

**Heritage Avon Lake
Approved Board Meeting Minutes
May 17, 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, Lynn Miller. Tom Patton joined us by phone. No members of the public were in attendance.

It was agreed by consensus that in future absent members who participate in a board meeting by phone will be permitted to cast a vote in any matters under consideration.

Agenda: no additions or changes.

Meeting minutes from April 2017 were reviewed. Sherry moved to approve, seconded by Tony. Motion passed by voice vote.

Financial report: Sandi distributed the financial report for April 2017.

- Beginning balance was \$24,316.61. Ending balance was \$24,035.19. Current balance today is \$24,772.19.
- The budget report was also distributed. Year to date income is about \$6,000 lower than last year. We still have grant money to claim which will offset the difference. Expenses are \$4,178.00 under budget for the year. This is also due in part to the fact that we haven't yet spent some grant money.
- Sherry moved to accept the financial report, seconded by KC. Motion passed by voice vote.
- Sandi reported that the WOW billing is now current after late charges were assessed when the credit card had to be re-issued due to possible fraudulent activity. The late charges have been reversed.
- Gerry inquired about our tax return filing. Sandi said that our records are in the hands of Frank Krempasky. He is working on the return and has made a request for an extension for filing. This is standard procedure for filing as the deadline is close on the heels of when all information is available for completing the tax return.

President's report: Gerry reported the following:

- Tuesdays at the FOHO
 - We have hosted two Tuesdays at the Folger Home so far. Both went well.
 - Future Tuesdays will feature board games, music, lemonade or coffee. We will set out a donations jar to offset costs.
 - It was suggested that any time the FOHO is open we have a donation jar out.
 - All should be sure to leave the FOHO rental ready when leaving.
 - Do not lock the closet to the porch from the Henry Ford Room. Renters need to access signs to put up on porch noting closure of the porch due to a rental.
- Ice Cream and Camp Imagine
 - The city zoning board has turned down our ice cream permit but may revisit the issue.
- Security cameras now work but we are having issues getting them to work remotely.

Committee Reports

- **Membership:** Lynn reported the membership drive is still in process. Thank you letters and membership cards have gone out.
- She is contacting those who have not yet renewed.

- Membership numbers and donations are on track with prior years.

Sandi will coordinate with the mail team volunteers to find a coordinator to handle purchasing supplies (stamps, label dots, address labels) and parceling out copies to volunteers to prepare each newsletter for mailing.

Programming and Education (PEC): Sherry Spenzer reported that she will not be present at the June board meeting.

- A history in the classroom event took place. There may be publicity on it in the Press. Sherry is waiting on feedback to evaluate the program.
- Gerry asked about Ohio Open Doors. Sherry has no information on this.
- Sherry asked about Cahoon in June, a Bay Historical Society fundraiser. We can have a table there. Sandi will publish a Signup Genius to recruit volunteers to staff the table.

Publicity and Marketing: Tony Tomanek spoke with Abby Greene, who contacted Dan Clifford about drawing up plans for the Kekic airplane.

- The rocking chairs on the porch all have been sponsored. We should consider whether to purchase more for additional sponsors.
- Tony has an ad promoting the Summer Nights (Tuesdays at the FOHO) to place in the city summer program. KC suggested adding the time of the Summer Nights to the ad.
- Tony is requesting a historic marker for Stop 65 from the state.

Building and Operations: KC will have a meeting tomorrow at 9 to go over HVAC for the bidding process. Joe Reitz will be present.

- KC has Visio's plan for the upstairs renovation.
- KC spoke with the city building inspector addressing our concerns about ADA compliance. Tom Carlton from the city is happy to discuss this issue with us.
- We discussed whether two bathrooms upstairs would be better or one. We would need to secure two variances: one for ADA compliance, and one for one bathroom instead of two.

Old business: The board workshop June 15 will led by Tony. 9:00 am at the FoHo. All board members will be present.

- Landscaping: Gerry reported no updates from Kris. They met May 3 to work out timing.
- Taste of Chili: Sandi is putting a plan together. KC has a person to recommend to co-chair the committee.
- Inventory at the FOHO: Lynn has this scheduled for later in the summer.
- Audit committee: Gerry asked Tom if his contacts might be interested in helping. Tom will check with his contacts.
- Bylaws: Lynn has contacted George Amolsch to serve on the committee.

New business: Approval of expense for Summer Fun Avon Lake ad for FOHO Summer Nights for \$200. KC moved to approve, with a second by Sandi. Voice vote to approve.

- The next step regarding the HVAC Geisel proposal is to put it out for bid. Joe Reitz will discuss procedural requirements from the city at the BOC meeting tomorrow.
- Second floor renovation: we have a proposal from Visio for moving the bathroom(s) to the south side. Reducing from two bathrooms to one would be dependent on variances being issued. We will revisit this issue in the future.

- Annual membership meeting will be November 14. KC moved that the board meeting be moved to Nov. 14 at 6, with the annual meeting to follow at 7. Seconded by Tony. Approved by voice vote.
- Tuesdays at the FOHO: these have been scheduled through the end of the year. We may decide just to host these through the summer.
- Memorial Day parade: May 29. Tony thinks we should participate. Gerry has an offer of a vintage truck which Justin will drive. Board members can ride and wear their HAL t shirts. Gerry will handle details with the city for our participation. Gerry will buy candy to have us throw.
- Tom asked that Sherry's points about second floor museum space be put on the agenda for the July meeting. The points were posted on Basecamp.

Meeting adjourned at 9:58 am.

Next meeting: June 21, 9:00 am, at the Folger Home.

Adjourned at 10:44 am.

Minutes submitted by Lynn Miller