

**MARYLAND HISTORICAL TRUST
BOARD OF TRUSTEES' MEETING**
Thursday, May 16, 2024 at 11:00 AM

Pursuant to notice, the regular meeting of the Board of Trustees of the Maryland Historical Trust was held in person at the Claggett Center located in Adamstown, Maryland.

Trustees present: LaShay Harvey, Laura Davis Mears, Barbara Paca, Samuel J. Parker, Jr., and Kristine Roome.

Area Representatives present: Dean Camlin, Douglass C. Reed, Harry Spikes, II, and Tom Vitanza.

Office of the Attorney General: Rieyn DeLony, Margaret Drake, Adam Snyder, Elaine Taylor

MHT Staff: Elizabeth Hughes, Anne Raines, Collin Ingraham, Kathy Monday, Kate Jaffe, Stacy Montgomery, Bill Hersch.

Guests: Nicholas Redding

AGENDA

N1 CALL TO ORDER

Chair Mears called the meeting to order at 11:08 AM and asked Ms. Hughes to call roll. Ms. Hughes reported that a quorum of Board members was not present and therefore no action could be taken at the meeting.

Ms. Mears thanked Mr. Reed for assisting in coordinating the meeting at the Claggett Center and for leading the pre-meeting tour of the barn building which was rehabilitated using historic tax credits.

N2 APPROVAL OF MINUTES

The Board reviewed the meeting minutes and recommended approval as submitted.

N3 PUBLIC COMMENT

No members of the public offered public comment.

N4 COMMITTEE REPORTS

N100 Capital Programs Committee

N101R Historic Preservation Capital Grant Awards – FY2024

Ms. Montgomery, Capital Grants and Loans Administrator, presented an overview of the Capital Historic Preservation Grant Program and staff funding recommendations. Thirty-six eligible grant applications and one ineligible grant application were received by the March 18, 2024 deadline. The total funding requested is \$3,085,715. The total amount funded is \$604,000 including the FY22 funds. Most of the funding requested is for rehabilitation, with the remainder for restoration, acquisition, or predevelopment costs. Applications received represent 16 counties and Baltimore City.

N102R FY2024 MHT Capital Loan Program - Transfer to Preservation Maryland

Ms. Montgomery reported that due to legislative changes made to the MHT Historic Preservation Loan Program Fund during the 2023 session of the Maryland General Assembly (SB425), MHT may now provide nonrepayable transfers of funds out of the MHT Loan Fund to a qualified cooperating nonprofit organization. The revised loan regulations that include the new transfer regulations are expected to be published in the Maryland Register in August 2024.

Ms. Montgomery explained that under the transfer provisions, MHT may transfer funds to a “qualified cooperating nonprofit organization”, which means a nonprofit organization in good standing with the State Department of Assessments and Taxation that: i) is based in the state; (ii) operates statewide; and (iii) has demonstrated experience rehabilitating historic structures, managing preservation funds; and holding preservation easements. Transfer funds can only be used for the following eligible purposes: i) to pay for the nonprofit to acquire historic properties or interests in them for resale or lease; ii) to pay costs to rehabilitate historic properties owned by the nonprofit for resale or lease; iii) to make loans to other nonprofits, political subdivisions, or business entities to acquire, rehabilitate, or refinance historic properties; iv) to make loans to individuals to rehabilitate National Historic Landmarks; and v) for necessary administrative and programmatic expenses.

Preservation Maryland (PM), the “Transferee,” submitted a transfer application in early 2024 establishing that they are a “qualified cooperating nonprofit organization” eligible to receive transfers from the Loan Fund. PM’s proposed eligible uses of the transfer are: (i) making loans to other nonprofit organizations, political subdivisions, and business entities to acquire, rehabilitate, restore, or refinance historic properties, in an amount up to \$270,000; and (ii) reimbursing PM’s eligible administrative costs and programmatic expenses, in an amount up to \$30,000, incurred in making the loans.

Requirements related to the transfer include:

- MHT and the Transferee will enter into transfer documents regarding the use of transferred funds (similar to a grant agreement).
- The transferred funds are nonrepayable to MHT.
- The Transferee will be required to, in coordination with the MHT Director and staff, adopt appropriate guidelines to carry out its loan program. These guidelines must define a competitive process for making awards of financial assistance with transferred funds. The Transferee must make available on its website the guidelines for its loan program, a statement of the availability of funds for loans, and information on projects receiving loans.

- The Transferee shall provide an annual report to MHT outlining all funds transferred to it, describing how proceeds of a transfer were expended, and confirming that the funds were used for their intended purpose and in compliance with the program regulations. At MHT's request, Transferee shall also provide a copy of the organization's annual financial review or audit.

Ms. Roome inquired if MHT had received only one application for a transfer of funds from the MHT Loan Program. Ms. Montgomery responded that only one application had been received. Ms. Hughes noted that the legislative requirement regarding what type of organization would be eligible to receive funds in this way was very narrow and served to limit the eligible applicant pool.

N103R FY2024 African American Heritage Preservation Program Grant Awards - revised

Ms. Montgomery reported that since MHT's October 2023 approval of the slate of African American Heritage Preservation Program (AAHPP) grant awards, \$100,000 has become available through cancellation of a prior year AAHPP grant. The Maryland Commission on African American History and Culture has prepared a revised recommendation to the Secretary of the Maryland Department of Planning to (1) maintain a reserve of \$100,000 to be used for emergency grant projects for Fiscal Year 2024; and (2) provide partial funding to Turner Station History Center, Inc. in the amount of \$14,545.17 for the "Osceola Smith Life-Size Bronze Statue" project, the first project in the "AR=Recommended for Funding Should Additional Funds become Available" category of the AAHPP grant funding chart. Staff is recommending that the MHT Board of Trustees concur with the Commission's recommendation.

N200 Survey, Registration, Community Education & Museums Committee

N201R Heritage Preservation Fund Project Selection – FY25

Ms. Raines reported that, based on calculations made according to the Maryland Heritage Preservation Fund Disposition Policy, the Board may award funds for Heritage Preservation Fund projects totaling up to \$145,799.67 in fiscal year 2025. This award amount is a decrease from fiscal year 2024 levels of approximately \$79,000.

Staff have submitted funding requests totaling \$140,100 in support of the following projects:

- Up to \$6,600 for JPPM Public Archaeology Intern;
- Up to \$50,000 for Maryland Archaeological Conservation Lab – Collections Assistant position;
- Up to \$3,000 for MHT Board Meeting expenses;
- Up to \$6,600 for the MHT Summer Internship in Archaeology;
- Up to \$1,000 for the FY2025 Archaeology Merit Badge Workshop;
- Up to \$47,000 for Architectural Survey Data Analysis Project positions;
- Up to \$400 for Architectural Fieldwork Symposium Honoraria;
- Up to \$1,500 for Communications & Outreach Funding;

- Up to \$500 for the MHT Maryland History Day Prize
- Up to \$20,000 for MHT Staff Training Activities; and
- Up to \$3,500 for MHT All-Staff Meeting and Staff Recognition Awards Program.

Mr. Reed inquired if the change in the Disposition Fund Policy was continuing to yield sufficient funds to support staff requests. Ms. Raines indicated that staff requests for fiscal year 2025 would be fully supported by the available funds.

N300 Management & Planning Committee

N301R Resolution of Appreciation – Margaret Drake

Ms. Mears recognized the imminent retirement of Margaret Drake, a paralegal within the Office of the Attorney General who has provided steadfast support for multiple MHT programs over the years, with the reading of the following resolution of appreciation:

Whereas the Maryland Historical Trust (MHT) was created in 1961 as an instrumentality of the State of Maryland for the purpose of preserving, protecting, and enhancing districts, sites, buildings, structures, and objects significant in the prehistory, history, upland and underwater archeology, architecture, engineering, and culture of the State, to encourage others to do so and to promote interest in and study of such matters;

Whereas Margaret H. Drake has served the State of Maryland since 1990;

Whereas she began her career in the Office of the Attorney General (OAG) in 1990 as a contractual paralegal assigned to working with MHT when it was housed within the Department of Housing and Community Development (DHCD);

Whereas she became a full-fledged State employee in 1991 and continued to serve MHT through its transition from DHCD to its current location within the Maryland Department of Planning (MDP);

Whereas her role in OAG has called upon her to work closely with not only the Assistant Attorneys General who represent MHT, but also with MHT staff directly, assisting them with every aspect of what MHT does;

Whereas she has played an especially instrumental role in the processing of easements and other easement-related matters, which will have a lasting effect on the MHT Easement Program;

Whereas her long tenure has given her a deep institutional knowledge of the programs that MHT implements, which makes her a walking, talking encyclopedia of the statutory, regulatory, and social histories of MDP, DHCD, and OAG;

Whereas her review of tens of thousands of grant applicants, agreements, and easements has given her a hard-earned understanding of the ins and outs of resident agents, corporate good

standing, tax compliance status, group exemptions, and Employer Identification Numbers (EINs), which she deploys graciously in the assistance of MHT staff and grantees;

Whereas she has mastered the byzantine internal hierarchy of religious institutions to identify the church official who has the authority to bind the institution, which has given her a near-mystical insight into the workings of obscure church governance doctrines;

Whereas she has mastered the equally byzantine process of how to copy, edit, and format proposed regulations previously known only to the mandarins within the Division of State Documents;

Whereas her dedication to MHT's mission is exemplified by her habit of walking the halls of the MHT offices in Crownsville, giving staff the opportunity to raise legal issues informally and efficiently;

Whereas she has amply demonstrated her excavation skills, doubtless acquired through osmosis, by proficiently digging through archival files to recover ancient and obscure documents for the archaeologists;

Whereas her many contributions to the landscaping of MHT's Crownsville offices reflect her devotion to her colleagues and work surroundings, as does her outrage at their recent and unceremonious removal;

Whereas she has repeatedly rescued plants from dying at the hands of her colleagues, who worry that some plants may not survive her departure;

Whereas her zeal and talent as a photographer have brightened the halls of the MHT offices with original and colorful artwork documenting her adventures at home and abroad;

Whereas she has generously served as a notary, using her seal and trusty composition notebook to assist with both the professional and personal needs of staff; and

Whereas she is the rare person who possesses both spunk and class, and is always ready to lend a hand to those who need it;

Now, therefore, be it resolved that the Maryland Historical Trust Board of Trustees wishes to express its deep appreciation to Margaret H. Drake for her thirty-four years of service and to wish her a healthy, happy, and prosperous retirement and a rewarding next phase of life.

The reading of the resolution was following by a round of applause and remarks by Ms. Drake.

N302 Investment Committee Report

Mr. Freedlander, Treasurer of the MHT Board, was unable to attend the meeting and provided Ms. Hughes with the Investment Committee report. On his behalf, Ms. Hughes reported that the current value of the portfolio is \$5,004,497, reflecting a 5.3% return on investment for the first

quarter and a 15.7% return for the trailing twelve months. In light of an anticipated need for \$492,000 by June 30, 2025, principally for staffing, the Investment Committee agreed that MHT would provide Brown Advisory with a pacing schedule for MHT cash needs.

It was also reported that the Investment Committee considered undertaking a third-party evaluation of Brown Advisory's performance and decided that it would not seek an evaluation at this time. The Committee agreed that rebidding the Board's financial advisory contract may merit consideration in the future.

N303 Equity Working Group Report

Mr. Parker reported that discussion of the results of the JEDI survey of MHT Board and staff members in the context of action items and strategies included in the state historic preservation plan is expected to take place at the MHT All Staff meeting scheduled for September. In advance of that meeting, the results of the survey will be shared with MHT staff for review. Training opportunities for MHT Board members and staff are still being explored.

N304 Budget & Legislation

Ms. Hughes reported that the fiscal year 2026 Capital budget requests for state-owned projects (i.e. projects at JPPM) are due June 30, 2024 and requests for MHT grant and loan programs are due by August 15, 2024. The operating budget for fiscal year 2026 will be due sometime in late August or early September.

N305 Litigation & Legal Issues

Mr. Snyder indicated that there are no litigation or legal issues to report at this time.

Announcements

Ms. Hughes announced that MHT Board officer and Area Representative elections will take place at the July meeting. Sarah Filkins serves as the Chair of the Nominating Committee and will be in touch with Board members and Area Representatives regarding their interest in continuing to serve.

Ms. Hughes announced that Dr. James Delgado has resigned from the MHT Board due to family medical issues that demand his undivided attention. The Board expressed its sincere appreciation for his many years of service and best wishes for the health and strength of his family on the road ahead.

Meeting adjourned at 12:00 PM.