

Overfalls Board of Directors Meeting Minutes
August 14, 2020
Meeting held by Zoom video conference, Lewes, DE

In Attendance:

Albert Didden, Bob Garry, Bill Battista, Dave Beck, Sue Tolbert, Bob Gibson, Tracy Mulvaney, Mike Safina, Maggie Bauer, Al Kleinberger, and Tom Rew. Ray Glick attended as a guest.

MISSION

“The mission of the Overfalls Foundation is to preserve, teach and honor the United States lightship service and the maritime history of our community through the preservation and display of the Lightship Overfalls (LV-118) and its collection of associated maritime artifacts.”

VISION

- “To provide a world-class museum experience that honors, preserves and promotes the valuable contributions of the United States lightship service to this nation’s history.
- To obtain national recognition as a leader in promoting the cultural significance of maritime history in our community.
- To be good stewards of the generous contributions of our donors, sponsors and volunteers by leveraging those contributions to provide interactive educational experiences that have a lasting and positive impact.”

Values

- Commitment
- Integrity
- Preservation
- Stewardship
- Sustainability
- Teamwork

Meeting Called to order at 10:20 am

Secretary’s Report: Discussed July meeting minutes. Motion passed to approve as read.

Treasurer’s Report: Financial report includes the Delaware Humanities grant of \$4524.30. There is an additional \$5000.00 that was awarded (not shown) as the result of the Social Media Video Challenge but that will not be received until after we submit a report in September.
-The Delaware Grant in Aid was recently received (not shown) in the amount of \$5,000.00. Bob Garry to send a thank you letter to Rep. Ernie Lopez for his continued support in getting this grant. Motion passed to approve the monthly financial report.

Old Business:

Rip Rap: Albert Didden provided an update on the Erosion Control/Rip Rap project. The Lewes Historical Society Permit is approved but DNREC has not yet issued the permit. Precision Marine cannot schedule the work until they have the physical permit in hand. LHS (Jim Abbott) has confirmed with Albert that they intend to proceed with doing their share of the work as soon as the permit is issued. There was concern they may have some financial conflicts with other LHS projects, but Albert says he does not believe that to be the case. The Board agrees that it is still desired to not start the work until the LHS permit is issued.

Albert initiated a discussion on what to do with the now vacant net reel space after the work is completed. He would like to see money set aside for landscaping. The location is situated across the property line of both Overfalls and LHS. Albert was reminded that LHS and Overfalls are already in discussions on the long-term use of the space and we should wait until those discussions along with the Rip Rap work are completed. If he desires to set up a committee to look at landscaping options, he could do that. Albert expects the work to be done by the end of the year.

Insurance update:

Albert Didden provided an update on the insurance coverage

- He is in the process of checking references on the Williams Insurance Company who would become the new insurance agent of record.
- The price will remain the same until the policy expires.
- Bob Garry recommended we invite Chuck Riley (the actual agent) to become a member [this may create a conflict of interest, but not likely unless he were to desire a position on the Board of Directors].
- Chuck had been in correspondence with Albert regarding questions about Monomoy towing, COVID liability and general liabilities. Trailer coverage will need to protect the foundation and the volunteer pulling the trailer. Mike and Bob Gary reviewed those emails and agreed that Williams Insurance appears to be very thorough and responsive to our questions.
- The Board passed a motion to change the Agent of Record to Williams Insurance Agency pending satisfactory results of the reference checks.
- Albert was asked to provide the forms to Bob Garry who will sign the form as Treasurer.

Strategic Plan

Mike Safina provided an update on the Strategic Planning process.

- The in-person strategic planning session was held on July 28. Tony Ferlenda from DANA facilitated the session.
- Tony is generating the plan and has provided a draft that the Governance Committee (Mike, Maggie, and Ray) are now reviewing.
- 5 Priority areas with goals and leadership were identified. They are:

Volunteers	Tracy & Dave
Museum Space	Bob G. and Ray
Business Plan	Mike & Executive Committee
Membership	Tom R., Al K. & Bob G.
Customer Experience	Sue & Dave

- Tony will work with Sue to resolve the goals under Customer Experience. Dave Beck will also work with them on that.
- Al Didden raised concerns about local businesses not knowing about the Lightship. This was discussed as a communications problem and it is desired, we seek a means to provide information to local businesses so their employees can answer basic questions about the Lightship. It was agreed this should be addressed as part of the Business Plan and Customer Experience. The Resort Channel on TV has a nice video of the Overfalls that might be useful.
- Al Didden raised concerns that maintenance of the ship is not obvious in the Strategic Plan. It was discussed that maintenance of the ship is part of day-to-day operations and would be covered in the to-be-developed Business Plan.

Nominations Committee:

Mike Safina provided an update on the nominating committee.

- The nominating committee has settled on 3 candidates to fill the Board vacancies - Ray Glick, Craig Schaefer, and Steve Tolbert.

- The Board unanimously passed a motion to accept placing the 3 candidates on the nomination slate for the election.
- The nominating committee will prepare an email to the Board and include short biographies for each candidate for distribution to the general membership.
- The Executive Board also recommends the following for Officer positions on the Board of Directors for the 2020-2021 operating year.
 - President (2-year term): Michael Safina
 - Vice President (1-year term): Ray Glick
 - Secretary (1-year term): Maggie Bauer
 - Treasurer (1-year term): Bob Garry
 - Executive Administrator (1-year term): Tracy Mulvaney

New Business

General Meeting and Election Planning: The Board had a discussion concerning the General Meeting and Election and how to run the meeting.

- In consideration of the State regulations concerning large public gatherings and the ongoing COVID 19 Pandemic, the Board passed a motion to hold the General Meeting as an electronic meeting on Zoom.
- The meeting will be held on October 9, 2020 at 7 pm using Zoom or another electronic meeting tool.
- Tracy will investigate if a public speaker is willing and available to make a presentation and to generate additional interest in meeting attendance. Whether there is a guest speaker or not, the meeting will proceed. Outgoing President Battista will make some opening remarks
- The current e-Blast list is both members and anyone who requested to be on the list. Therefore, Tom Rew will work with Cathy Heronemos, Tracy, and Bob G. to validate a membership only emailing list that can be used to send out the nomination slate and the meeting notification. Mike will engage Tom Wrubel to see about posting the candidate names and biographies on the website and will investigate purchasing a Zoom account for the Foundation to use not only for the general meeting, but for the year.

Committee Reports:

Grounds Committee: Albert Didden
Rip Rap Update:

The LHS permits have not been issued. We have been in contact with Rob Whitford of Precision Marine regarding potential start date. They are now working at University of Delaware in Lewes. We will contact LHS re start date for this joint project and status of their permits. Precision cannot schedule before all permits are in hand. Board should discuss landscaping and use potential for area where net reel was removed.

Insurance Committee: Albert Didden

Have had recent discussions with M Insurance, our current agent, and Williams Insurance Agency, Chuck Riley, a prospective agent. Have also had discussions with Tom Walls and Dennis Reardon regarding any negative reasons that caused the Foundation to change agents. and none were known. M Insurance said they are now a much smaller agency and did not have resources to handle our requests like meet on site. They keep encouraging us to change to the Williams Agency, a larger agency. Need to discuss further in Board meeting.

Education Report – No activity

Store Sue Tolbert

In messaging all the store's volunteers regarding the decision to not open this year I put out a plea for a relief for Sue Townsend as merchandise manager. Pat Courts responded and she and Sue have been in contact with each other. Sue feels good that Pat will be taking on that position. Sorry Dave - It looks as though you may be losing a tour guide!

DHG Donald Gansauer

Not much is occurring due to the Covid-19 pandemic.

The decision has been made to not drain the ballast tanks. After research, it was found that the dissolved Oxygen occurring in water combines with the steel until it is used up. Then a balance occurs and there is no more corrosion. Draining and refilling will start the problem all over again. Nothing more will be done until the ship's next haul out.

The snap hasps on the halyards need to be replaced. This will happen over the next week

Tom Rew is willing to give up his duties as Safety Officer and relinquish them to Bill Battista.

The Gas Meter has been calibrated for the month of August.

The awning/kite has been reinstalled after the tropical storm

The Ship Store has been cleaned out of building materials and tools.

A decision needs to be made regarding the soft floor in the Stephanie Ann. The DHG is willing to attempt the job but wants the display cases moved so that the extent of damages can be seen. This should be done so that any contractor could also see the full problem.

Each member of the DHG has been assigned a week to perform ship inspections.

Other maintenance issues are handled as needed, but with all appropriate cautions.

Outreach/Newsletter Al Klineburger

Nothing to report other than the first newsletter went out and the results are as follows:

525 sent, 233 opened the letter of introduction, 44% and 94 opened the newsletter, 18%.

We will review format and possibly eliminate the introduction letter.

Surprised that only 40% of those that opened the letter went to the newsletter.

Al Klineburger and Tom Wrubel were thanked for their work on the new newsletter. It was very well done. Al is investigating the statistics, but it appears it has been well received. Al anticipates the next issue to go out in the late October/early November timeframe. Mike offered that it should include the results of the election and a discussion on the strategic plan.

Web Site discussion: Al Didden asked if we had a backup for Tom Wrubel.

- It was stated that the announcement for an assistant remains on the website.

- It was also discussed that should we not locate an assistant, then the Board may want to consider obtaining website management as a service from a private company. This would have new operating costs associated with it, is not necessarily the desired approach, but may need to be considered as an option.

Disinfectant fogger for the Lightship: Last month the Executive Board reported the intention to procure a disinfectant fogger to be used by tour guides and others as needed to disinfect the ship quickly. It is desired to have on hand by September to support any pop-up tours or special events that would be approved on a case-by-case basis. Tracy pointed out the planned wedding at the ship is still planned for October and they are interested in taking pictures aboard the ship, so getting the fogger soon is most desired. Mike provided feedback from Don Gansauer concerning the costs of a battery-operated fogger (approx. \$600.00) vice a plug-in fogger (approx. \$300.00). After discussion of concerns

raised by weight differences, the challenges of getting into close spaces, the additional time to move around with an electric cable, and potential additional maintenance costs of the battery unit, it was recommended to the Executive Board to procure a battery operated fogger with a spare battery and charger as being in the best overall interest of supporting the tour guides and Foundation. Mike will continue to investigate options by consulting with local businesses who are using foggers and provide a recommendation back to the Executive Board.

Upcoming Events: Annual Meeting 7 pm October 9, 2020 via Zoom or other electronic meeting Service

Meeting Adjourned 11:50 am

Minutes respectfully submitted by:

**Bob Gibson
Secretary
Overfalls Foundation**