

**Museum at Portland Head Light  
Board Meeting Minutes  
July 8, 2013**

The Museum at Portland Head Light Board of Directors meeting was convened by Chairman James Walsh at 8:30 p.m. in the Town Hall Chambers. Present were Frank Governali, Caitlin Jordan, Katherine Ray, Dave Sherman and James Wagner. Also in attendance were Treasurer Michael McGovern, Assistant Treasurer Debra Lane and Secretary Jeanne Gross.

First item on the agenda was the Museum update:

The Museum at Portland Head Light completed its fiscal year on June 30, 2013.

Unaudited results show \$570,350 in revenue which includes \$518,855 in gift shop sales, \$49,035 in museum admissions and \$2,460 in donations and binocular revenue. A small amount of investment income is still to be credited.

Expenses were \$487,539, the largest of which was gift shop goods at \$277,707. With the value of inventory still to be determined, it is estimated the Museum will have a fund balance gain of over \$80,000 for the year. This would bring the fund balance to approximately \$600,000.

Second item on the agenda was a Potential Donation to Lighthouse View Arboretum Site: The Fort Williams Charitable Foundation is proceeding with its plans to provide a lighthouse view pod just northerly of Portland Head Light. In the past, the Museum at Portland Head Light has made donations to projects in Fort Williams Park which enhance the visitor experience to Portland Head Light.

A discussion followed about the various projects that the Museum has funded in the past such as a section of the Cliff Walk, Landscaping in the Park and the replacement of the Entrance Fence and Gate. Another question was raised about whether there would be any annual maintenance fees for the project.

The Arboretum would handle the bids for the project.

The Museum at Portland Head Light would fund \$75,000 with a matching donation up to \$75,000 from a private donor.

A motion was made to approve a donation up to \$75,000 for the lighthouse view pod with recognition to the Museum on site and subject to the Board reviewing and approving the plans.

The motion was approved by a vote 6-0.

The meeting was adjourned at 8:45 p.m.

Submitted by Jeanne Gross