



August 26, 2024 Meeting Minutes

Archiving Committee on Creating a Public/Private Historical Archive

Portsmouth NH City Hall Conference Room A, 9 - 10:30am

Attending: Richard Candee, Alan Cohen, Charles Doleac, Christine Friese, Tom Hardiman, Jeff Keefe, Vincent Lombardi, Kristen Peterson and Emma Stratton

Absent: Elizabeth Farish

Guests: Trevor McCourt, Deputy City Attorney, City of Portsmouth

Meeting Opened by Vincent Lombardi: 9:09 am

MOTIONED and **SECONDED** to accept July 22, 2024, Meeting Minutes. All approved.

Discussion of: Fundraising

Update: \$3496.16 currently raised (PayPal retained a small percentage). IRS Form 990, inquiring if the entity will prepare annually and file as we proceed. This will be dependent of the final structure of the entity.

Discussion of: Statements of need/Conservation Assessments

Update: More to come from organizations. Emma's goal is to complete identifying and apply for funding by the end of 2024.

Discussion of: Timeline

Update: Alan Cohen discussed edits

Discussion of: Fiscal

Update: Athenaeum Board has approved and has designated a treasurer.

Discussion of: Memorandum of Understanding (MOU)

Update: Emma discussed edits. Expending of funds for expenses calls for a committee vote. Signed documents will reside with the City Clerk.

MOU must be signed to proceed.

MOTIONED and SECONDED: Move to, upon execution of the Memorandum of Understanding (MOU) by all member agencies and the fiscal sponsor agreement by the fiscal sponsor, the final sponsor is authorized to expend \$3,500 in the form of a retainer to procure Hurwitt and Associates for the creation of a new nonprofit entity in accordance with the MOU. All in favor.

MOTIONED and SECONDED: Upon execution of the MOU by all member agencies and the fiscal sponsor agreement by the fiscal sponsor, the chair is authorized to execute an agreement with Hurwitt and Associates for the creation of a nonprofit entity in accordance with the MOU. All in favor.

Meeting Adjourned by Vincent Lombardi: 9:38am