



August 28, 2025 Meeting Minutes

Archiving Committee on Creating a Public/Private Historical Archive
Portsmouth NH City Hall Conference Room A, 9 - 10:30am

Attending: Richard Candee, Alan Cohen, Elizabeth Farish, Christine Frieze, Tom Hardiman, Jeff Keefe, Vincent Lombardi, Kristen Peterson and Emma Stratton.

Absent: Charles Doleac.

Guests: George Dumas, Portsmouth Resident; Linnea Grim, Strawberry Banke Museum and Andrew Goldstein, Albacore Museum.

Proposed Name: Portsmouth Archive Center

Meeting Opened by Vincent Lombardi: 9:07am

MOTIONED and **SECONDED** to accept July 28, 2025, Meeting Minutes. All in favors; no opposition.

Discussion of:

Organizations 'Conservations Assessments

- Elizabeth, SBM, assessment complete.
- Christine, City of Portsmouth, assessment in-progress of holdings in the city hall basement, Clerk Office and Library.

Submission to Secretary of State for Incorporation

- Vince: City Attorney Valerie Sussman is on vacation — submission held up until her return. Once submitted, a quick return is anticipated, allowing the formation of the committee.
- Jeff: Let's discuss the Board formation at our next meeting.

Needs for IRS Submission

- Vince: We will create a three year operating budget, with the help of a group, if

possible, of people who have expertise in this. Possibly use the Athenaeum's budget as a template. Jeff: It can be worked on during a group meeting.
- Address: Use the city address.

Commented [1]:

Other Business

- Christine: We will create a procedure to thank/acknowledge donors.
- Vince: We can meet to discuss the Board formation. Once a Board is formed, it's no longer a city committee. At that point, the location of meetings will likely be at members association locations.
- Richard: Trevor will be able to guide of regarding if the Committee should continue.
- Kristen: We will need a marketing budget, which can also be a line item on the overall three year budget.
- Kristen: I will reserve an Instagram and Facebook page for: Portsmouth Archive and start thinking about a logo.

Next meeting confirmed: September 22, 2025

Meeting Adjourned by Vincent Lombardi: 9:36am

DRAFT