

Heritage Avon Lake Board Meeting Minutes September 21, 2016, 9:30 AM at The Folger Home

The meeting was called to order by President Gerry Vogel at 9:32 AM. In attendance were Gerry Vogel, Kris Burns, Melissa Clifford, Sandi Gerhan, Tony Tomanek and KC Zuber. Patti Zilka was excused. Eric Johnson, HAL member, was in attendance. Tony Tomanek was appointed secretary pro tem by Gerry Vogel and took notes.

Approval of Minutes:

The minutes from the HAL Board Meeting of August 17, 2016 were presented. KC Zuber moved and Sandi Gerhan seconded to approve the minutes. 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/budget reports for August 2016. Normal budget expenditures were made for the month. Some exceptions were for Alex Garbe, Eagle Scout for the HAL vintage clothing exhibit project. Note for 2017 budget: include monthly speaker expenditures. We acquired a state vendor's license to collect and remit sales tax for merchandise sold. Kris Burns moved and KC Zuber seconded to approve the Treasurer's Report. The motion passed.

President's Report:

Gerry Vogel presented the President's report. The Board signed a condolence card for Mary Lou Wagner, widow of HAL member Arnett Wagner. Landscaping update: Gerry Vogel met with landscapers and Joe Reitz on September 1st. Due to construction, landscaping is limited until next spring. The City and tree commission will plant trees this fall, but are unable to contribute additional landscaping at this time. We are appealing to sponsors for donations of dirt and mulch. The AL Garden Club members will try to assist with flowers and plantings in the spring.

Gerry Vogel donated an Android tablet that can be used for PayPal purchases. Sandi Gerhan will set up the tablet and document instructions for volunteers.

Committee Reports:

PEC (Melissa Clifford): Melissa Clifford reported on the Programming and Education Committee. Our summer programming will continue into the fall. Melissa will follow up with Sprenger regarding a slideshow presentation.

BOC (KC Zuber and Kris Burns): A Building and Operations Committee meeting will be held on Monday, September 26th and will be scheduled for every other week following. At the meeting on the 26th, Andy from Giesel will discuss his specs and proposal. We have a quote from Mitchell One Hour (low, 27K) and Stack (high, 39K) and have not received a quote from Westland despite follow up.

All doors are being re-keyed so there is one key for all exterior locks (new) and one key for interior locks (adding bathroom and basement). The old east door key will still unlock the fire escape door so we will leave it. Kris Burns will ensure that all Board members have these keys. A new south door (for small porch) was installed. We will not hear from the state for several weeks about the progress of our grant and it is possible we will not be able to start on the exterior of the Folger Home this year.

A discussion ensued about the timing of projects, cost of exterior work, and our obligations to complete work per the lease. Opportunities, feedback and constrained resources have required a change of direction on construction, and we will do what we can to fill in gaps to complete the work. KC Zuber recommended a special meeting in October to discuss the plan for the second floor.

PMC (Tony Tomanek): Tony Tomanek reported that the Committee met on September 20th. Tony is producing the next newsletter and needs a list of our current sponsors for a feature item. The newsletter will go to the printer this Friday. Sandi Gerhan will follow through on the mailing of the newsletter to our members and sponsors.

Tony's signage designs for our fall events are near completion. He is also looking into smaller signs for booth events.

MFR (Sandi Gerhan): Final Ice Cream summer sales results were presented. Total sales were \$2142.47; budget estimate was \$1400. Sales percentages were 24% from Camp Imagine (daytime), 75% evening sales and 1% donations. Expenses were around \$1000. We budgeted \$600 for expenses, but some of this year's expenses were for permanent improvements (signage and the lockbox). Signup Genius worked well for our volunteers, including regulars from past years, as well as new volunteers.

Taste of Chili Update: Kris Burns will compose a letter for KC Zuber to use when visiting chili donors. This will include our sponsorship letter. Chili vendors may wish to become sponsors, or to simply donate chili. Kris Burns will print Taste of Chili tickets. We would like to start selling tickets at Sherry Spenser's book launch for *Socialites and Scofflaws*.

Sandi Gerhan contacted over thirty previous prize donors for the Taste of Chili raffle. Some opted to become sponsors, while others wished to simply give a donation/prize. Either option is appreciated. Glendalee Burns will follow up with flower arrangement donations for the tables. The next MFR meeting will be October 5.

Old Business:

ACTION: The rocking chair donor program for the north porch was discussed. We will be ordering six poly rocking chairs and three tables via Amazon Prime. Tony Tomanek has several sponsors for the chairs. Kris Burns moved and Tony Tomanek seconded the purchase. The motion passed.

New Business:

ACTION: The hiring of a professional fundraiser to follow up on sponsorship letters was discussed. Gerry Vogel proposed that we hire Michelle Van Wormer (formerly of VLC, now an independent consultant) at \$30/hour to make calls and follow up where possible. Consensus was 4 hours to start, followed by a possible 4 more if needed. Kris Burns moved and Melissa Clifford seconded to hire Ms. Van Wormer. The motion passed unanimously.

(Tony Tomanek had to leave the meeting, and Melissa Clifford continued note taking.)

Hiring a cleaning firm for the Folger Home was discussed. Kris Burns received an oral quote from Scruples for \$50/event. Melissa Clifford received a written quote from MiracleClean for \$75/week, including outdoor, plus \$50/visit if needed for additional cleaning. This subject was tabled and will be discussed at the next meeting.

Gerry Vogel will meet with Mayor Zilka and Tim Pinchek and others at City Hall on Friday, September 30th, 8:30 AM to discuss a number of issues including security, landscaping and rentals.

The meeting was adjourned at 11:10 AM.

Next HAL Board Meeting: October 19, 2016, 9:30 AM at the Folger Home.

Notes were taken by Tony Tomanek and Melissa Clifford and were summarized and typed by Gerry Vogel. Patti Zilka proof read and made format adjustments.