

**Heritage Avon Lake Board Meeting Minutes
July 20, 2016, 9:30 AM on The Folger Home Porch**

The meeting was called to order by President Gerry Vogel at 9:30 AM. In attendance were: Gerry Vogel, Kris Burns, Melissa Clifford, Sandi Gerhan, Tony Tomanek, Patti Zilka, and KC Zuber.

Approval of Minutes:

The minutes from the HAL Board Meeting of June 15, 2016 were presented. Kris Burns moved and Melissa Clifford seconded to approve the minutes as presented. The motion passed and the minutes will be posted on our website and emailed to members of city council and the mayor.

Treasury Report (FIN):

Sandi Gerhan presented the financial and budget reports for June 2016. The financial report reflected normal expenditures. The June monthly report reflected a positive ending balance (\$29,383.90) due to grant reimbursement monies from the State of Ohio. The month to month budget report reflected normal budgeted expenditures. Patti Zilka moved for approval of the financial reports and Tony Tomanek seconded. The financial reports were approved as presented.

President's Report:

Gerry Vogel reviewed work currently in progress with the HAL Landscaping Committee. Gerry Vogel, Kris Burns, Glendee Burns (Master Gardener), Justin Sylvester (Statements Landscaping) and the Avon Lake Garden Club have been studying the Folger Home grounds and exchanging ideas for plants and flowers which would be appropriate to the period of the home, as well as attractive and complementary to the home and location. A meeting with the City of Avon Lake will be scheduled to discuss plans moving forward. Chad Haney has also volunteered to assist.

Gerry Vogel and Tony Tomanek will meet to review a list of businesses for our HAL sponsorship mailing.

Committee Reports:

PEC (Melissa Clifford): Melissa Clifford reported on the Programming and Education Committee. The July 8th Summer Nights evening program, featuring musician Gail Carter on the dulcimer, was very successful. This program included an enjoyable open house for HAL members from 5:00-7:00 PM, prior to the Summer Nights program.

Melissa mentioned the need for a reliable system for credit card purchases.

Sherry Spenser has conducted the first docent training program for the Folger Home. There were seven HAL members in attendance and two more individuals have shown interest in becoming docents. In addition, Sherry and the PEC Committee have prepared thirteen informational plaques which could be used on the main floor for a self-guided tour. The Board discussed options for placing plaques on the walls and possibly combining a number of plaques for a more aesthetic appearance.

Jen Wasserman has prepared an operations manual for our records management protocols. This document is to be reviewed by Board members and voted for approval by September. In addition, Jen cleaned out the second floor of the Folger Home and organized and labeled all archived materials.

Discussion ensued regarding the purchase of a popcorn machine for guests attending our programs. Kris Burns moved and Tony Tomanek seconded the purchase. The motion passed and Kris Burns will proceed with the acquisition.

The Folger Home was open during the Avon Lake Wine Festival. Melissa reported that she, Tony Tomanek and Sherry Spenser hosted. There was a very positive response from the public. In addition, the Folger Home will be open for the Summer Market. The Peter Miller House Museum will also have representatives on the Folger Home porch.

BOC (KC Zuber): KC Zuber gave an update on progress and activities pertaining to the Folger Home. There is \$8500 left in our grant for additional "loose ends" to finish up the current projects. HVAC contractors have been invited to make proposals for the heating and cooling of the Folger Home. Estimates have been received for the siding replacement and estimates will be forthcoming for completion of the second floor rooms.

The painting of the shingles project was discussed. A quote from Sandrock Painting has been received for \$4340. After discussion, Patti Zilka moved and Kris Burns seconded the motion to move forward with Sandrock Painting. The motion passed unanimously.

The BOC will be meeting with Tim Pinchek, Director of Parks and Recreation, regarding the possibility of the City of Avon Lake handling the Folger Home rentals.

Lights at the front porch and front door are needed. Tony Tomanek made a motion and Melissa Clifford seconded to purchase and install the lights with the monies coming from the general fund. The motion passed unanimously and Kris Burns will follow through on this project.

PMC (Tony Tomanek): Tony Tomanek updated the board on the Publicity and Marketing Committee. The "Stop" painting project is progressing and should be completed in August. The Summer 2015 Newsletter is printed and will be mailed in the next couple of days. Avon Lake Printing generously donated the printing. Nadge Herceg has HAL on the Visit Lorain County website calendar. Laura Ploenzke is working on other electronic calendars. Tony is working on a poster for "George's Curiosities and Oddities", Summer Nights event, on August 19th. Tony is also pursuing rocking chairs for the Folger Home porch. In addition, he's helping to coordinate HAL's presence at the Summer Market and Waterfest.

MFR (Patti Zilka): Patti Zilka gave an update on the Membership and Fundraising Committee. Kris Burns gave an update on Ice Cream Sales which have been increasing as the summer progresses. The next MFR Meeting will be held on August 3, 9:30 AM at the Folger Home to begin discussion and planning of our fall/winter fundraisers: The Cemetery Tours (October), Taste of Chili (November) and A Visit with Santa (December).

Old Business:

Gerry Vogel reminded the Board about scheduling a follow up session on Vision and Goals, with Tony Tomanek as facilitator. Tony suggested Wednesday, August 31st, 9:00 AM-Noon at the Folger Home. Members will check their calendars.

There is an AASLH's STEPS program webinar scheduled for tomorrow, July 21 at 3:00 PM. Anyone is welcome to participate.

New Business:

After discussion, the consensus of the Board was to present Camp Imagine with a check for \$100 as a thank you for all their dedicated work for our Ice Cream Sales fundraiser.

The meeting was adjourned at 10:55 AM.

Next HAL Board Meeting: August 17th, 2016, 9:30 AM at the Folger Home. Gerry Vogel will be on vacation and Melissa Clifford will chair the meeting.

Respectfully submitted: Patti Zilka, Secretary