

**Heritage Avon Lake
DRAFT Board Meeting Minutes
April 19, 2017 at the Folger Home**

Meeting called to order at 9:00 a.m. by President Gerry Vogel.

Roll call: Sandi Gerhan, Tony Tomanek, Gerry Vogel, Sherry Spenser, KC Zuber, Tom Patton, and Lynn Miller. Guests included Andy Culberson from Geisel.

Andy updated us on the HVAC plan. Plans were distributed for review. Geisel is recommending a two part system with ductless heating components along with of the existing pipes and radiators with a new boiler. An estimate sheet was included with the agendas that were distributed. Approximate cost is \$29,000.00.

Agenda: Gerry added two items to the agenda: 1) audit committee, and 2) revisions to the bylaws before end of 2017.

Discussion followed on Andy's heating proposal. Tom wonders if we should have the design submitted for bids from other companies. He is also concerned that the proposal would not address second floor heating until later. KC reviewed estimates we have received from other companies. Tom moved that we submit the specifications to at least 3 local contractors for bid. Motion seconded by Sandi. Discussion followed. Motion approved by unanimous voice vote.

Meeting minutes from March 2017 were reviewed online. Sherry moved to approve, seconded by Tony. Motion approved by voice vote.

Financial report: Sandi distributed the financial reports for March 2017.

- Beginning balance was \$25,166.97. Ending balance March 31 was \$24,316.61.
 - Current balance today is \$23,595.97.
- The budget report was also distributed.
- KC moved to accept the report, with a second by Tom. Motion passed by voice vote.
- Sandi reported the new credit card has been received. The automatic payment for WOW was impacted, but that has been resolved, and the late payment refunded.
- We are paying sales tax on book sales.
- Rental income has been down. That should even out since rentals are picking up.
- We had budgeted some grant income and expenditures, but that did not take place in March. That should even out as the year goes on.
- Expenses: Utilities are under budget so far. Year to date we are \$500 under budget.

President's report: Gerry reported that we are working on fostering a good relationship with the city. Tony and Sherry met recently with the city. As long as we leave the Henry Ford room as found we find it so that it is ready for rentals, all should be well.

- Tuesdays at the Folger Home.
 - SignupGenius will be used to schedule shifts with 2 people each night. Gerry hopes that 1 board member will cover 1 spot at each shift.
 - Ice cream sale shifts from 6-9 pm will be in addition to Tuesday open house shifts.
 - Sandi will prepare the SignupGenius rosters with two 1.5 hours shifts each evening.
 - Lynn will update new or changed addresses from the membership drive.
 - Restroom use: we should allow people to use. We will need to create a list of duties for cleaning the Henry Ford room and the restroom after closing. A board member should be present for the entire evening.

Committee Reports

Membership: Lynn reported that the membership drive mailing for those who have not yet renewed has gone out.

- This year the membership committee will send out thank you notes rather than have all board members divide up the work.
- Tony will order membership cards with membership perks on the reverse. These will be included with the thank you notes.
- Email and phone contact will be initiated with any members who have not responded to the prior mailings. Those who have not renewed by the end of June will be removed from the membership roster.

Programming and Education (PEC): Sherry Spenser reported that we received a thank you from the Bay Historical Society for the First Ladies program. They anticipate inviting our members to one of their fall meetings.

- Sherry will host an elementary history class at the Folger Home on May 10 with a tour and program. Heather with the Avon Lake city school district will be present to evaluate whether our program meets current curriculum standards. Based on her evaluation, Sherry will tweak our program as needed, and next year aggressively campaign to the schools. The first tour will be a learning project to see about timing and fine tuning the program.
- Tom asked about our involvement with the Oberlin Historical Society. He reported that they have a lot of fresh ideas using technology.
- Tom recommended Dennis Lamont, Lakeshore Electric railway co-author, as a possible speaker at a program. Filming his program would be helpful.
- Tom is also interested in the history of local Avon Lake post offices. There was once a Folger post office at the intersection of 83 and the railroad tracks.

Publicity and Marketing: Tony Tomanek apologized for not publicizing the First Ladies program.

- He is in contact with people hosting the Summer Market and the Business Expo.
- He needs someone on April 27 to assist with the Business Expo at Sprenger Towne Center.
- Abby Greene, the girl scout working on the Kekic plane, has been contacted.
- Tony is working on the newsletter for distribution the first week in May. For mailing of the newsletter, Sandi will coordinate the mail team. Lynn will send the names of those who have volunteered so far for the mail team to Sandi.
- Rocking chairs need to be assembled, have donor plaques affixed, and be secured to the porch. Tony has spoken with the city about possible ways to secure the rocking chairs.

Building and Operations: KC needs approval for \$800 for Visio Architects to look at the feasibility of moving the restroom placement on the second floor from the north to the south side of the Folger Home. Tom mentioned Gary Fisher in Lorain is an architect who is interested in historical projects.

- Sherry reminded us that only one restroom may be required rather than two. KC said that to change to one bathroom we would need to approach the state for a variance, which would require a hearing in Ashland with a state board.
- KC moved to pay Visio \$800. Second by Tony, approved by voice vote.
- The committee will meet next Wednesday. They will review replacing the furring strip in the kitchen window.

Old business:

- Landscaping committee will meet May 3 at 9:00 am. Kris Burns is arranging the meeting.
 - Gerry reported that work and payment for landscaping is working its way through the process.
- Ice cream sales: we need a new lead. Carol Meiners might be interested. She would like a co-chair this year. Gerry said he would be willing to help her this summer. Sandi will update Signup Genius for ice cream sales. Gerry would like to meet with Carol and Kris Burns to get the Ice Cream sales launched.
- Taste of Chili: Sandi offered to be the lead. She has begun planning. KC knows someone who might be willing to help.
- Rocking chairs and tables: We discussed their assembly, plaques, and security. We will use SignupGenius for volunteers for the rocking chair dedication night on May 16. Shifts will begin at 6:00 pm. Board members will do set up. There will be no program but an open house will follow the dedication.
- Inventory of Folger Home items: Lynn will chair this. We have access to a bar code reader.

New business

- Folger Home 2nd floor: we discussed the dedication of space to community rooms and museum space. Sherry made the following points in support of museum space in the Folger Home:
 1. The HAL mission statement expressly states that our purpose, in part, is to "encourage the preservation and celebration of artifacts...."
 2. Goal #4 in our Feb. 12, 2017, Strategic Vision and Goals Meeting was to "promote community appreciation of local history," with one of the measures of success being "develop local history museum concept."
 3. We have a ready and willing lead in Sherry for curating museum space.
 4. Commercializing the second floor does not promote the community's sense of the Folger Home as being the center of our history.

5. Dedicated museum space to display artifacts and historic tangibles would make tours much more professional, and would be more likely to generate visitor donations.
6. If we had history-based exhibits to display, we could ask for a recommended donation from visitors at featured events
7. If we are serious about sustaining our History in the Classroom effort, we are going to need to offer more than just a slideshow on the first floor and a mini field trip to the cemetery.
8. We need a plan for sharing and displaying gifts, donations, and bequests that are worthy of preservation. The Local History Room at ALPL does a great job but may not be large enough.
9. We have a duty to members who expect that a museum concept will come to be, and who may have made donations of artifacts or funds in support of that concept.

Tom suggested putting Sherry's nine points on Basecamp for review. Discussion followed on the compatibility of community space and dedicated museum space. We will review the topic at our next meeting.

- Audit committee: We need to appoint a committee to perform an audit this year. We need nonboard members on the committee. KC moved that Gerry appoint an audit committee. Sandi seconded. Discussion followed. Tom and Tony had some names to suggest. Tom will give Gerry contact info. Motion approved by voice vote.
- Bylaw review: We need a committee to do this before the annual meeting. Lynn volunteered to serve as chair. Gerry will serve as well. We will ask George Amolsch to participate. Gerry moved that the committee prepare a revision before the end of October to be ready for the annual meeting. Second by KC, and approved by voice vote.
- Team building and improving communications for/with the board: Tony will set up a program June 15 (tentatively) from 9-11 am
- HAL Presents... nametags: Lynn mentioned that signing in and distributing the name tags was challenging at the last program. We keep a record of attendance to build our membership. Lynn will order extra plastic holders for nametags.

Next meeting: May 17, 9:00 am, at the Folger Home.

Meeting adjourned at 10:48 am.

Minutes submitted by Lynn Miller