

**MINUTES
FOR
SPECIAL MEETING OF DIRECTORS
OF THE
COLONEL DANIEL PUTNAM ASSOCIATION, INC.
ON MARCH 22, 2004**

A meeting of the Board of Directors of the Colonel Daniel Putnam Association, Inc. was held on March 22, 2003 at 6:00 p.m. via teleconference.

Houston Putnam Lowry was appointed temporary secretary.

The following directors were present, all via telephone conference call:

Houston Putnam Lowry
Katie MacLaren
Douglas T. Putnam

The following directors were absent:

Hope S. Allen
Scott P. Gibbs
Elizabeth Nelson West

MaLinda Chase of Tyrone Farm Management ("TFMI") was also present.

The meeting was called by Houston Putnam Lowry on March 15, 2004, with the agenda being revised on March 16, 2004 by email notices to all board members. Hard copy was mailed to Scott P. Gibbs because his email address is no longer working.

RESOLVED: The minutes of the March 18, 2003 board of directors' meeting were approved as posted on the web site.

TFMI reported as follows:

Maintenance

- Physical inspections of the house and grounds were made on February 11 and March 10, 2004. Inspections have been routine and no changes were noticed.
- The tree removal project is still in process. The scheduled removal and the weather have yet to be synchronized. Several attempts, to date, have been thwarted by the weather. It looks now that it will have to be in late spring or early summer when the ground has dried out.
- Efforts are continuing to secure grant monies for exterior paint restoration. In April an application to the Quinbaugh Shetucket Herritage Corridor will be submitted to their historic preservation fund.

- Continuing efforts are also being made with the gardens and foundation plantings. Attached are Cindy Dias-Reid's recommendations for 2004. This proposed plan has been reviewed and approved by Martha MacLaren and discussions are underway with the Master Gardner coordinator at the extension agency to secure more Master Gardner volunteers for this season.

Marketing

- 2004 Brochure is completed and includes the hours open to public, schedule of special events and workshops, scheduled CDPA meetings and admission fees. The following events are contemplated in addition to the workshops described below:
 - July 18, 2004 – Art show with music.
 - August 29, 2004 – Lecture on Early New England Gardens.
 - September 12, 2004 – 19th Century Fashion Show.
 - October 30, 2004 – Halloween Festival.
- 2004 Workshop brochure almost completed, a revision to the fees will be added. Workshop fee will remain at \$25.00 and an additional fee will be added for materials that participants will take home with them after the workshop. The following workshops are contemplated:
 - July 17, 2004 – Watercolor Workshop.
 - July 21, 2004 – Theorem Painting Workshop.
 - August 14, 2004 – Basket Making Workshop.
 - August 28, 2004 – Herbal Wreath Making Workshop.
 - September 11, 2004 – Knitting Workshop.
 - September 18, 2004 – Quilting Workshop.
- Press releases have been written and will be distributed in the first week of April. Through a collaboration between TFMI and several other associated organizations, a media contact list of just over 250 media contacts has been generated. The Putnam Elms press releases will be sent to all these contacts.
- Attached is a draft proposal of a new membership strategy developed to include non-family members and the establishment of a "Patrons" division as well as a "Wish" list. We look forward to your comments on this idea.

Outreach

- Cindy Dias-Reid made a visit to the Brooklyn Historical Society to meet with their director Elaine Knowlton to discuss marketing and volunteer recruitment. As in the past, the offer was made to help in any way they could. They agreed to get back in touch with each other in May.
- On March 12, on behalf of Putnam Elms, Cindy Dias-Reid gave a lecture to a group of residences at the Creamery Brook Retirement Village in Brooklyn. The lecture was on early New England gardens and the history of Putnam Elms. It was following by a discussion on volunteer opportunities at Putnam Elms. A follow-up

visit will be made in May for volunteer recruitment. There were approximately 30 residents that attended the lecture and the CPDA was paid \$50.00 for the lecture.

- Cindy Dias-Reid gave the same lecture on early New England gardens at the Black Tavern, the home of the Dudley Historical Society on the Nichols College campus on March 18 where she was able to talk briefly about Putnam Elms as well.
- We have offered to create a one mile walk from Putnam Elms to Old Trinity Church to be part of the Quinbaugh Shetucket Heritage Corridor walking tour. This walking weekend has occurred for the past five years.
- More of these outreach opportunities will be planned over the summer and fall for next winter and spring.

Other Projects in process.

1. Accommodations at PE for family members.

Work is still in process fine-tuning the details.

2. Photographic Inventory of art and furnishings.

Work will continue on this over the summer when it is warmer in the house.

3. Preservation of the wedding dress.

In early November the dress was removed from the mannequin and placed in an acid free cardboard box and taken to the office at Tyrone Farm where it would not be subjected to extreme changes in air temperature.

4. Appraisal of the Brinley watercolor.

It has been suggested by Cindy Dias-Reid that we get a quote from a reputable appraisal firm for appraising the Brinley watercolor.

In light of the discussion about the possible changes in membership, a revised and restated articles of incorporation will be prepared and presented to the Board.

There being no other business, the meeting was adjourned.

Dated at Meriden, Connecticut, March 21, 2003.

Houston Putnam Lowry
Acting Secretary