



BOARD MEMBER PACKET

Welcome to the Connecticut Trust for Historic Preservation dba Preservation Connecticut! We are a nonprofit organization established as the Connecticut Trust for Historic Preservation by special acts of the State Legislature in 1975 and 1985 to preserve, protect, and promote the buildings, sites, and landscapes that contribute to the heritage and vitality of Connecticut communities. Since then, the organization has become a successful champion of remarkable community assets across the state.

In 1975, Harlan H. Griswold of Woodbury, Barbara S. Delaney of Chester, and John F. Reynolds III of Middletown incorporated the Trust. Over time, interest in the Trust grew, and the board was expanded. Today, the Trust has 3 gubernatorial appointments and up to 30 additional board members. The longest-serving executive director was Helen Higgins, and the current executive director is Jane Montanaro. The Trust has been headquartered since 1989 at the Eli Whitney Boarding House in Hamden and adopted the trade name “Preservation Connecticut in 2019.

And we’re still making history. Over the years, we have:

- Directly invested nearly \$7 million in saving buildings that transform neighborhoods, including historic industrial mill buildings and rural barns.
- Pushed for laws and policies that protect historic properties.
- Given hundreds of local district commissioners the tools they need to do their jobs.
- Gone to court to save threatened landmarks – including the Merritt Parkway – from the wrecking ball.
- Most importantly, we have helped people like you find their voice to advocate for and protect the places you care about most.

For this work, Preservation Connecticut is recognized as the first and finest voice for preservation in Connecticut. Read more about our work and programs online at preservationct.org.

In this packet, you will find the following information:

- Roles & Responsibilities of the Board of Trustees (to discuss/return)
- Committee Descriptions
- Scheduled Meetings 2025
- Strategic Plan 2025-2030
- June 2024 Audit
- Certificate of Incorporation
- Board Bylaws



ROLE AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Special Acts of the Connecticut General Assembly and the Bylaws of the Preservation Connecticut (PCT) establish the Board of Trustees as the governing authority of the organization. The following description of duties and responsibilities is intended to establish clear expectations for all Trustees, who act collectively as a governing body. Each current and prospective Trustee should take into consideration whether he or she has sufficient time and ability to fulfill the requirements of the position as defined herein.

For PCT to be a strong organization, the Board of Trustees must also be strong. Legally, a Trustee has three primary duties:

- **Care:** Pay attention to the Trust's activities and operations
- **Loyalty:** Put the interests of the organization before professional and personal interests
- **Obedience:** Comply with applicable federal, state, and local laws; adhere to the organization's Bylaws; and remain guardians of the mission of the Trust

In addition to these basic responsibilities, each Trustee must help the organization advance its mission in the following ways:

1. Establishing Identity and Direction

- Participate in the review and revision of the Strategic Plan at least once every 5 years
- Ensure that the Trust's mission is reflected in and carried out by its programs
- Ensure that the annual budget reflects the Trust's strategic priorities

2. Ensuring the Necessary Resources

- Actively participate in fundraising efforts, including "opening doors"
- Recruit competent and diverse Board members
- Hire a chief executive officer (when position is vacant)
- Provide financial support annually to the organization of \$2,500, or raise that amount through recruiting new members, hosting events, or other means

3. Providing Oversight

- Become familiar with the governing documents of the organization (Certificate of Incorporation, Bylaws, and Special Acts)
- Ensure legal and ethical integrity for the Board and staff
- Have a clear understanding of the organization's financial health
- Request and review annual audits, budgets, financial statements, and investment holdings

- Participate in the annual reviews of the executive director
- Monitor progress toward achievement of the Strategic Plan

4. Board Operations

- Regularly review and revise Board and Trust policies and procedures
- Attend at least 60% of Board meetings and meetings of relevant committee(s)
- Participate in at least one Board committee
- Help to ensure compliance with relevant laws and regulations
- Avoid conflicts of interest, as defined in the Bylaws
- Disclose here any relationships, positions, or circumstances relating to you, a close relative, or an organization in which you or a close relative may have a financial interest, which might constitute or lead to a conflict of interest:

5. Enhance the Trust's Public Standing

- Advocate for the organization's activities and services in public settings
- Identify or engage new members, partners, and audiences where possible

6. Maintain Confidentiality

- Consider all information not in the public domain strictly confidential, and solely for use in connection with duties as a board member
- Refrain from directly or indirectly disclosing such information
- Inform the Board Chair or Executive Director if any such release occurs, whether inadvertent or willful

With my signature below, I hereby acknowledge that I have read and familiarized myself with the Board Roles and Responsibilities. I will enthusiastically advance the mission of Preservation Connecticut by faithfully carrying out these duties to the best of my ability!

Signature: _____

Date: _____

Name (print): _____



COMMITTEE DESCRIPTIONS

DEVELOPMENT

Oversees and supports diversifying sources of revenue; establishes goals for a major gift and planned giving program and oversees staff implementation of that program; and develops fundraising (as opposed to no/low-cost “friendraising”) events.

ENGAGEMENT

Oversees and supports a communications strategy to reach new audiences and increasing membership; develops no/low-cost “friendraising” events, including educational events such as workshops and conferences; and publicizes stewardship programs and advocacy efforts.

FINANCE

Oversees and supports evaluation of budgets and budget policy, annual audits, investments and endowment policies, and monthly finances.

GOVERNANCE

Oversees regular review and amendments to Bylaws and mission statement; development of routine policies (such as conflict of interest, document retention, ethics, discrimination, ethics, employment, and grant-making policies), and adherence to policies; conducts annual evaluations of executive director and reviews and revises job descriptions for executive director; nominates/trains/ mentors (with staff) new Board members; integrates Board recruitment with engagement and education events; ensures general Board effectiveness; and encompass the same members and functions as the Nominating Committee as described in the Bylaws.

STEWARDSHIP

Oversees and supports existing programs that accomplish PCT’s core stewardship mission and services including the Circuit Rider, grants, loans, easements, survey, and awards programs; evaluates new proposed programs; and serves as steward of the Boarding House.

LEGISLATIVE

Provides guidance and support in setting the organization’s legislative policy and priorities for statewide and national historic preservation legislative efforts.



SCHEDULED MEETINGS 2025

Committee Meetings:

As needed

Board Meetings:

June 5 from 2-4 p.m. *

September 4 from 2-4p.m. *

December 4 from 2-4 p.m. *

2025 Preservation Awards Ceremony

May 8, 2025

New Haven Country Club

160 Hartford Turnpike

Hamden

Meetings are generally held at the Boarding House located at 940 Whitney Avenue, Hamden with the option of joining virtually.

*Occasionally, off site locations are secured for meetings at historically significant or architecturally interesting places around the state. A virtual option will be provided if possible, however quality of the connection can not be guaranteed.