

**Heritage Avon Lake  
Board Meeting Minutes  
January 18, 2017, at the Folger Home**

**Call to order** by Board President Gerry Vogel at 9:00 am.

**Roll call by Lynn:** Present were board members Gerry Vogel, KC Zuber, Sandi Gerhan, Sherry Spenser, and Lynn Miller. Tony Tomanek was excused.

Gerry reviewed rules for the meeting to encourage discussion and to ensure accurate minutes.

**Additions or changes to agenda:** Gerry added discussion of dates for a proposed strategic planning meeting.

**Approval of minutes from the December board meeting:** KC moved to approve, seconded by Lynn. The spelling of Sandi Gerhan's name was corrected. Minutes as corrected approved by voice vote. Lynn will get the approved minutes published on Basecamp, on the website, and send a link to the minutes to the mayor and members of city council.

**Treasurer's report:**

- Sandi Gerhan distributed the financial report for December 2016.
- The checking account balance as of the end of December was \$26,511.70. Total credit card amount owing is approximately \$560. A reimbursement from the Santa event for materials returned is anticipated to be posted with December figures.
- Sandi also distributed the budget report for December, reflecting the ending figures for 2016. \$55,000.00 more in income was received than expected. \$34,000.00 more in expenses was accrued than expected. This leaves a net gain of \$20,000. If looking at projected expenses and income, HAL spent \$13,000 over income received in 2016. This was mostly due to capital expenses.
- The budget for 2017 has been adjusted to reflect more accurately expenses for speakers, marketing, and food for events.
- Sherry moved to accept the financial report and the budget report, with a second by KC. Motion to accept approved by voice vote.
- Sandi asked who is responsible for doing HAL taxes. Gerry stated that Frank Krempasky is the contact person. Sandi will contact him.
- Sandi passed the checkbook to Gerry for use while she is away.

**President's report:**

- Gerry reported that the search continues to replace Donna Cracas as trustee.
- Sherry has put up four plaques in the Henry Ford room.
- Gerry will review the checklists on Basecamp and arrange items so that

individuals can mark their completed tasks.

- The rental agreement with the city for rental of the first floor is complete and signed. There are still a few things to discuss with the city. The freezer needs to be moved, and the city would like a cart to be provided for the microwave in the kitchen. This will go where the freezer currently is.
- Gerry noted that items need to be removed from the kitchen cabinets soon.
- The windows need a thorough washing. It was suggested that we contact St. Joseph's church to request this be done as part of their spring day of service.
- The city will send us a check monthly for rentals. Gerry will see if they can do automatic deposit.
- The proposed zoning law change to allow more extensive food sales probably will not happen. Extending our food permit would trigger more changes to our kitchen to meet health department requirements. There is no interest in doing additional work in the kitchen.
- Sherry's book will be the focus of a library program February 12 at 2 pm in the ALPL gallery. Spread the word! Gerry will look for a poster to distribute. Sherry wants to know if she needs to recruit a person to collect money for book sales. Sherry and Gerry will appear on a WEOL radio program on February 3 to promote the book.
- The first newsletter for 2017 is done and in the mail and has gone out to all members and sponsors.

## **Committee reports**

### **Membership:**

- Lynn Miller reported that her committee will be up and running soon.
- She is working on the upstairs office area. She has moved some non-office items to the east room for storage. KC suggested using the attic for things that aren't used often, with the basement as another option. Gerry will ask Nick, our contractor with Northern Hammerworks, to review construction items to see what we should retain and what could be moved to the attic.

### **Programming and Education Committee:**

- Sherry Spenser has recruited Carol Meiners, a retired elementary school teacher, and Jen Wasserman for her committee. She is looking for one more person to add to her committee.
- The organ at the Folger Home works, and a friend of Sherry's has played it. It would be nice to use the organ on a Tuesday night when the home is open. Programs are lined up through May, and the fall programs are in process.
- Sherry went to a meeting of the Northeast Ohio Intermuseum Council and toured the German Cultural Center. Sherry and Jen are our primary delegates. Gerry and Laura Ploenzke will be the alternate delegates.

### **Publicity and Marketing:** No report from Tony Tomanek.

- Gerry noted that the Folger Home brochures need to be corrected with a label to

give a referral to the city for rentals. Lynn will check for labels to use to correct the information. We will parse out the job to volunteers for printing labels and attaching them to our brochures.

- Gerry complimented Tony on the latest newsletter.

#### **Building and Operations:**

- KC Zuber will be meeting with his committee next week. Brad Hutchinson may be at the meeting with information on HVAC upgrades. Lynn will drop off her dolly before then for moving the freezer when they meet.
- KC has checked with companies for quotes and ideas for HVAC. It is possible that we will remove the boiler, keep what is in place upstairs, but disconnect it. KC is considering hot water tank options. He hopes to have the work done in the spring. Specs will be prepared to submit for bids, and KC will set a meeting for the board to review the information.

#### **Old business:**

- The move to Basecamp 3 is going well, with no additional training requested.
- We discussed how to allocate costs for items requested by the city.
- Sandi asked about sending the \$12 monthly rent payment to the city. Gerry will take care of sending that check while Sandi is gone.

#### **New Business:**

- We need people to take on volunteer jobs such as co-leads for the Santa event, ice cream sales, and the taste of chili event. Sherry suggests we put it out on Basecamp and in newsletters to recruit leads.
- Do we want to sell ice cream on the patio if there is a rental? Consensus is no. We will revisit this as we see if there are conflicts with midweek rentals
- We considered moving our monthly board meetings upstairs so that we won't need to reserve the Henry Ford room. We will give it a try.
- If someone wants to use the Ford room for an extended time, we should let the city recreation department person know by email so that it can be reserved.

Meeting adjourned at 10:00 am.

Minutes prepared by Lynn Miller.