



**The National Society of The Colonial Dames of America in California**  
**Tuesday, September 9, 2014**

**Governing Board Meeting**  
**Octagon House, San Francisco, CA**

**I. Call to order:**

Mrs. Gail Sollid, President, called the meeting to order at 10:10AM

**Present:**

From Northern California: Ms. Marguerite Christensen, Ms. Ruth Donohugh, Mrs. Julia Emby, Mrs. Patsy Fish, Mrs. Kitten Ford, Mrs. Marnie Gerlach, Mrs. Cary Heil, Mrs. Patricia Hulting, Ms. Mardi Leland, Mrs. Dosia Matthews, Ms. Campbell Merrifield, Mrs. Nancy McAteer, Mrs. Jean Palmer, Dr. Diane Powell, Mrs. Charlotte Scherman, Mrs. Gail Sollid, Mrs. Martha Steen, Mrs. Becky Stirn, Ms. Libby Wolfensperger, Mrs. Adele Zachrisson

From Monterey: Mrs. Pat Anderson, Mrs. Margie Martin, Ms. Marguerite Meyer, Ms. Ruth Donohugh

Mrs. Julia Emby led the prayer

Salute to the flag was led by Ms. Ruth Donohugh.

The minutes of the June 3, 2014 Board Meeting were approved as written.

**II. New Business and Announcements:**

Congratulations to Mrs. Nancy McAteer as the new representative for Gunston Hall.

Mrs. Gail Sollid asked for confirmation of who will attend the Pasadena meeting January 21 and 22. Nine Dames confirmed.

The date of the Christmas party was changed from Wednesday, December 10<sup>th</sup> to Thursday, December 11<sup>th</sup>. from 5 to 8PM with valet parking. We will revisit an old format, as Dames will supply the Hors de'ouvres.

Mrs. Dosia Matthews announced the Docent Manual has been completed and published.

The new NSCDA national web site, [nscda.org](http://nscda.org), has been completed.

iDames was presented by Marguerite Christensen

Motion: Mrs. Gail Sollid made a motion in favor of a consent agenda.

Motion approved

### **III. Officers' Reports - Consent Agenda:**

1. 1<sup>st</sup> Vice President: Ms. Ruth Donohugh was present. Please see her attached report.
2. 2<sup>nd</sup> Vice President: Mrs. Julia Emby was present. Please see her attached report.
3. 3<sup>rd</sup> Vice President: Mrs. Nancy Burrows was not present. No report attached.
4. 4<sup>th</sup> Vice President: Mrs. Pat Fleming was not present. Please see attached report.
5. 5<sup>th</sup> Vice President: Ms. Marguerite Meyer was present. Please see her attached report.
6. Recording Secretary: Ms. Libby Wolfensperger was present.
7. Registrar: Mrs. Juanita Dixon was not present. Please see her attached report.
8. Treasurer & Ad Hoc Bylaws Committee: Mrs. Patricia Anderson was present and presented her report. The report is attached.
9. Historian: Ms. Marguerite Meyer was present. No report attached.
10. Corresponding Secretary: Mrs. Patsy Fish was not present. No report attached.

### **IV. Committee Chairmen Reports – Consent Agenda:**

1. Business Secretary: Ms. Quincy Wolfensperger was not present. Her report is sent monthly.
2. Directory Secretary: Mrs. Carolee Anderson was not present. No report attached
3. Editor, The Quill: Mrs. Diane M. Powell was present. Her report is attached.
4. Honorary Trustee of the Friends of Sulgrave Manor: Mrs. Kitten Ford was present. No report attached.

5. Associate Trustee of the Friends of Sulgrave Manor: Mrs. Cecilia Cole was not present. No report attached.

6. Regent of Gunston Hall: Mrs. Anne Merrill was not present. Please see her attached report.

7. Membership: Mrs. Dosia Matthew was present. Please see her attached report.

8. Membership Dues: Mrs. Beth Janopaul was present. No report attached.

9. Society Genealogists Mrs. Valerie Hamilton was not present. No report attached.

10. Patriotic Service/Historical Activities: Ms. Campbell Merrifield was present and presented her report and spoke of the Lamar Award. She also announce the annual essay topic How have the values and ideas of Americas colonial past made possible our countries present.  
Her report is attached.

11. Museum Properties: Miss Janis Horne was present. Please see her attached report.

12. New Members and Transfers: Mrs. Sara Stephens and Mrs. Diana Wild were not present. No report attached.

13. Membership Development Committee: Mrs. Julia Emby was present and presented her report. The report is attached.

14. California Member Dumbarton House Board: Mrs. Anne Merrill was not present. No report is attached.

15. Nominating Committee: Mrs. Marnie Gerlach was not present. No report is attached. Please see Action Items

16. Communications Chair: Ms. Marguerite Christensen was present. Please see her attached report.

#### **V. Octagon House Reports – Consent Agenda:**

1. Chairman: Mrs. Nancy McAteer was present. Please see her attached report.

2. Octagon House Treasurer: Mrs. Patricia Hulting was present. Please see her attached report.

3. Library Chairman: Mrs. Amanda Kirkwood was not present. No report attached.

4. Events and Garden Chairman: Open position.
5. Reservations Chairman: Mrs. Adele Zachrisson was present. No report attached.
6. Museum Chairman: Mrs. Martha Steen was present. No report is attached.
7. Thursday Open House Coordinator and Docent Chairman: Mrs. Mardi Leland was not present. No report is attached.
8. Sunday Open House Coordinators: Ms. Mallory Matulich and Mrs. Jane Hillman were not present. No report is attached.
9. Group Tours Chairman: Mrs. Kitten Ford was not present. Please see her attached report.

#### **VI. Old business and action items:**

Mrs. Nancy McAteer – see her attached report. Lots of cleaning has been going on at Octagon House.

Point was raised regarding the Wells Fargo safe deposit box. It is now approved for single signer and four have been registered. A policy change was recommended regarding the use of the box.

Motion: It will be the policy of the governing board that a prior email or written notification be given to the president when any one of the authorized signers goes to the safe deposit box which shall include a statement of purpose.

Motion passed unanimously.

There are items in the box that we could possibly sell. NSCDA-CA should evaluate and decide what to do with these items: sell, auction, trade.

Mrs. Ruth Donohugh gave an update on the Ancestors Project and encouraged Dames to participate.

Ms. Campbell Merrifield reported on the Lamar Award that will be presented at Biennial – please see her attached report.

Ms. Marguerite Christensen gave a presentation on iDames and how useful it can be.

Meeting adjourned at 11:47AM.

Respectfully submitted  
Libby Wolfensperger

## **The National Society of The Colonial Dames of America in California**

Governing Board Meeting  
President 's Report  
Tuesday September 9, 2014  
Octagon House

Since our last Board meeting in June, I have been able to attend four summer lunches (Monterey Peninsula, North Bay, Peninsula, East Bay and San Francisco). It is such a wonderful opportunity to meet Dames in an informal setting.

Since our last meeting our new Docent Manual has been printed (many thanks to Dosia and her committee). Our new Octagon House brochure has also been printed (many thanks to Marguerite Meyer). Marguerite Christiansen has been updating our website to keep it current. I sent out an email blast in July to all of California and will be sending another net week.

We had our first docent training in August, led by Janis Horne. We plan on having more to increase the number of docents/hostesses to help with our open houses.

Nancy McAteer has been very busy trying to clean out Octagon House. We have lots of "stuff" with which we need to decide what to do with it.

Gail Sollid  
President, NSCDA-CA

First Vice Presidents Report

September 2, 2014

The Book of Ancestors Project is continuing with the assistance of Marguerite Christiansen, Gail Sollid, Barbara Cook, and Kimberlee. Our goal is to put the project on our website as we continue to collect biographies from NSCDA members.

The oral history project is "on hold" at the moment awaiting further input from our SCDA national historical activities.

We look to plan a visit to a historical property for our membership.  
I attended the docent training seminar at the Octagon House in August.

Ruth

National Society of The Colonial Dames of America in California  
Governing Board Meeting, Tuesday, September 9, 2014  
Report of the Second Vice President  
By Mrs. Christopher James Selim Emby

It is with great pleasure that we are able to report that the 2014 Docent Manual for Octagon House has been printed, copied, bound and distributed to those Dames interested in owning their own copy. Copies are still available here at Octagon House for \$20 each, payable either in cash, or by a check made out to NSCDA-CA. In order to avoid confusion, we suggest that you write your name on the outside of your manual as soon as you purchase a copy. As we have mentioned before, please shred any-and-all earlier versions of the manual rather than throwing them away in-tact.

This latest version of the Docent Manual contains a great deal of information about the history of Octagon House as well as the collection of decorative arts within it; it also contains a number of new appendices. This manual is, therefore, a lengthier version of its predecessor and, as such, is literally heavier to carry around. Please note that if it is too heavy for you, we have a solution. Given the way the manual was bound, it is very easy to separate out sections that you may wish to leave at home, while you carry the main section with you to Octagon House for an open house.

There are some "house copies" of the Docent Manual, kept on the book shelf in the telephone closet at present, for use by docents while they are in the house. *These copies are not to be removed from Octagon House at all.* Furthermore, for security purposes, we do not ever want a Docent Manual lent out to a nonmember. The contents of the manual may be used as a general reference guide for visitors who ask questions. However, there are explicit instructions within the guide informing docents NOT to discuss certain aspects or details about the house or the collection, so we ask that you become familiar with those instructions and honor them.

Gail Sollid is organizing various docent training sessions with interested Dames, so keep your eyes open for notices regarding these sessions. There will be one such session the second Thursday of November that I will help lead. I will also be part of a team of docents at an open house this coming Sunday. While we are always looking for help with docents and open house hostesses, we also welcome any and all Dames to simply come and visit the house as a tourist-of-sorts, bring your family and friends, and listen to the various introductions and general information given out by the docents at the house. Years ago, I had an algebra teacher who often claimed that the two elements of learning were: a little bit of fear of discovering something unfamiliar, and a lot of repetition to make the unfamiliar familiar. The more you listen to other docents and read the manual, the more familiar the house and collection will be to you too. We suggest just trying to learn about three things in each room for starters, and then branch out from there.

Lastly, although we are very proud of the work that went into creating this Docent Manual, we are realistic; as with most manuals, this one is not perfect. You may find errors, omissions or other points of interest as you review the manual, and we truly welcome your comments, corrections and constructive criticisms in response.

Thank you to all of those who contributed to the process of getting the manual updated and thanks to all for your patience while the process took its course.

Respectfully Submitted,  
Mrs. Christopher James Selim Emby

## San Diego Committee Report for September 9, 2014 California Meeting:

Since our last Board meeting on May 13, 2014, the San Diego Committee took a summer break. Therefore, our next Board meeting is on Tuesday, September 9, at the home of Anne Marshall. Our annual Cocktail Party is on Sunday, September 28, at the La Jolla Country Club. And, our next scheduled Fall USO dinner will be on Tuesday, October 14 – an always inspiring event when we prepare a meal for our military members and their families. The menu will be, as usual, barbeque beef, potato salad, green salad, chips, rolls and lemonade. Desert will be a decorated cake and ice cream. We always plan for at least 150 people.

The Fall Business meeting will be on Tuesday, November 18, again at the La Jolla Country Club. This should be an informative and fun event as our speaker will be Clairmont High School social studies teacher, Jim Fletcher. Jim has a Museum of American Presidents at the school with over 40,000 items representing all 44 presidents. He will tell us a bit about his collection and then plans to test our knowledge with a Presidential trivia game. Additionally, Jim has also agreed to give us a tour of his collection which will probably be scheduled for some time in February, 2015.

Terry Whitcomb, our Museum Properties Chairman, has been hard at work restoring the Casa de Estudillo in Old Town back to the correct historic period as the State of California requires. The auction of the historically inaccurate objects the Dames donated more than 30 years ago has occurred resulting in our more than covering our expenses. The State is currently seeking suitable items for the Casa from their other properties. Once they have what is available, they will look to the California Dames to contribute the remaining required objects. It is our plan to send an email to all Dames in California asking if they might have a desired piece and are willing to donate it.

With our funds, we have purchased one item that is a key piece in the restoration: a sculpture of the Virgin Mary. In July the figure suddenly appeared on eBay. Because the price was reasonable, we acted quickly and, happily obtained this essential statue. One of our members, Carol Shively, has found some books of the appropriate era which will be placed in the Casa.

Our October Board meeting is scheduled for the 14<sup>th</sup> at the home of Joan Stone. That evening we will prepare our semiannual meal at the local USO for our service personnel and their families.



**The National Society of The Colonial Dames of America in California San Francisco -  
Governing Board Meeting  
Report of 5th VP and Chairman of Monterey - Marguerite Meyer  
September 9, 2014**

The Colonial Dames of America in California, Monterey Committee hosted their Summer Luncheon on Friday, July 11, 2014 at the Monterey Peninsula Country Club. 25 members and guests were in attendance. The program, "Fabulous First Ladies", was well received. The producers of the program, guests Carolyn and Jeff Craig, had compiled profiles of all 44 first ladies of America into a booklet form. 26 of them were read out loud to the group by several member "readers". Each profile was accompanied by the First Lady's image in a PowerPoint slide show. It was interesting to learn some famous facts and some little known aspects of these women's lives as they served alongside their President husbands. Some Ladies retreated from the responsibility and some embraced it. But they all brought their own style and unique interpretation to the role of First Lady.

The second Executive Board meeting of 2014/15 was held on August 16, 2014.

On August 28, 2014, three Monterey Dames, Marguerite Meyer, Margie Martin, and Leslie Geyer travelled to San Francisco to docent at the Thursday Open House at Octagon House from noon to 3pm. We arrived early for a mini- training session given by President Gail Sollid. The training and the use of the brand new Docent Manual helped to make this a very rewarding day of learning about and sharing with visitors our Octagon House museum treasure.

Monterey Dames will again volunteer to docent at the House in November.

Respectfully submitted,

Marguerite Meyer

California Society 5th Vice President and Chairman of the Monterey Peninsula Committee The  
National Society of The Colonial Dames of America

4<sup>TH</sup> NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN CALIFORNIA  
BOARD OF MANAGERS MEETING  
September 9, 2014

REGISTRAR'S REPORT

Since our last Registrar's report on June 3, 2014, we have two new members, no reinstatement, one transfer in, no transfers out, one resignation, three deaths, and none dropped.

NEW MEMBERS:

1. Mrs. Samuel Beaudoux Breck (Helen), Monterey
2. Mrs. John Kent Williams (Susanna), (LC), Los Angeles

REINSTATEMENTS:

TRANSFERS IN:

1. Mrs. Robert Vose Sinnott, (Rosa), Santa Barbara

TRANSFERS OUT:

RESIGNATIONS:

1. Miss Isabel Fletcher, Northern California

DEATHS:

1. Mrs. George David Hart (Jessica), Northern California
2. Mrs. Charles Denver McPherson (Mary), Northern California 6/7/2014
3. Mrs. Adolph William Barkan (Joan), Northern California 7/24/2014

DROPPED: As of September 9, 2014 our total membership is 466.

Respectfully submitted:

Juanita Dickson Registrar, NSCDA/CA

**THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA  
IN CALIFORNIA**

Governing Board Meeting  
Octagon House  
San Francisco  
September 9, 2014

Report of Treasurer

The balances in our accounts and funds as of August 31, 2014 were:

[For privacy and security purposes, please contact the Treasurer for this report.]

I would like report that the information for the two Wells Fargo safe deposits has been updated and the four signers approved at our June Board meeting are now listed as the signers for the Wells Fargo safe deposit boxes.

Our Finance Committee will be meeting in October. One item we will be addressing is the budget for the General Fund for our next fiscal year which begins April 1, 2015. If you have an item you would like to have put on our agenda please let me know before October 1st.

Respectfully submitted,

Patricia Anderson, Treasurer

REPORT OF DIRECTORY SECRETARY - SEPTEMBER 9, 2014

The Directory has gone to the printer and we should receive it by the end of September.

The Necrology will no longer be included in the Directory except for the most recent. It will be available on our web site, "For Members" only.

Respectfully submitted,  
Charlotte Scherman  
Interim Secretary

National Society of the Colonial Dames of America in California  
Board Meeting, Tuesday, September 9, 2014  
Report of the *Quill* Editor,  
Diane M. Powell, Ph.D.

Ms. Gail Sollid, President  
National Society of the Colonial Dames in California  
Octagon House  
San Francisco, California

Dear Madame President:

I am planning to release another issue of the *Quill* in November, 2014. In order to meet this goal, I will have to have all submissions by October 1, 2014.

Committee reports, articles, anecdotes from and about our members are needed. Especially, we need more photographs of Dames' events for this issue. Profiles of new members and their ancestry are most welcome and will give the general membership an acquaintance with the new Dame that distance may prove challenging to accomplish over the miles of our large state.

I look forward to the Minutes of this Board meeting as well.

Sincerely yours,

Diane M. Powell, Ph.D.  
*The Quill* Editor



Report of the Regent of Gunston Hall  
April 9, 2014

Madame President and Ladies,

In October I shall be heading back to Virginia for my final meeting as the California Regent of Gunston Hall. It has been an **honor** and a **privilege** to serve the California Dames, the National Society and the Commonwealth of Virginia for 10 years as a member of this board.

As you may know, through a 1932 “Deed of Gift” that became effective in 1949, the property of Gunston Hall was bequeathed to the Commonwealth of Virginia with management and supervision of this memorial to George Mason given to the NSCDA.

Since that time, the Dames have worked enthusiastically and tirelessly to preserve the legacy of George Mason, and you can be assured that Gunston Hall is not only a “jewel in the crown” of NSCDA properties, but also one of the most beautiful and vibrant historic homes in the world!

In the last 10 years many changes have come to the property itself and to the way it is managed; the mansion has been “returned to splendor”, lovingly and accurately restored to colors and architectural detail present in Mason’s day (with a new, shingled Colonial style roof being installed this summer/fall); the collection has been expanded to include both original Mason family pieces, as well as things that the family would probably have owned; archaeological exploration has revealed much about the use of the property and has also uncovered items present in the house in Mason’s day; a vista has been opened to the river, revealing a view Mason might have seen, and the grounds, with their expansive fields, give visitors a feel for life at an 18<sup>th</sup> century home.

Educational programs for children and adults are interesting, numerous, expanding and well attended. Noteworthy this summer was the Naturalization ceremony held there as well as a reception for Mason Neck citizens (Mason Neck is the area where Gunston Hall is located) which took place inside the mansion (furniture having been removed and stored for roof replacement. We are fortunate in CA to use Octagon House for receptions, but Gunston has not been used this way for many years, so this was a rare treat).

In 2013 we hired a new, young, energetic and very capable Executive Director and, with the advice of a respected consulting firm restructured our board to become a “policy making” board rather than a “hands on operational board”. We also became a corporation now known as the Board of Regents of Gunston Hall, Inc. We adopted a new mission and have a new strategic plan to make Gunston Hall a national and international center of learning about the Virginia Declaration of Rights.

October will be the first meeting as a restructured board. With our new mission in mind, the board, staff and docents will be treated to an educational program about George Mason’s worldview and its sources as well as the evolution of Rights since George Mason’s time. We want our future programs and marketing to accurately reflect Mason’s ideas.

In 2016 Gunston Hall will be celebrating the 260<sup>th</sup> Anniversary of the Virginia Declaration of Rights. We are exploring events and programs about why this document is so important to the world and why it is so enduring. You can look forward to hearing much more about this during the coming year.

None of the things that happen at Gunston Hall would be possible without your support, and I want to sincerely thank everyone who has ever contributed. This year California Dames, many of whom may never have the opportunity to visit this beautiful place in person, have given \$4165.

I hope you have been receiving the "Gunston Grapevine" on line and want to encourage you to visit the Gunston Hall website. There is also a "blog" ([gunstonhallblog.blogspot.com](http://gunstonhallblog.blogspot.com)) and a new site for our gift shop! Something interesting is always posted!

**CONGRATULATIONS** to Nancy McAteer, who will become the California Regent at the October meeting!!. Gunston Hall is so fortunate to have her on the board, and we are so fortunate to have her representing us! As George Mason would have said in the 17<sup>th</sup> century "Huzzah"! ... or a 21<sup>st</sup> century "Hooray"!

Respectively submitted,

Anne Rhett Merrill  
(Mrs. Hugh A. Merrill)

The National Society of The Colonial Dames of America In California

MEMBERSHIP COMMITTEE REPORT

Regular Meeting of The Governing Board  
September 9, 2014  
Octagon House  
San Francisco, California

The Membership Committee is looking forward to the annual Candidates' Luncheon, honoring Northern California Candidates and their Proposers, which will be held on Thursday, November 6, 2014 at Octagon House. We have received quite a few new proposals for membership and appreciate our members' submissions. We anticipate inviting 19 candidates (11 are new and have not been invited to a luncheon previously).

Since the annual meeting in April 2014, invitations to join NSCDA-CA have been sent to 12 women; first papers were sent to 10 candidates who accepted our invitation; those papers were returned by 8 candidates and forwarded to our Registrar Juanita Dickson, who then "filed" these papers with our candidates' Colonial states.

There are currently 72 candidates statewide who are pursuing membership, including:  
41 Regular Candidates and 31 Legacy Candidates.

<b>TOWN and COUNTY COMMITTEE</b>	<b>Regular</b>	<b>Legacy</b>	<b>Total</b>
Northern California	8	13	21
Monterey Peninsula	5	3	8
Los Angeles - Pasadena - Santa Barbara	14	6	20
San Diego	14	9	23
<b>CANDIDATES IN PROCESS</b>	<b>41</b>	<b>31</b>	<b>72</b>

The 2014 Octagon House Docent Manual is finally available and is offered for sale at \$20.00. The first Docent Training Session, on Tuesday, August 26, 2014, was organized by President Gail Sollid (Mrs. Stanley Sollid), and led by Ms. Janis Horne, and will be covered in the President's report.

Kudos to all of the Dames who helped bring the 2014 Docent Manual to fruition, including:

- Martha Steen (Mrs. William Steen), Museum Committee Chairman, and Lee Hunt Miller (Mrs. Paul James Miller) who prepared the 2012 guide;
- Miss Janis Horne, who prepared the 2003 Octagon House Docent Manual;
- The ad hoc committee serving with me: Julia Emby (Mrs. Christopher Emby), Ms. Mardi Leland, and Nancy McAteer (Mrs. Thomas McAteer);



- Proofreaders/editors: Mesdames Judy Robinson, Gail Sollid (Mrs. Stanley Sollid); and Kirsten Vernon (Mrs. Robert Vernon);
- Ms. Marguerite Christiansen, Communications Chairman, manipulated the various types of documents into a print-ready document.

As stewards, we should all be very proud of our beautiful Octagon House and the exquisite collection we care for!

Respectfully Submitted,

Dosia Matthews  
(Mrs. J. Christopher Matthews)  
NSCDA-CA Membership Chair

Cc: President  
Recording Secretary  
Historian

Patriotic Service Committee Report  
September 9, 2014  
Submitted by Campbell Merrifield

1. Essay Contest Update: the topic for 2015 is:

How have the values and ideas of America's colonial past made possible our country's present?

2. The Lamar Award for Excellence: Two outstanding projects from Patriotic Service, Historical Activities and Museum Properties will be presented at Biennial. We'd like to present San Diego's USO Dinner Project for consideration for the Patriotic Service Award this year. Application is due September 14, 2014. (I've heard through sources Washington State has a STRONG application)

3. Don't forget about our other opportunities to be of patriotic service:

Knitting for Blue Star Moms: helmet liners, scarves  
Letter writing to service men for including in care packages  
Collect supplies for Care Packages (see Campbell for the list)  
Committees for new projects, lunches and the like!

California Museum Properties Report  
September 8, 2014

In recent months, Terri Whitcomb and I have responded to requests from National to submit a report on California museum properties in preparation for the Biennial Conference and to review the latest draft of the Great American Treasures description of California's museum properties in preparation for the publication of a new edition of that pamphlet. We are still searching for appropriate color photos (free of copyright issues) for several of the California museum properties, as National can't use photos from the last edition of the pamphlet or photos taken from web sites.

Finally, on August 26<sup>th</sup>, we had our first Octagon House docent training session since the publication of the new version of our docent manual. Many thanks to our President for organizing the training session and to Dosia, Julia and everyone else who worked on the production of the docent manual. It's a wonderful resource for all who want to help share the Octagon House with the public.

Respectfully submitted,  
Janis M. Horne  
California Museum Properties Chairman

**The NSCDA-CA Web Site**  
**Report to the NSCDA- CA Governing Board**  
September 9, 2014 Governing Board Meeting  
By Marguerite Christiansen, Communications Chairman

On March 5, 2014 we launched the nscda-ca.org website to the public. The following is a report of activity for the past six months.

**A) Website Use:**

Since the March public debut and through August 31, the website has had 681 users (includes repeat users) with 1,495 sessions (multiple page views). Most sessions were from San Francisco (175), Santa Rosa (129), San Bruno (125), and San Diego (74). Fremont, San Rafael, Monterey, South San Francisco, Los Angeles and Mazatlán made the rest of the top 10 places.

<u>Total Page views</u>	<u>6,368</u>
Home page views (Public)	1,363
Monterey Peninsula Home	322
Docenting page views	262
Calendar	261
Octagon-house	235 (Public)
NSCDA Membership	197 (Public)
San Diego Home	158
California Society	149 (Public)
Society News!	117
Forms	113
Behind the Scenes at OH	107
Contact Us	100 (Public)
Northern California Home	91
OH History Uncovered	89 (Public)
Visiting OH	83 (Public)
California Society History	79 (Public)
San Diego Auction	76
California Society Officers	75

## **B) Website Content**

Since March we have been busy adding content to the website:

### 1) Public Posts:

- a) San Diego's Auction April 3, 2014
- b) July 4 Flag Day celebration at OH
- c) Announcing New OH Brochure

### 2) New/ Revised Pages

- a) Monterey Peninsula Town Committee Pages – an excellent example of what can be done for Town Committees. Thank you Marguerite Meyer! Highly recommend viewing their newsletter.
- b) San Diego Town Committee - Connie Stone has been building the board and officers pages.
- c) LA-P-SB June speaker and lunch page was created.
- d) Genealogy Resources page created for the public.
- e) Octagon House Docenting pages for 2014 and 2015 and a Docent training and Manual information pages have been built and kept up to date.
- f) Started work on “Our Organization” pages with description of the State nominating Committee.
- g) Northern California and Monterey Peninsula Book of Ancestors projects' description, San Diego's BOA in pdf form added and two Colonial Ancestors and Descendants pages.
- h) “About this website” description written and posted.
- i) Updates to Calendar, Society News!, New Members, and In Memoriam with obituaries.
- j) Added the State Society Necrology up to 2013.
- k) Beautiful Event pages by Kimberlee Caniglia and Marguerite Meyer.

## **C) Mail Chimp**

All three Town Committees and the State Society are using Mail Chimp for email/electronic newsletter mailings.

## **D) Website Costs and Maintenance Plan with David Kerr Design**

Keeping a website going requires 1) volunteer/staff time putting up and updating content, 2) tech support to resolve design issues and training volunteers/staff and 3) website technical maintenance.

Thanks to Kimberlee Caniglia, Marguerite Meyer, Connie Stone and my time, we shared a great deal of the content work.

Since the launch of the site in March, our tech support (item 2&3 above) costs have been 0\$ in April, \$125.00 in May, \$280 in June, \$170 in July. I don't think we had any costs in August.

In August, we signed up for a Website Maintenance Plan with David Kerr Design our website designer and developer. The new plan addresses item 3) above -- providing backup, extra security and WordPress maintenance (including plug-ins and other

more major WordPress changes.) Having David and Shannon Tilton, our web developer, look into things monthly is a great help. The plan is \$34.00 a month. We have prepaid it through the end of 2014.

This maintenance plan does not include any item 2) costs we might wish to have David and Shannon help us with, but we will do our best to keep these to a minimum, by helping each other.

#### **E) Dames Dispatch Article on Website:**

I wrote an article for the NSCDA's Dames Dispatch. Thanks to Marguerite Meyer for the excellent photo of the website.

#### **F) Next Steps**

- We still need State Society Governing Board officers and chairmen's help with content. Please tell members of the communications committee when important dates are set or about information that our members or the public should know.
- Need to write a website administration policy to guide web content on public and private sides of the website and will include a record of all web photo licenses and applications used.
- Working to place content approved at the three workshops last fall on the members' only section of the website.
- Continuing to study website usage using Google Analytics.
- Need to schedule and hold periodic meetings of the Communication Committee to assist with using and editing the website.
- A second phase could be added in a year or more and would expand the member's only section to become a member portal. This portal would allow each member restricted access to update their contact information for the directory, share interests and more. Another element could be a candidate's portal too.

#### Communications Committee

Since the launch of the website, The NSCDA-CA Communication Committee has included Gail Sollid, Ruth Donohugh, Marguerite Meyer, Judy Mack, Connie Stone and Kimberlee Caniglia. Many thanks to all of them for pitching in!

Many Regards,  
Marguerite W. Christiansen

**OCTAGON HOUSE MANAGER'S REPORT**  
**September 9, 2014**

Saturday, June 14, Octagon House celebrated the anniversary of the "Star Spangled Banner" in tandem with a simulcast from Washington, D.C. The Golden Gate Boy's Choir led us in singing our National Anthem and other patriotic songs. Food and drink were served and a multi-generational audience had a wonderful time.

Over the summer Kathryn Hobart and her team of appraisers spent many days at Octagon House evaluating for insurance purposes the collection and other items in the house. I worked with them throughout the process and learned a great deal about our fabulous collection and other important items in the house. Martha Steen, Chair of the Museum Committee for Octagon House, and I will meet with Kathryn to receive her report on Monday, September 8. Questions were raised regarding what should be done about the many valuable items in the house that are not part of the collection. It was recommended that a committee be formed to consider the best conveyance of these items.

Wooden Windows in Oakland is finishing the replacement sash for the window over the staircase along with several new sashes for smaller windows upstairs. They will be installed in mid-October.

ADT and Tyco have once again rearranged their business model. Our alarm system (burglar& fire), which was registered with ADT, had to be transferred to Tyco over the summer. This process became a story line for a Three Stooges movie. Thanks to perseverance and a lot of help from Emilio Lucero our system has been "switched" over to Tyco. Nothing has changed regarding how we use the system.

Octagon House is at a transition point. Our lovely collection needs attention in terms of best practices for maintaining and preserving these valuable items. Framed items in the collection are especially vulnerable and would benefit from updated technology. Thanks to Lee Miller and Jane Hillman we have received direction from professionals at the de Young Museum on how to proceed.

Emilio and I continue organizing the paper chase at Octagon House. We are both dedicated to maintaining this valuable property. Please help us with this very important responsibility.  
Thank you.

Respectfully submitted,  
Nancy R. McAteer (Mrs. Thomas Knight McAteer)  
Octagon House Manager

2014 Sunday  
OCTAGON HOUSE  
OPEN HOUSE SALES REPOST

	<u>Visitors</u>	<u>Donations &amp;</u>
<u>Sales</u>		
Sunday May 11, 2014	53	\$ 173.75
Sunday June 8, 2014	95	\$ 244.69
Sunday July 13, 2014	18	\$ 79.50
Sunday August 10, 2014	19	\$ 78.00
Sunday September 14, 2014		
Sunday October 9, 2014		
Sunday November 9, 2014		
Sunday December 14, 2014		
<b>TOTAL</b>	<b>185</b>	<b>\$ 575.94</b>