

**Heritage Avon Lake Board Meeting Minutes**  
**May 18, 2016, 9:30 AM at The Lorain Historical Society at The Carnegie Center**

The meeting was called to order by President Gerry Vogel at 9:31 AM. In attendance were: Gerry Vogel, Melissa Clifford, Sandi Gerhan and Patti Zilka. Kris Burns, Tony Tomanek and KC Zuber were excused. The minutes from the HAL Board Meeting of April 20, 2016 were presented. There was one addition regarding the donation of a circa 1902 Tabard Inn Library, donated by Jenny Bzdafka, which will be used to display HAL literature and historic artifacts at the Folger Home. Sandi Gerhan moved and Melissa Clifford seconded to approve the minutes as amended. The motion passed and the minutes will be posted on our website and emailed to members of council and the mayor.

Treasurer's Report (FIN):

Sandi Gerhan presented the financial statement for April 2016. Sandi's report included the month by month budget report for period ending April 30. The budget reflected normal expenditures. The HAL Marketing and Fundraising budgets currently reflect an overage due to startup costs for printing related to stationery, envelopes, our first newsletter and brochures. Sandi requested that invoices for credit card transactions be forwarded to her as soon as possible. Balance as of 4/30/2016 was \$31,681.46. The financial reports were approved as presented.

President's Report:

Gerry Vogel announced that he had received confirmation from the State of Ohio regarding the dissolution of ALLPS, which has officially merged with HAL. A revised lease has been signed with the city, reflecting the merger.

Frank Krempasky will file the final tax returns for ALLPS on May 15. HAL's returns will be filed in 2017 to reflect January-December 2016. Sandi Gerhan, assisted and advised by Frank Krempasky, will handle tax reporting for 2016.

Gerry Vogel, with the Building and Operations Committee, plans to apply for \$75K for the next grant cycle with the State of Ohio. The BOC will work with architect Doug Wahl to set budget plans and future construction goals.

Gerry thanked Tony Tomanek and Melissa Clifford for the excellent Team Building Seminar for the board presented on May 12. Everyone agreed that we had good discussions regarding our board team, our goals and our vision for HAL.

Committee Reports:

**PEC (Melissa Clifford):** Melissa Clifford reported on the Programming and Education Committee. Delegates from the PEC have been appointed to county and state historical organizations to attend meetings, seminars and events. A new member has joined PEC, Lynn Miller.

Sherry Spenzer and Melissa met with an Eagle Scout to finalize plans for the creation of a vintage clothing exhibit space on the second floor of the Folger Home. Sandi Gerhan mentioned a program at Lowe's for project funding which enables the organization to receive a percentage off their project budget. Sandi will look into HAL using this program for the project.

Sherry Spenzer is working on docent training with two volunteers, Gail Goldoftas and Catie Cahill. Training will begin July 1. Jen Wasserman has volunteered to be our collections manager. Jen and Eric Johnson will begin to set up protocols and necessary documentation for our records management.

Six new guests attended HAL Presents in May. Others signed up to volunteer for the docent program, ice cream sales and refreshments for next year. HAL Presents programs for this summer include Gail Carter playing the dulcimer and other instruments; Tony or Eric giving an evening program in July or August; and Bill Krejci giving a musical performance this summer. Summer HAL Presents programs will include popcorn, lemonade and our ice cream for sale.

**BOC (Kris Burns):** Gerry Vogel gave an update on the current parking lot construction, which is nearing completion. Work on the porch has begun with Northern Hammerworks.

Gerry Vogel and Kris Burns will work with volunteers from St. Joseph for St. Joe's Day of Caring on Saturday, May 21. Volunteers will assist with the removal of linoleum and carpet from the second floor.

Kris Burns is ordering curtains and rods for the second floor windows.

**PMC (Tony Tomanek):** Gerry Vogel updated the board on the Publicity and Marketing Committee. Tony Tomanek has received permission to move forward with the Stop Numbers painting project on the utility poles. Tony is also working on a timely system for responding to HAL emails, as well as the posting on electronic calendars for our events, flyer delivery, and a system for Mailchimp. Tony will need volunteers for these projects.

**MFR (Patti Zilka):** Follow-up membership reminders with our newsletter were mailed to those who didn't respond to our membership renewal requests. Email reminders were also sent. This involves around 45 individuals who have not responded. Sandi Gerhan will send an operational email to those volunteering for ice cream sales. Kris Burns is purchasing a lock box for convenient access for our ice cream volunteers. Kaitlin Leonard is checking to see if any high school students might be interested in ice cream sales. Kaitlin will lead the Bar Louie/Westlake fundraiser and contact the manager to reserve a date in late July or early August. Melissa Clifford and Tony Tomanek will head the sponsorship solicitation project, with assistance from Gerry Vogel and Kaitlin Leonard.

#### **Old Business:**

Gerry Vogel proposed that HAL begin the American Association for State and Local History's STEPS program. This program provides specific benchmarks for historical society performance and standards. Melissa Clifford will order the manual.

Gerry Vogel asked for discussion regarding the planned Anne E. DeChant reception in June. Discussion ensued. The board agreed that this project, although very worthwhile, was challenged with several logistical and construction issues. The consensus was not to pursue this project at this time. This summer's HAL Presents programs, planned by the PEC, will provide opportunities for individuals and families to enjoy summer evenings at the Folger Home.

#### **New Business:**

With the board's approval, HAL sold a donated dining room table (not usable by HAL) to Gerry Vogel for the fair market value of \$100.

Melissa Clifford will assist with a special board session regarding sorting and guidelines for record management.

Melissa Clifford and Jen Wasserman from HAL will participate in the American Association for State and Local History (AASLH) annual meeting in Detroit, September 14-17. The board discussed budget planning for these types of programs for next year. This year, any funding for conferences will be approved on a case by case basis. After discussion, Patti Zilka moved and Sandi Gerhan seconded the funding of this specific program (registration fees and misc. expenses) for 2016. The motion passed. In addition, Gerry Vogel and Patti Zilka offered to donate \$50 each.

Nick Yarham of Hammerworks received a check for \$20,000 for startup expenses on the current building projects. HAL will be reimbursed for this expense through the State of Ohio grant.

The meeting was adjourned at 10:45 AM.

**Next HAL Board Meeting: June 15, 2016, 9:30 AM at the Folger Home**

Respectfully submitted: Patti Zilka, Secretary