

# Hingham Girl Scout House President's Report of 2013

## Summary

2013 was a pivotal year for the Girl Scout House as the organization prepared to assume full financial responsibility for the preservation of the building, maintenance, and annual operations.

The Board made much progress in advancing the activities for:

- 1) Keeping the house in good working condition
- 2) Funding the organization through grants, rentals, and fundraising
- 3) Converting operations from Girl Scout of Eastern Mass. (GSEM) to the Hingham Girl Scout House, Inc., which included updated corporate documents, building insurance, and transfer of utilities
- 4) Working with Troops to take ownership and pride by contributing to the care and fundraising

## Board of Directors

With much activity and the resignation of 3 Directors, it was important to strengthen the Board of Directors. As we finish out the year we have a strong Board with diverse experience in many areas including legal matters, building construction, business management, finance, property rental, Hingham history, art and design, marketing, Girl Scout traditions and policies, and Hingham troop requirements. New to the board this year are Stephanie Torski and James Monroe. Special thanks to past Directors Vickie Chipman, Wendy Finnerty, and Susie O'Horo.

### *Current Board Members*

Mary Bell  
Kathy Shea  
Nini Gomez  
Cheryl Arbeene  
Geri Duff  
Kathleen Nugent  
Marielle Thorne  
Peg Doyle  
Stephanie Torski  
James Monroe

## Corporate Documents

Bylaws were modified to:

- 1) remove GSEM
- 2) increase the membership to include all registered adult Hingham Girl Scouts
- 3) limit the expenditure of funds to \$500 without Board approval
- 4) increase the number of meetings to 3 each year
- 5) modify the termination clause to meet IRS requirements

A new Conflict of Interest policy was created to meet IRS requirements.

## Tax Status

Lack of qualified tax advice put the organization in a reactive mode rather than proactive. We lost the opportunity for a Fidelity charitable donation, which required an IRS issued tax-exempt number.

- 1) May – IRS notice of losing tax-exempt status if 2012 taxes were not filed immediately. Done.
- 2) August – IRS states Form 1023 must be submitted to obtain a tax-exempt identification. Done.
- 3) November – IRS notice of losing tax-exempt status if 2011 taxes were not filed. Done, 2010 also.
- 4) Still outstanding is a review of tax requirements for the State of Massachusetts.

## Building Maintenance

Projects completed in 2013 and Dec 2012:

- |                                                                          |                                    |
|--------------------------------------------------------------------------|------------------------------------|
| 1) Main hall smoke/co2 detector replaced and hardwired                   | electrician John Stoddard          |
| 2) Exit sign over the east door replaced with lighted sign and hardwired | John Stoddard                      |
| 3) Failing florescent light fixtures replaced in main hall               | John Stoddard                      |
| 4) East side downspouts replaced                                         | Alec and Cam Porter Sr.            |
| 5) New humidifier                                                        |                                    |
| 6) Tarp on entire roof to stop leaks                                     | Odds & Ends Construction           |
| 7) Brush cut back, raking, gutters cleaned                               | GSEM, Wally David                  |
| 8) Installation of gas line from street to building                      | National Grid                      |
| 9) Main hall expansion joins and floor refinished                        | Alec Porter, Eagle Project         |
| 10) Stage stairs secured                                                 | Alec Porter, Eagle Project         |
| 11) Vapor barrier added under the main hall                              | Alec Porter, Eagle Project         |
| 12) Six new 6-foot tables donated                                        | Mylene Fleites troop               |
| 13) Trees trimmed to 15 feet of building, services donated               | Specialized Riggings and Tree Care |
| 14) Fall yard clean up and brush cutting                                 | Beth Anderson's troop              |
| 15) Professional interior cleaning                                       |                                    |
| 16) Leak assessment in basement attributing water to roof leakage        | plumber George Ritterhaus          |

## Building Assessment

An assessment of the building condition was performed by Board members, Strekalovsky Architecture, Odds and Ends Construction of Quincy, Hingham Historic Commissioner Andrea Young, Hingham Community Preservation Committee (CPC) member Gary Tondorf-Dick, and Conservation Commissioner Abby Piersall. The result was a comprehensive and prioritized list of building projects totaling \$270,000. This was submitted on an application to the CPC committee to be funded by the town and subsequently was divided into 4 phases.

### Phase 1: Immediate needs, \$35,000

This phase includes items that must be done immediately due to damage to the building, the availability of services, or necessary to keep the building in operation: a new roof, tree management, a new furnace, and funds for utilities and insurance.

### Phase 2: House stabilization, \$98,000

These projects preserve the architecture of the building and address the erosion and drainage problems that threaten the foundation. The 2013 CPC application was modified to include only those items in this phase, which would begin work mid 2014 if approved by the voters at the April town meeting.

### Phase 3: ADA compliance, \$125,000

ADA compliance requires considerable modification to the interior, providing wheelchair access to the building, bathroom, kitchen, and stage. Design plans were created and donated by Strekalovsky Architecture. Due to limited funding by the CPC committee in 2013, it was suggested we remove it from this year's application, seek other funding, and resubmit to the CPC in the fall of 2014.

### Phase 4: Volunteer Services

This category includes items that may possibly be done by volunteers, services donated by local businesses, or as projects for scouts. It includes replacement of shutters, refinishing of exterior plaques and creation of a historic curbside marker.

## **Wetlands Classification**

In 2013, as a result of the property inspection, the Town of Hingham has classified the property as Wetlands. A subsequent meeting with the Conservation Committee was conducted, where they determined the preservation work is expected to improve drainage conditions. They request a meeting again with detailed plans on drainage and landscape improvements.

## **Funding**

- 1) Application for \$98,049 from Community Preservation Act funds was completed. Quotes were provided by Odds and Ends Construction of Quincy and Strelakovsky Architecture.
- 2) A year-end campaign was launched that resulted in \$10,250 of donations. The campaign included:
  - a. A Hingham Girl Scout House patch
  - b. Emails to Girl Scout families
  - c. Stamped letter to past Girl Scout leaders
  - d. Flyer inserted in the electric bills
  - e. Articles in the Hingham Journal
  - f. Facebook page
- 3) Unsolicited donations during the year were approximately \$3,000.
- 4) Two fundraisers with the Girl Scout families were held at Bertucci's (\$669) and Jenny Boston (\$700)
- 5) Donated services from Specialized Riggings Tree Services cleared all tree limbs
- 6) GSEM contributed \$2,000 toward maintenance expenses.



Refer to the Treasurer's report for additional details

## **Accounts Receivable**

### Historic Society and Garden Club Partnership

We provided space to the Garden Club to prepare their holiday wreaths. In exchange, the Historic Society President, Suzanne Buchanan, offered use of Old Derby Academy for a future fundraiser.

### South Shore Country Club Credit

We have \$500 on deposit at the SSCC, made in the fall of 2012 with the intent on holding a fundraiser in February 2013. The fundraiser was postponed.

## **Rentals**

The newly formed Rental Committee established procedures for renting the house. This included:

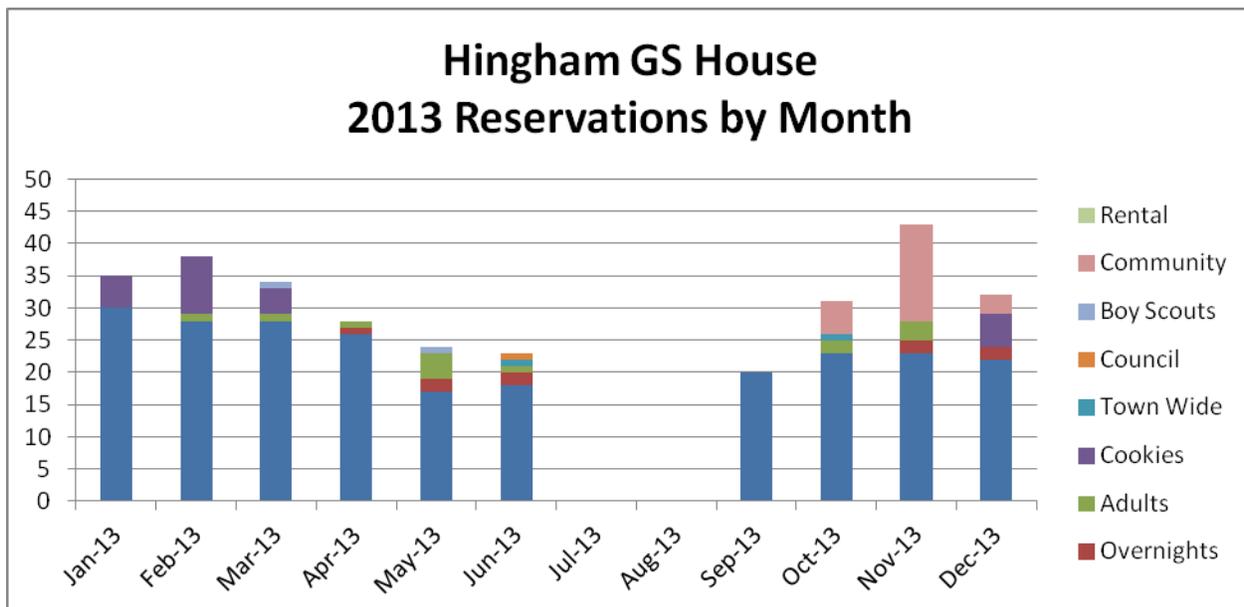
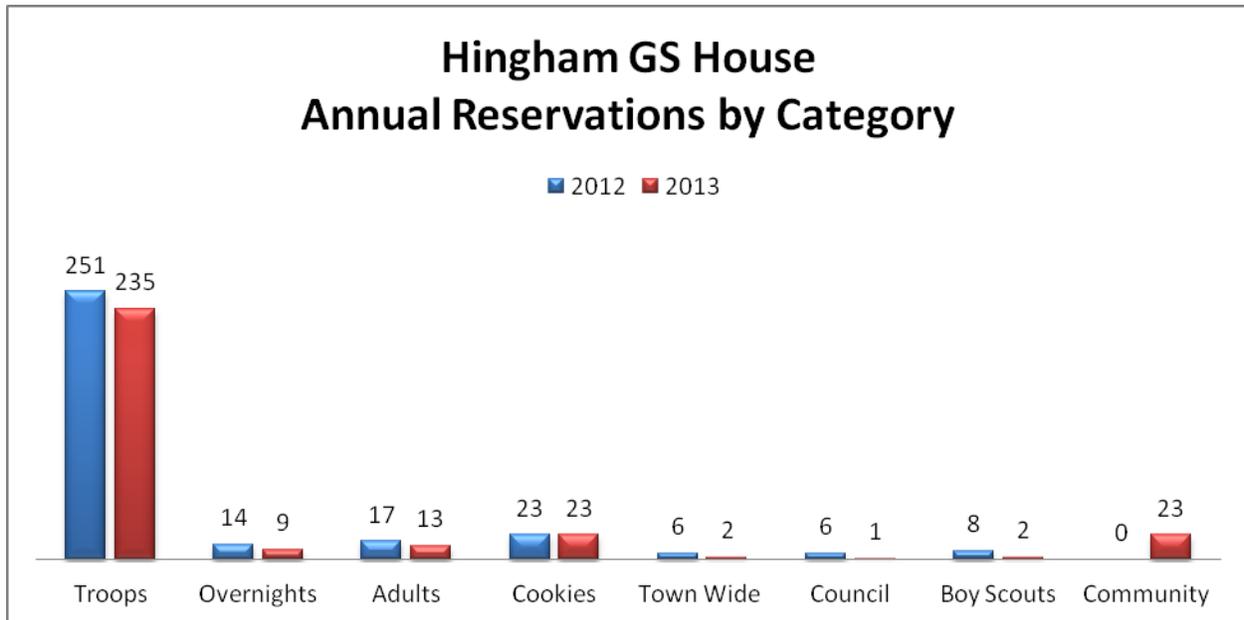
- 1) Pricing and policies on usage
- 2) Contracts
- 3) Liability insurance
- 4) Caretakers to check the house after a rental
- 5) Updated web pages
- 6) Article in Hingham Life magazine

Two rental contracts were signed for January, which will be a good test of the policies, procedures, and pricing as we move forward.

## 2013 Usage Report

In 2013, house reservations for Girl Scout activities declined slightly while reservations for the community increased due to use of the house by the Garden Club in November and December. Overall, there were 285 reservations in 2013, compared with 325 in the previous year.

2013 troop reservations continue to cluster around after school hours and early evenings on Friday and Sundays. During the summer, the house was not available in 2013 due to the floor refinishing.



2013 President's Report

Submitted January 11, 2014 by Peg Doyle