



## Board Meeting Minutes

### Details

Date: October 8, 2018, 5:30 - 7:00 p.m.  
 Location: Riverside Hall  
 Attachments: Board Packet (October 2018)

### Attendees

Board Members: Candace Roberts, Mark Roberts, Tom Daley,  
 Marco Federico, Jerry Walker, Bob Stewart, Amy Grant, Rev.  
 Patricia Cashman (ex-officio)  
 Guests: Alan Segal

### Action Items

#### Pending

- Mark Roberts will obtain a quote from another vendor for a different style of churchyard signage.
- Marco Federico and Candace Roberts will meet to develop a detailed scope of work for the churchyard path, irrigation, and greening project.
- Candace Roberts will meet with the Vestry to discuss the Keystone Grant application.
- Inquire with property committee to see if a structural engineering report was generated for the church roof.
- Amy Grant will license images from the Temple Urban Archives for our upcoming mini-museum exhibit on Saint Lucia.
- Mark Roberts, Candace Roberts, Amy Grant and Jeanette Woehr to remove artifacts, repair cabinets, and clean the sacristy to prepare for St. Lucia exhibit.
- Candace Roberts to obtain quote for purchasing more than one DipJar to see if a discount is possible.
- Amy Grant to test website to make sure that donors can enter any amount they would like on the churchyard donation form.
- Contact the Swedish Colonial Society about obtaining contact information for the Forefathers.
- Add a field to the guest book located inside the church for collecting email addresses.

#### Completed

- Amy Grant will inquire about the durability of the proposed signage for the churchyard.
- Candace Roberts will propose the "mini-museum" idea to the Vestry.
- Candace Roberts will approach the Vestry about leaving lights on inside the church during visitation hours.
- Candace Roberts will propose the "lecture series" idea to the Vestry.
- Candace Roberts will obtain a quote from Liberty Tree and Landscape for: 1) remediation of the Star of Bethlehem infestation, 2) making the brick pathways even (and safe), 3) installation of an irrigation system for the Churchyard, 4) replanting of the grass.
- Candace Roberts submitted a grant request to the National Trust Preservation Funds (NTPF) for \$3000; funding would be used to create a walking tour script and promotional video.

### Report from the Vestry

- The Vestry has approved using the sacristy as a mini-museum.
- The Vestry has approved leaving lights on inside the church during the day to make the space more inviting for visitors.
- The Vestry also approved our idea to host a lecture series in the sanctuary starting in 2019



## Report from the Chair

### Churchyard Repairs

- Candace Roberts met with Mike Duffy of Liberty Tree and Landscape to discuss remediation of the Star of Bethlehem infestation. They also discussed making the brick pathways even (and safe), irrigation for the Churchyard and replanting of the crabgrass. Liberty Tree and Landscape provided a blanket quote for \$175,000, which did not include line-items.
- Marco Federico suggested that we should get quotes from specialists for different aspects of the project; water management, pavers, etc.
- Marco Federico and Candace Roberts will meet to develop a detailed scope of work for presenting to different vendors for quotes.
- Materials Conservation, Inc. will provide a quote for the brick pathway repairs.

### Grants

- The Keystone Grant is due February 1, 2019. We have raised enough money to qualify for matching funds for major projects. Candace Roberts proposed two ideas: apply for a grant to assist with the churchyard repairs (pathways, green spaces) or request funding to repair the roof of the church.
- Candace Roberts will meet with the Vestry to discuss these possibilities.
- Marco Federico asked whether or not a structural engineer had evaluated the roof prior to the A/C installation. If so, that report might help provide insight into the current state of the roof.

### Mini-Museum

- The Temple Urban Archives collection contains approximately 60 photographs of Gloria Dei Church over the years. The bulk of these photographs were taken at various Lucia Festivals.
- Candace Roberts proposed that our first mini-museum exhibit could be dedicated to Saint Lucia; the installation would be revealed in early December to coincide with our next Lucia event.
- The long-term plan would be to change the exhibit every 6 months or so.

### Fundraising

- Candace Roberts discussed the possibility of obtaining a DipJar. DipJar is a credit card “dipping machine” that enables donors to “dip” their credit cards to make instant donations (of a fixed, pre-defined amount).
- Amy Grant mentioned that Christ Church has this technology in place. She spoke with Neil Ronk, historian, and learned that Christ Church receives a number of donations this way.
- The Dip Jar costs \$400 per unit, an additional \$45 is charged to put branding on it.
- The board agreed to purchase one DipJar but wanted to know if it would be cheaper if we bought more than one.

### Community Design Collaborative

- We were finalists for the Community Design Collaborative’s 2018 Community Design Award. Sadly, we did not win.
- We will be featured at the AIA Philadelphia Design Awards Gala on November 7, 2018 and our project will be on display

## Project Updates

### Churchyard

- Amy Grant received a confirmation from Signarama that the engraved stones should “last forever.”
- Mark Roberts is getting a competitive bid for signage from a different company.



- Amy Grant mentioned that there are a number of videos on YouTube showing “techniques” for reading hard-to-read gravestones, including using sand and tin-foil. Marco Federico reported that breaking light is the best way to read old graves.
- Marco also mentioned that Christ Church has published an inscription book; he thinks that we should do something similar for a fundraiser.
- Amy Grant discussed the spreadsheet that she has created for the churchyard, which compiles data from McFarland’s 1877 inscription book, the “historic map” from the 1950s(?), and various plot plans. She has 25 entries left to review; once complete, this could be the basis for a map and other publications.

#### Recent Donor Activity

- Mary Hunter, a descendent of Mary Robeson, discovered the entry on her ancestor on our website. After reviewing the conservation assessment, she has offered to donate funds toward repairing Robeson’s marker. She is going to mail us a check for \$100.
- Mary was having trouble with the website, said she could donate \$50. Amy Grant mentioned that the donation form has \$50 filled in but that amount can be changed to whatever the donor wishes. Amy will test the form to make sure that it is functioning properly.
- Mary is going to ask her other relatives to give money toward preserving Robeson’s marker.
- Candace has invited Mary to join us at Spirits & History this May.

#### Building Our Donor List

- As we gear up toward launching a major fundraising campaign in 2019/2020, we need to build our list of contacts.
- Candace Roberts requested that each board member sign up at least 12 email addresses to our mailing list. We promise that we will only send one email per month containing a history story, one featured marker, and an announcement. We will not solicit for donations for one year.
- Alan Segal offered to send a call out over his listserve for the Jazz Sanctuary, which has over 1000 contacts.
- The Swedish Colonial Society apparently has a contact list of forefathers; we need to talk to Terry Brasco about obtaining a copy of this list.
- The guest book inside the church does not have a field for email address. Can we add that field to the form?
- Amy Grant asked if we could send copies of the magazine to those who signed the guest book and left mailing addresses.

#### Other Business

- Reviewed and approved September 2018 minutes.
- Reviewed the financial report; no significant changes from prior month.
- Candace Roberts is meeting Emily Bittenbender for lunch to discuss her interest in Historic Gloria Dei.
- Reverend Cashman reported that the first semi-annual Parrish meeting will take place on November 11<sup>th</sup> inside Riverside Hall. The goal is to look at the budget and create a sustainable plan for 2019. Ray Speara will be a guest speaker.