations like to review strategic plans before they make decisions to issue funds. They also help keep us focused as an organization as personnel changes occur from year to year. We've had a couple of work sessions so far and have identified 3 major strategic priorities to be addressed with the standup of the following special committees:
 - Membership & Volunteering Committee - we're looking to grow our membership and volunteer community as well as to improve use of our volunteers. We'd like to consider new ideas and investigate options that will improve our ability to recruit and retain younger members.
 - Strategic Leadership Committee - The Board has had several discussions about the need for an Executive Director. We're going to take an overall look at the Board structure and make sure the Board is appropriately designed, however we're going to move forward now with the creation of an Executive Director's position. For now, our plan is to "pilot" the position using Tracy Mulveny, our outgoing VP, as our first non-paid Executive Director. Once we sort out the details, develop a position description, and see how the non-paid position works out, we will make a decision on whether to proceed with hiring someone for the position. There are a lot of details to be worked out, but stay tuned.
 - Fundraising Committee - We do a reasonably good job of raising money throughout the year, but the Board collectively agreed that we can be more

organized about it and need to increase our fundraising efforts if we want to remain a viable organization. This is also necessary if we decide to move forward with having 1 or 2 paid positions in the future.

- In addition to these strategic priorities, another challenge we've faced is that we lack an office to conduct business. We've been very good at using electronics to serve as a primary communications tool and getting a loan of meeting space, but the lack of a regular place to conduct Foundation business and to hold meetings continues to make accomplishing our work difficult. We will need an office if we hire an Executive Director and an office will help us make better use of summer interns. So I'm standing up a 4th Overfalls Foundation Office committee to look into finding us a temporary office space for the near term and to look at options for establishing a permanent office, preferably on our property near the ship. I know there are a lot of issues we'll have to deal with, but that's why I'd like to stand up the committee to identify and explore the options available to us.

These special committee signup sheets are on the table and I hope most of you will consider signing up for one of these.

We will continue our ongoing efforts to improve public outreach, education and to make infrastructure improvements, but these 4 areas require the efforts of new special committees. Thank you in advance for signing up.

Finally, I want to personally thank all our members and volunteers for another great year. Without your contributions of time and money, we would not have an Overfalls Foundation. I appreciate your participation in the events we hold throughout the year and thank you for being here tonight for our General Meeting.

Schedule of Upcoming Events:

Next Board of Directors meeting: Friday November 8, 2019 at 10 AM in the Net House
Membership Meetings/Events

Friday November 1 or 15 TBD, 7 pm at St. Peters Church, Guest speaker's program with Jack Emery on his experiences with the Houston Apollo 11 team.

Friday December 13, 7-9 Annual Holiday Party at the Inn at Canal Square – bring an appetizer or holiday treat to share.

Tuesday December 31, 11:00 – 12:30 Anchor Drop Festivities at the ship (weather permitting) bring your libations and noisemakers

Adjournment: 12:20 pm

Minutes respectfully submitted by;

Bob Gibson

**Secretary
Overfalls Foundation**