

**Heritage Avon Lake
Approved Board Meeting Minutes
March 15, 2017 at the Folger Home**

Meeting called to order at 9:01 a.m. by President Gerry Vogel.

Roll call: Sandi Gerhan, Tony Tomanek, Gerry Vogel, Sherry Spenser, KC Zuber, Lynn Miller.

Guests included Justin Sylvester, Kris Burns, Tom Patton.

Gerry opened the meeting with a reminder about keeping to the projected time limit and speaking in order so that all viewpoints are heard.

Agenda: no additions or changes.

Meeting minutes from January and February 2017 were distributed: Tony moved to approve, seconded by KC. Motion approved by voice vote.

Gerry invited comments from members of the public in attendance.

Justin provided an update on the landscaping project.

- The city has agreed to provide \$5000 per year for 3 years for maintenance and upkeep.
- No donors have been located to sponsor the project.
- We need about \$10,000 for total projected cost.
- With spring approaching there is a need to move fairly quickly.
- Garden club donations of plants may not be a workable option since we would like to use plants that are compatible with the home's history.
- Kris Burns commented that the Garden Club is not interested in a donation beyond \$200.
- Using historically accurate/period appropriate plants is costly.
- Kris suggests putting grass in parking lot area and plants around the house.
- Tony proposed a crowdfunding project. HAL would put up the money and the crowdfunding project would reimburse HAL.
- Justin needs a commitment to make any progress. The minimum number to do all is \$7000. The cost for just the front of the house would be \$3000.
- KC would like a decision now on what commitment we are willing to do and revisit reimbursement later.
- Gerry reminded us that Yardworks promised \$1000 to the project.
- Justin said that Joe Reitz, city engineer, has committed to donating trees.
- Sandi said that cutting back on the project may impact how much the city contributes for yearly maintenance.
- Kris suggested the city might use part of their donation to cover costs for purchasing materials and only contribute money for 2 years of maintenance rather than 3. Justin is not interested in going back to the city to ask them to change their contribution.
- Sandi moved that the board make a decision within 1 week to define a dollar amount for the Folger Home to contribute by March 31 for the landscaping project. Tony seconded. Passed by voice vote.
- Kris mentioned that the kitchen window has a gap which lets in cold air.

Financial report: Sandi distributed the report for February 2017.

- Beginning balance was \$25,703.02. Ending balance was \$25166.97. Current balance today is \$23,589.37.
- The budget report was distributed. Year to date donations are a little lower than expected, and there was no rental income in February.

- KC moved to accept the report, with a second by Tony. Motion passed by voice vote.
- Sandi reported a possible fraud alert on our credit card, with two possible fraudulent transactions. The card has been cancelled and a new card is on the way. Sandi will need to contact and update WOW (cable company) with the new number for our monthly billing.

President's report: Gerry reported that our gas regulator for the meter is not venting outside. It was cut off sometime in the past. Installation of the new HVAC system may take care of the next step to repair. The gas line comes into the house on the west wall under the porch.

- Tomorrow there will be a planning session at 9 a.m. with the board to discuss capital improvements. Gerry distributed floor plans of the second floor. The estimate for doing the work is on Basecamp. Tom Patton is invited to attend that meeting tomorrow. The projected cost is \$43,000 for the renovation.
- A service group from St. Joe's will clean our windows inside and out on April 1. We have reserved the home from 9-noon. St. Joe's will bring supplies.
- Regarding the kitchen window, KC said the furring strip needs fixed. KC will call the window company.

Committee Reports

Membership: Lynn reported that the membership drive mailing is ready.

- Lynn will put a list of potential members on Basecamp and other board members can add additional names.
- Tony will put the membership drive information on Facebook, and place an article in the Press and on ALC-TV.
- Gerry will adjust the cover letter for use in a mailing to potential members.

Programming and Education (PEC): Sherry Spenser reported that the committee is hard at work.

- Sherry gave Gerry a flashdrive with content on captains and sea ships from the city for a summer HAL program.
- A program will be given on May 10 at 9:00 am to 3rd grade students from Redwood Elementary. Sherry will partner with Tom Patton for the program. There will be activities for kids (including a coloring book of Avon Lake sites), a tours of the cemetery and the railway car. Tony said he will attend.
- There will be an event on Avon Lake stories and pictures at Sprenger Towne Center soon with Tony and Sherry. They may be able to record the program.
- Two programs have been added: "Whattit's" and "Codes in quilts and song."
- There will be a "HAL presents" program on the underground railroad.
- We have received 1 more donation, a 1908 wedding gown in good condition. Gerry asked if we can get acid free garment bags to store clothing. HAL could store items at ALPL.
- We discussed the Folger Home Tuesday open houses. Tom mentioned a person in Port Clinton with a large collection of military uniforms who is willing to speak and bring artifacts.

Publicity and Marketing: Tony Tomanek reported that the sponsor sign is now up in the Henry Ford Room, and the outside sign also is up.

- Tony is developing a list of member benefits from local vendors.
- T shirts are in and will be distributed through contests and sales.

Building and Operations: KC reported that the committee met last week and will meet again next Wednesday at 9:00 am.

- Kaiser did not attend last week. KC is hoping they will attend next week.
- For the Landscaping project, KC is concerned about the lack of funding and the expectation that we now front all costs. Tom suggested asking local landscapers to bid for ideas. Tom thinks that estimates in the plan are high.

Old business: There is no news on the city's plans for the patio.

- Tony will contact the city on the cost of installing gates or a chain on the porch for private events. The city will be responsible for that cost.
- Before the patio is installed, we need to evaluate where to incorporate fundraising bricks into the design plans.
- We still need a lead for the Taste of Chili. A request to use ALUCC has been submitted. We discussed how to change TOC. We need more people to attend. We should beef up marketing and ticket sales.
- The dedication for rocking chairs and tables will be May 9 at 6:00 pm. A program will follow at 7:00. Sponsors have been found for 6 chairs out of 10. Tony will recruit more donors on Facebook. Tony will assemble chairs, and will add sponsor plaques as needed.
- We still need a lead for an inventory of all equipment.

New business:

- Strategic plan from last month: should we get a group of community people outside of HAL to help draft strategic plan?
 - KC suggests putting this on the agenda for 2018.
 - 10-15 stakeholders to be invited.
 - Will revisit in August 2017.
- Gerry brought up a travel policy for members traveling to meetings, workshops, etc. We have paid for registration, but not for travel expenses.
 - There is a \$.14 per mile volunteer reimbursement standard. Another option is for people to file as an itemized expense as a donation. We are not in a position right now to offer travel reimbursement, and no travel policy will be developed at this point.
- Gerry asked Tom Patton if he would be interested in joining the board as a trustee. He said yes! Gerry moved to appoint Tom to HAL Board of Directors, finishing a 2 year term which will end in 2018. Tony seconded. Passed by voice vote.
- Sherry brought up bricks for fundraising. Can we have one for each of our Eagle and Gold Star scouts with their name and the year of their contribution? Sherry and Gerry will attend a scouting recognition ceremony and she would like to mention that bricks will be made in their honor.

Next meeting: April 12, 9:00 am, at the Folger Home.

Adjourned at 10:44 am.

Minutes submitted by Lynn Miller