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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

October 15, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, Division of the Arts, to award a Public Value Partnership Grant in the amount of \$13,000 to the Strawberry Banke Museum (VC #154342), Portsmouth, NH to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors effective upon Governor and Executive Council approval through June 30, 2019. **100% General Fund**

Fund is available as follows:

	<u>FY 2019</u>
03-35-35-353510-41040000	
State Arts Development	\$13,000
073-500581 Grants Non Federal	

EXPLANATION

Public Value Partnership Grants are awarded to nonprofit arts organizations, with a minimum of 5 years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts programs to New Hampshire residents and visitors. Grant categories and deadlines are advertised through the Division's website, social media and electronic newsletters.

At a recent meeting, the Arts Council Board unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered 17 criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria can range from the administrative capacity of the organization, artistic quality, strategic planning, to community impact and accessibility.

The Attorney General's office has approved the grant agreement as to form, substance and execution.

Respectfully submitted,



Sarah L. Stewart
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Strawberry Banke Museum (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- 1. GRANT PERIOD: FY2019
- 2. OBLIGATIONS OF THE GRANTEE:
 - The Grantee agrees to accept \$13,000.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
 - Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



Strawbery Banke Museum is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

New Hampshire State Council on the Arts

- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
- 3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
- 4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.
- 5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

[Signature] 7.30.18
Signature Date

Name, Title: Virginia Lupi, Director

[Signature]
Signature

Name, Title: Sarah L. Stewart, Commissioner

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

[Signature] 10/18/18
Office of Attorney General Date

GRANTEE SIGNATURE

Org/ Name: Strawbery Banke Museum

Address: PO Box 300 Portsmouth NH 03802

Lawrence J. Yerdon
Printed Name of Authorized Official for Grantee

[Signature] 8/13/18
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Rockingham

On the 13th day of Sept 2018 before the undersigned officer, personally appeared

Lawrence J. Yerdon
(Print name of person whose signature is being notarized) or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated

[Signature]
Notary Public/Justice of the Peace
Printed Name: Rodney D. Rowland
My Commission expires: July 19, 2022



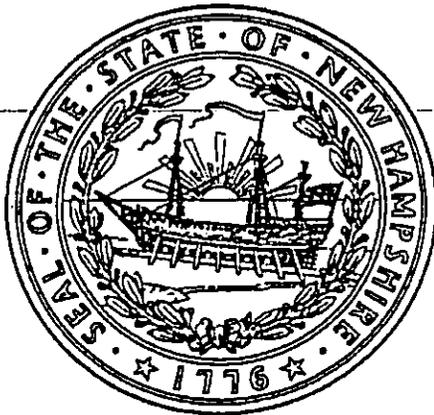
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that STRAWBERRY BANKE MUSEUM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 19, 1958. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65607

Certificate Number: 0004165730



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed

the Seal of the State of New Hampshire,

this 16th day of August A.D. 2018.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner

Secretary of State

CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

* Resolution date must occur on or before the Grant Agreement is signed.

** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

1. *Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors: Trustees

Strawbery Banke Museum on SEPTEMBER 4, 2019
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Lawrence J. Yerdon is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

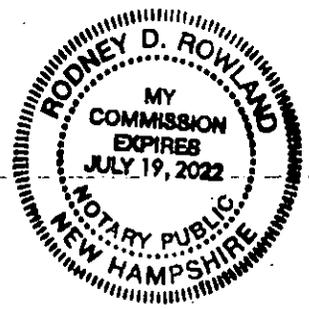
Signed: *Marcia Cronin*
(Signature of Clerk/Secretary to the board)
Printed Name Marcia Cronin

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

On the 4th day of SEPT, 2019 before the undersigned officer, personally appeared MARCIA CRONIN, or satisfactorily proven to be the person whose name appears above, and acknowledged s/he executed this document in the capacity indicated.

Rodney D. Rowland
Notary Public/ Justice of the Peace
Printed Name: Rodney D. Rowland
My Commission Expires 7/19/22



Insurer: EASTERN ADVANTAGE ASSURANCE COMPANY

Policy Number: 05-0000116222-00
Previous Policy:

Workers Compensation and Employers Liability Policy Information Page

(1) Name and Mailing Address of the Insured: Strawberry Banke, Inc. DBA: Strawberry Banke Museum PO Box 300 Portsmouth, NH 03802-0300	Agency: CGI Business Insurance 171 Londonderry Turnpike Hooksett, NH 03106 Agency Code: 6707
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See Named Insureds – Extension of Information Page

Fed ID Number: 02-0260158
Bureau ID Number: 280150371

Legal Entity: Non-Profit Corporation
NCCI Company Number: 25678

Other workplaces: See Additional Locations – Extension of Information Page

(2) **Policy Period:** From 04/01/2018 to 04/01/2019, 12:01 a.m. standard time at the insured's mailing address.

(3) **Coverage:**

A. **Workers Compensation Insurance:** Part One of this policy applies to the Workers Compensation Law of the following states:
NH

B. **Employers Liability Insurance:** Part Two of this policy applies to work in each of the states listed in item (3)A. The limits of our liability under Part Two are as follows:

Bodily Injury by Accident - each accident	\$1,000,000
Bodily Injury by Disease - policy limit	\$1,000,000
Bodily Injury by Disease - each employee	\$1,000,000

C. **Other States' Insurance:** Part Three of this policy applies to all states except any state listed in item (3)A. and the states of:
NORTH DAKOTA, OHIO, WASHINGTON, WYOMING

D. This policy includes the following forms and endorsements:

See Listing of Endorsements – Extension of Information Page

(4) The premium for this policy will be determined by our Manual of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

See Schedule of Operations – Extension of Information Page

Minimum Premium \$1,500

[Redacted]

Countersigned by _____

Insurer: **EASTERN ADVANTAGE ASSURANCE
COMPANY**

Policy Number: **05-0000116222-
00**

Extension of Information Page

Named Insureds

Named Insureds not listed on Page 1, Item 1:

DBA: Strawberry Banke Museum
PO Box 300
Portsmouth, NH 03802-0300
FEIN: 02-0260158

EASTERN ADVANTAGE ASSURANCE COMPANY

25 Race Avenue
PO Box 83777
Lancaster, PA 17608-3777

WORKERS' COMPENSATION *and* EMPLOYERS' LIABILITY INSURANCE POLICY

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative.

Michael Boguski

Michael L. Boguski
President

Kathryn A. Neville

Kathryn A. Neville
Chief Compliance Officer, Claims

If you need to report a claim, please call the following telephone number:

1-800-336-3658

Questions or concerns about your policy should be directed to your producer. If you need further assistance, contact us at 1-855-533-3444 or at the following address:

Underwriting - Policy Information
P.O. Box 83777
Lancaster, PA 17608



New Hampshire
State Council on the Arts

GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization Strawbery Banke Museum

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

Strawbery Banke Museum's mission is to share the ongoing history of this seaport neighborhood, celebrating the lives of ordinary individuals and the value of community while serving as "a place to learn, a place to gather, and a sustainable resource for the community."

2. Salary of Administrator: \$100,000

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

Attach the Following:

3. DUNS Number (If not provided on application) 198915613

4. Resume of Administrator Attached

5. Financial Statement: Attached

A one-page financial statement of your organization's most recently completed fiscal year. Attached

6. Board of Directors: Attached

A list of the current directors and officers of your organization.

Please do not include any personal information such as home addresses, phone numbers or emails.

7. List Geographic Areas Served by Organization Attached

8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder Attached

9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application) Attached

If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

Strawbery Banke Museum

Income Statement

March 31, 2018

YTD FY 2018

Revenue

1. Contributed Income	
1a. Annual Fund	\$503,031
1b. Individual Memberships	\$143,082
1c. Corporate Support	\$193,280
1. Total Contributed Income	<u>\$839,393</u>
2. Earned Income	
2a. Admissions	\$454,713
2b. School Groups Fees	\$103,722
2c. Children's Program Fees	\$37,635
2d. Adult Program Fees	\$5,104
2e. Parking Fees	\$18,855
2f. Events	\$261,547
2g. Rentals - Residential and Commercial	\$508,445
2h. Rentals - Site	\$27,107
2i. Management Fees	\$49,909
2j. Miscellaneous	\$8,405
2k. Retail Income	\$15,128
2l. Special Projects Income	\$2,500
2m. Labrie Family Skating Rink Income	\$230,441
Total 2. Earned Income	<u>\$1,723,509</u>
3. Transfer from Investment	
3a. Trust - Decatur	\$125,000
3b. Donor Endowment	\$138,408
3c. Trust - Stuart	\$44,999
3d. Quasi-Endowment	\$9,984
 3e. Building Endowment	\$35,780
3f. Trust - NHCF	\$33,594
3g. Endowment-Cynthia Raymond	\$5,639
3h. Endowment-Shapiro Family Fund	\$3,117
Total 3. Transfer from Investment	<u>\$396,521</u>
Total Revenue	<u>\$2,959,422</u>

Expenses

6. Personnel	
6a. Regular Employees	(\$999,613)
6b. Seasonal Employees	(\$318,459)
6c. Payroll Taxes	(\$93,235)
6d. Benefits	(\$132,047)
Total 6. Personnel Expense	<u>(\$1,543,355)</u>
7. Department Expenses	
7a. Admin and President's Office Expense	(\$67,426)

Strawbery Banke Museum Income Statement

March 31, 2018

	<u>YTD FY 2018</u>
7b. Cost of Retail Sales	(\$2,961)
7c. Curatorial & Archaeology Expense	(\$9,193)
7d. Development Expense	(\$30,123)
7e. Education Expense	(\$24,553)
7f. Event Expense	(\$178,684)
7g. Historic Landscape Expense	(\$16,587)
7h. Marketing Expense	(\$79,090)
7i. Properties Expense	(\$121,018)
7j. Special Projects Expense	(\$2,500)
7k. Visitor Services Expense	(\$37,932)
7l. Labrie Family Skating Rink Expenses	(\$287,525)
Total 7. Department Expense	<u><u>(\$857,592)</u></u>
8. Utilities	
Utilities	(\$204,868)
Total 8. Utilities Expense	<u><u>(\$204,868)</u></u>
9 Rental Expenses & Property Taxes	
Rental Expenses & Property Taxes	(\$150,049)
Total 9. Rental Expenses & Property Taxes	<u><u>(\$150,049)</u></u>
10. Insurance	
Insurance	(\$65,916)
Total 10. Insurance Expense	<u><u>(\$65,916)</u></u>
11. HHP Repair Reserve	
HHP Repair Reserve	(\$36,300)
Total 11. HHP Repair Reserve	<u><u>(\$36,300)</u></u>
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12. Legal & Audit Fees	
Legal & Audit Fees	(\$26,350)
Total 12. Legal & Audit Fees	<u><u>(\$26,350)</u></u>
13. Technology	
Technology	(\$18,005)
Total 13. Technology	<u><u>(\$18,005)</u></u>
14. Line of Credit Interest	
Line of Credit Interest	(\$265)
Total 14. Line of Credit Interest	<u><u>(\$265)</u></u>
Total Expenses	<u><u>(\$2,902,699)</u></u>
NET SURPLUS/(DEFICIT)	<u><u>\$56,724</u></u>

**Board of Trustees
Strawbery Banke Museum**

Salutation	First Name	Last Name	Officer	Term	Expiration
Ms.	Robyn	Aldo		2nd	2020
Mr.	Paul	Barkworth	Assistant Treasurer	3rd	2020
Sen.	Martha Fuller	Clark	Past Chair	1st	2019
Mr.	Mark	Connolly		3rd	2019
Mrs.	Marcia	Cronin	Secretary	2nd	2019
Mr.	Timothy	Dempsey		2nd	2019
Ms.	Cynthia	Fenneman	Vice Chair	3rd	2019
Mr.	Thomas	Hand		1st	2019
Ms.	Kathy Williams	Kane		1st	2019
Mr.	William L.	Kath	Treasurer	2nd	2018
Mr.	Gibson	Kennedy		1st	2018
Mrs.	Susan	Labrie		1st	2019
Mr.	Matthew	McFarland		2nd	2020
Ms.	Patricia	Meyers		2nd	2018
Ms.	Patsy	Ostrander		1st	2019
Mrs.	Allison	Potter		2nd	2020
Mr.	John	Pratt, Jr.		3rd	2020
Mr.	Peter	Reed		1st	2019
Mr.	Zachary	Slater	Chair	2nd	2019
Mr.	Ben	St. Jean		1st	2018
Ms.	Elisabeth	Sturges		1st	2019
Mr.	Gerald	Ward	National Council Chair	3rd	2020
Ms.	Anne	Weidman		1st	2018

Lawrence J. Yerdon



Employment Experience

- President & CEO, Strawberry Banke Museum, 2004-present
- President & CEO, Hancock Shaker Village, 1986-2004
- Director and Curator, Quincy Historical Society, 1975-1986
- Instructor, Woodward School, 1972-1975
- Interpreter, Plimoth Plantation, 1971 & 1972
- Interpreter, National Park Service, Adams National Historic Site, 1969 & 1970

Education

- *MBA*, Rensselaer Polytechnic Institute, 1994
- *M.A.* History and Certificate in Historical Agency Management, Northeastern University, 1984
- *B.A.* History, Eastern Nazarene College, 1970

Professional Education

- Museum Management Institute/Getty Leadership Institute, 1982
- Legal Aspects of Non-Profit Management/Harvard University, Office of Continuing Education, 1981
- Winterthur Institute on Early American Culture/Winterthur Museum & University of Delaware, 1980
- Seminar for Historical Administration/AAM, AASLH, NHT & Colonial Williamsburg, 1978
- Developing, Managing & Maintaining Collections/Smithsonian Institution, 1978
- Furnishing the Historic House/NYS Historical Association, 1977
- Seminar on Museum Administration/AASLH, 1977
- Institute in American Arts and Experience/Museum of Fine Arts, Boston & Yale Universities, 1976
- Popular, Folk and Vernacular Art/Shelburne Museum & University of Vermont, 1972

Recent Affiliations and Professional & Community Service

- Board Member, American Association for State and Local History, 2008-present
- Member, NH Tourism Advisory Board, 2006-present
- Member, Search Committee, Seacoast Repertory Theatre, 2009
- Trustee, Portsmouth Historical Society, 2005-2008
- President, New England Museum Association, 2002-2004
- Board Member, New England Museum Association, 1996-2004
- Trustee, Darrow School, 1996-2002
- Vice President, Board of Directors, Berkshire Visitors' Bureau, 1996-2004
- Member, Pittsfield Tourism Commission, 1995-2004
- Rotary Club of Pittsfield, 1994-2004

- Member, Pittsfield Tourism Commission, 1995-2004
- Rotary Club of Pittsfield, 1994 -2004

Past Affiliations and Professional & Community Service

- Board of Advisors, NE Heritage Center, Bentley College, 1986-1996
- Grant Reviewer, Massachusetts Cultural Council, 1985, 1987 & 1991
- President, Bay State Historical League, 1987-89
- Board of Directors, Bay State Historical League, 1981-1986
- Member, Quincy Historic District Commission, 1980-1985
- Board of Directors, Quincy Symphony Orchestra, 1984-1985
- Chair, Quincy Cultural Council, 1983-1985

Social Organizations

- Lenox Club, 1994-2004
- Monday Evening Club, 1997-2004

Professional Activities

2008

- Member, Strategic Planning Task Force, New England Museum Association [NEMA]
- Presenter, NEMA Directors and Trustees Summer Meeting
- Chair - A Modest Proposal, the SBM Collections Center, NEMA 2008 Annual Conference
- Grant Reviewer. [Panel] Institute of Museum and Library Services [IMLS]

2007

- Presenter - *Are You Ready to Launch a Campaign?*, NEMA 2007 Annual Conference

2006

- Presenter - *Practical and Visionary: Building Facilities in Historic Settings*, 2006 NEMA Annual Meeting.
- Moderator - *A Conversation with James Gilmore, author of The Experience Economy, Directors and Trustees Session*, NEMA 2006 Annual Meeting.
- Presenter - *Banker, Broker, Balance Sheet: Ascribing Monetary Value to Museum Collections*, NEMA Trustees and Senior Management Meeting - *Legal and Ethical Responsibilities of Those Who Hold Museum Collections*
- Grant Reviewer [Panel] Institute of Museum and Library Services [IMLS]

2005

- Grant Reviewer [Panel] Institute of Museum and Library Services
- Grant Reviewer, Heritage Philadelphia Programs, Pew Charitable Trust
- Reviewer, American Association of Museums [AAM] Accreditation, Wilton, Richmond VA
- Grant Reviewer, Challenge Grants, National Endowment for the Humanities [NEH]
- Presenter - *Making a Tough Decision – and Sticking to It*, NEMA 2005 Annual Meeting
- Presenter - *If Only I Knew Then What I Know Now: Counsel for New Directors*, NEMA 2005 Annual Meeting

2004

- Presenter - *Preserving the Past for the Future: Restoring Hancock Shaker Village*, Chicago Shaker Study Group
- Presenter - *Preserving the Past for the Future...*, Communal Studies Association Annual Meeting
- Grant Reviewer [Panel,] IMLS.
- Member, Nominating Committee, AAM.

2003

- Member, Program Committee, American Association for State and Local History [AASLH] 2003 Annual Meeting
- Presenter - *Earned Income in Museums: Admissions*, NEMA Workshop
- Chair, Human Resources Roundtable, NEMA 2003 Annual Meeting
- Grant Reviewer [Panel,] IMLS

2002

- Chair and Presenter - *Serving the Public: What a Visitor Center Can Offer your Museum*, NEMA 2002 Annual Meeting
- Reviewer, AAM Accreditation Review, Historic Spanish Point, Osprey, Florida
- Judge, Music Scholarship Competition, Berkshire Lyric Theater

2001

- Guest Lecturer - *Living History Museums - Present Realities and Future Possibilities, The Museum and the Historical Agency*, Boston University, October 2001
- Presenter - *A New Look at Marketing Museums*, Annual Meeting, Vermont Museum & Gallery Association
- Chair, Human Resources Management Roundtable, NEMA 2001 Annual Meeting
- Chair - *Tourism Trends and Impacts on Museum Visitation*, 2001 NEMA Annual Meeting
- Presenter - *Experience Economy and Outcome Evaluation*, NEMA 2001 Annual Meeting
- Grant Reviewer [Field,] IMLS

2000

- Chair, Human Resource Management Roundtable, NEMA 2000 Annual Meeting
- Facilitator - *The Experience Economy* - Book Discussion, 2000 NEMA Meeting
- Consultant to the Virginia Company for an Interpretive Framework developed for the Shaker Heritage Society, Albany, NY

1999

- Guest Lecturer - *Living History Museums - Present Realities and Future Possibilities* The Museum and the Historical Agency, Boston University, September 1999
- Chair, Human Resources Management Roundtable, NEMA 1999 Annual Meeting
- Presenter - *Marketing the Museum Inside the Museum: Messages that Aid and Promote*, 1999 NEMA Annual Meeting

1998

- Presenter - *Addressing Your Visitors' Needs*, BSHL/NEMA
- Chair, Human Resources Management Roundtable, NEMA 1998 Annual Meeting

List of Geographical Areas Served by Strawberry Banke Museum

- 93,000 people visited or attended events at Strawberry Banke Museum in FY 2018 (4/1/17-3/31/18).
- 35% of these visitors were New Hampshire residents.
- 15% of the 22,000 out-of-state visitors were from 34 international countries.