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**FY 2014 – 2015  
Budget Request  
for the  
Stamford Board of Finance  
and  
Stamford Board of  
Representatives**

**by**

*The  
Stamford Historical  
Society  
Inc.*

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## **I. Review of Budget Request for the Stamford Historical Society**

### **Mayor requests \$33,000 in Operating Funds for FY 14/15**

1. The Mayor has requested a 10% increase in our budget from last year
  - a. This is the first increase in funding since our 43% budget cut in FY 2010/11 and we are thankful for this first step towards improved financial support from the City of Stamford for our cultural institution
  - b. We had requested an increase to \$45,000, since there are few sources of income we can tap and virtually nothing left to cut in expenses
  - c. City funding accounted for approximately 49% of our operating budget for 2009/10, 32% of our 2010/11 budget, and about 35% of our budget for the past 3 years
  - d. prior to 2010, city funding was about 40% of our income; members are now renewing at lower levels and many businesses no longer find us eligible for grants
  - e. We have been unable to completely make up the loss of funding from the City and have been running a deficit budget
  - f. We are looking for new ways to increase revenue, since there are few ways left to cut costs that will not damage our organization
2. We have had a small decrease in our volunteer levels and continue to run our organization with only 2 part time employees

## **II. Budget Management**

### **A. Cost Reductions in 13/14**

1. Over the past 7 years we have reduced costs by changing insurance, phone, internet and copier providers (savings of \$6000/year)
2. For the third year, we are only open to the public for 3 days/week to reduce energy use
3. Employee bonuses have been eliminated for the past 4 years; there have been no raises

### **B. Cost Management Actions for 2014-15**

The Stamford Historical Society has already dramatically slashed its operations. As things stand, we have little or no money allocated for maintenance. We will continue to utilize the resources of volunteers to achieve our goals as a Historical Society. We are continuing to search for community partners to share costs and create cultural opportunities for the Stamford residents and visitors.

## **III. Cost Analysis and Spending Priorities**

### **A. Spending and resources by priority (see Appendix A, attached)**

1. Analysis of priorities is based on our Strategic Plan
2. Totals are based on budget expectations for this year and actual numbers through February 2014

### **B. Cost Drivers**

1. Insurance – although we shop around, few companies insure historical collections in our circumstances; our ongoing inventory project and a new HVAC system will make us attractive to more insurance companies, potentially reducing costs

2. Utilities and Property Maintenance - again, we shop for least expensive alternatives. This particularly cold winter and higher energy prices have increased heating costs 60% over last year. We also were informed- after the first snowfall- that the city would no longer plow our parking lot. We are having only 1/3 of the lot plowed to save money.
3. Wages – controllable costs, but large decrease leads to loss of talented employees. We will have to increase wages next year in order to retain a webmaster (a small stipend)
4. Program costs – designed to be met by admission fees, membership and fundraising
5. Exhibits- costs kept low by in-house creation and frugality  
-more expensive exhibits usually underwritten by grant
6. Aging plant- there is a need to update exhibit lighting, cases and a desire to add technology (interactive stations) to help draw a wider audience and to present material in a more effective manner

### **C. Key operational changes planned to improve service in 2014/15**

1. Find a webmaster with the ability to keep our website up-to-date
2. Connect all 2014/15 programs to our new exhibit- -theme marketing and education
3. Start to plan events for summer that take advantage of our new HVAC system
4. Increased use of social media and email to keep to disseminate information
5. continue to network with other organizations to vary our programming

### **V. Business case for increases requested**

As you know, we have only been granted another \$3000 this year – an appreciated addition to our operating budget! Although we are grateful for the upgrades to our building, we are having a difficult year financially. Work began in September and will not be complete until May 2014. We have had to cancel or postpone all of our fall programming, with the exception of *Tales of Horror and Death* at the Hoyt Barnum House. We could not mount an exhibit and few people want to visit our library or photo archives with all the dust, noise and chaos at 1508 High Ridge Road. The disturbances to our building have caused damage to our aged phone, fire and security systems; we have had to pay for quite a few unusual repairs.

Still, we are working to create lemonade out of lemons. We are combining our gala and exhibit opening and are playing on the construction changes by focusing on items that were uncovered during the renovation project. *Spotlight: From the Dark Corners of the Attic* will open on April 24<sup>th</sup>. Other events this spring include a *Teddy Bear Tea* (with an exhibit of children’s toys), a spring Tag Sale, and *Cozy Sundays: Holy Roots III* (a panel of religious leaders discuss the history of their congregations in Stamford).

We provide a place for other non-profits to meet. The *Civil War Round Table* and *CT Ancestry Society* are looking forward to returning to our building. We work together on several events each year. Businesses and individuals frequently consult our archives. The Stamford Historical Society is a valuable resource for the community.

Surely, with all of our contributions as a cultural resource for Stamford, it is worth a \$3000 budget increase. Please take a look at our proposed budget for 2014-15, Appendix B, to preview our expectations for next year.

### **VI. General discussion**

We hope that you will not cut our budget still further, as we are already operating a deficit budget. The Stamford Historical Society will do its best to weather the economic storm and continue to bring to the citizens of Stamford our services and educational activities and thereby fulfill our mission in the community.



**APPENDIX B**  
**STAMFORD HISTORICAL SOCIETY**  
**BUDGET FOR 2014-2015**

<b>EXPENSES</b>	
Victorian Tea	100.00
Founders Day	50.00
Cemetery Tour II	20.00
Cozy Sunday	75.00
Gala Fundraiser	4,500.00
Till Death Exhibit	800.00
Insurance/Worker's Comp	14,000.00
Marketing	500.00
Newsletter	75.00
Office	
Misc/Petty Cash	1,000.00
Office Supplies	650.00
Postage/Fedex	350.00
Personnel-Wages	44,000.00
Professional Fees	
Taxes/Accountant Review	1,100.00
Filing Fees	50.00
Prof Membership	300.00
Property Maintenance	
Grounds	3,200.00
Snow Removal	1,200.00
Stanley Security	1,000.00
Repairs	1,000.00
Sales to Public	
Photos	200.00
Utilities	
CL&P	4,000.00
Oil	5,000.00
Phone/DSL	3,200.00
Siemens- Fire system	650.00
Water/Sewer	250.00
Hoyt Barnum House	
Advanced Electric	300.00
CL&P	250.00
Water/Sewer (WPCA)	150.00
Yankee Gas	190.00
Snow Removal	150.00
Repair/Maintenance/Plumbing	500.00
<b>Total Expenses</b>	<b>93,210.00</b>
<b>Net Income</b>	<b>(17,280.00)</b>