

2018 To Do List

A. Volunteer (V) effort

1. Finish logging in the books in boxes on the Library floor (V).
2. Begin a full catalog of the society contents. I would start with the “Gildersleeve Room” upstairs. Make a digital catalog of every item. This room was totally paid for and renovated by the Gildersleeve Family and the contents must remain in the room (VVV).
3. Continue to digitize the photos we have and file them to be used in future displays. Gerry at the library and Jeff Walden would be a good resource (V).
4. Set up the bottle display (white box of bottles presently in New Egypt basement) in the little showcase in the little western cabinet in the NEgypt schoolhouse. Also, set up display of baskets donated in the 1760 schoolhouse and have an exhibit. Research Howard Jewitt and perhaps contact family to help out (VV).
5. Have the Tuthill House and School Houses open every weekend Memorial Day through Labor Day, eventually year around (VVV).
6. Have the membership get together two or three times a year for picnics or dinner (VV).
7. Get a family tree going to include present descendants connected to the Tuthill branch (VV).
8. Publicize the Native Garden, perhaps with lectures about native plants, herbs, and related fauna (V).
9. Devise ways to recognize and honor lifetime members (V).
10. Make better use of the existing buildings (V).

B. Contract (\$) effort

1. Consider some form of walkways connecting the buildings to make navigation of the site easier. We have taken out many trees over the years and the ground has bulged and sank making it hard to walk. One important hole is in the parking lot near the 1760 schoolhouse. We've been putting a can over it for events. This would also make it easier to get in and out in wet days and dark nights (\$\$).
2. Rewire Tuthill House to bring it up to code (\$\$\$).
3. Install climate control in Tuthill House to preserve paint and textiles and as prerequisite for grant (\$\$\$).
4. Upgrade security system as prerequisite for grant (\$).
5. Complete essential items on 2013 inspection checklist (\$\$).
6. Build new building for exhibits and special events (\$\$\$\$\$)
7. Repair gutters to stop leaks onto siding (\$).
8. Paint back stairs of house, touch up siding where gutter leaks have damaged paint (\$).

C. Volunteer (V) and Contract (\$) effort

1. Increase member participation:

- Update contact information on current and past members (phone, e-mail, Facebook, Twitter, Instagram)
- Consider Facebook, Twitter, and Instagram presence
- Assign a Board Member or other Member volunteer to each current and past member. Invite Members to meetings, events or activities, interview them concerning their interests and community concerns, and continue to follow up with them.
- Prepare a Member data base with their interests, concerns, capabilities, and past experience.

- Engage membership in developing, planning, scheduling, advertising, and running events and programs

2. Increase MLHS Presence in the community:

- Plan weekend activities each month. In 2018:
 - January 27/28
 - February 24/25
 - March 31/April 1
 - April 28/29
 - May Memorial Day Parade
 - June 2/3 Art and Artisan Fair
 - June 30/1 July
 - July 28/29
 - August 25/26
 - September 29/30
 - October 27/28 Pot Luck Annual Meeting
 - November 30/1 December Christmas Program
- Coordinate with other local institutions:
 - Civic Association
 - Cutchogue and Southold Historical Societies
 - LI Historical Society
 - Libraries
 - Public and Private Schools

- Colleges and Universities

3. Improve IT support:

- Improve web site appearance
- Establish capability to accept credit card donations and memberships
- Set up dedicated computer, printer, scanner, and high speed Internet access
- Provide capability for remote access
- Establish Facebook and Instagram accounts

4. Improve records of holdings

- Conduct rolling inventories (1/12th each month)
- Add new items
- Establish digital data base of holdings, including pictures (Instagram)
- Work with the LI Library system to permit a search of the MLHS library holdings from LI libraries
- Establish accountability for holdings, i.e., assign a person to each defined set of holdings such contents of each room.

5. Raise funds:

- Grow the memberships
- Sponsor dinners
- Sponsor events and programs including all aspects (developing the annual program, planning, scheduling, advertising, and overseeing events)
- Sell refreshments at events
- Give house tours
- Sell books and T-shirts

6. Engage membership in routine MLHS activities:

- Groundskeeping
- Cleaning
- Preparation for and recovery from events
- Nominations
- Prepare and send out mailings.