MECHANICS' HALL
Board of Directors Meeting
December 11, 2025

Present: Bill S.,  Suzette B., Annie L., Brooke B., Katy P., Nicole H., Paul S., Tom H., Taffy F., Trevor L., Leah R., CJ O., Dick S., John N., Pamela H., Tuck O., Hillary B., Caite M.,  Chandra L.

Absent: Brian E., Nate B.,, Kris. K., Darcy B-P.,

Meeting was called to order at 4:02pm by Board President Bill S.

**1. President Remarks:**

Bill opened with discussion on the importance of ethical storytelling and as it relates to the Hall's mission and how we might imagine ourselves on the "same playing field" as other nonprofit arts orgs in our sphere. Bill thanked the Board for their time, resources, and talents; and he praised each of the Hall staff for their unique gifts.

**2. Review and approval of minutes from last meeting (Sept. 2025)**

Dick S. moved to approve, Paul S. seconded, minutes approved.

**3. Development Report – Brooke Baerman**

*Feasibility Study for capital campaign:*
Moving forward with an RFP, from local to national firms, and have received 5 proposals. Annie and Brooke interviewed 3 finalists, seeking an intimate knowledge of the Portland donor landscape. Chose firm CCS, who have worked with a number of local/peer organizations, and recommended them to the Board. Brooke described the feasibility study process over the course of several weeks and what to expect. Cost of the work: $90,000.

Annie announced that we have received a $250,000 gift from the Plumbs, as well as an additional matching gift, totaling $500,000 to launch the quiet phase of our capital campaign.

Suzette B. moved to move forward with CCS on a feasibility study. Paul S. seconded. Motion carried.

*Season sponsorship program:* Currently at $20,000 in donations.

**4. Executive Director's Report**

Annie encouraged the Board to read the written ED report as submitted for a full picture of the last two months.

The Hall had long been filing as a private foundation, which was wrong for a few reasons. Annie met with our tax attorney…and after a 5-year waiting period we are officially a 501c3 public charity – which we had been functioning as for the last 5 years, but now are officially recognized as such.

*Annual appeal:*
We stand at $110,000 raised, equal to 91% of our goal. (For context, this time a year ago we were at $50,000 raised.) Reminder that the fiscal year doesn't close until June 2026.

*Membership:*
We stand at 521 members. Growth has nearly doubled since FY 2024.

*Grant Funding:*
Annie had reported we were at 107% of our funding goal. We have just received an additional $15,000 grant, with other grants still in the pipeline.

Annie underscored how closely intertwined fundraising and programming are to our success.

*Youth Outreach Initiative:*
Annie discussed the importance of attracting younger audiences to the Hall. With generous donation by board member Caite M. and her partner, we will launch the initiative in 2026.

**5. Board Committee reports**
*Each Committee will update the board with*
*the latest happening with each respective committee:*

- Preservation & Restoration (consent agenda) – Work has been approved to relocate gas line in advance of the capital campaign construction. We have the funds to complete this project.
- Governance - Leah R. is developing a governance calendar and a document retention policy.
- Development and Outreach (consent agenda)
- Library (consent agenda)
- Finance/treasurers report – Trevor L. and others have drawn up a 5-year pro forma budget to review at our next meeting.

**6. New Business:**

*Committee structure and reorganization (Tuck O'brien):*

Tuck explained the reasoning behind committee restructuring: to make sure the committees directly support the work that the staff is doing, and to add to the velocity of the capital campaign.

Tuck presented a revised committee structure, followed by Board discussion on the proposal of operating with 9 committees. Dick S. and Hillary B. underscored the importance of emphasizing the development aspect of Board development in the future, as it pertains to Board member recruitment.

**7. 10 Minute Roundtable, time permitting**

**8. Adjourn**

Suzette B. moved to adjourn, Paul S. seconded. Adjourned at 5:26pm.

Next Board Meeting: January 8, 2026

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