

**Heritage Avon Lake  
Approved Board Meeting Minutes  
June 21, 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, KC Zuber, Tom Patton, Lynn Miller.  
No members of the public were in attendance.

**Agenda:** Gerry added discussion of the Peter Miller House Museum to the agenda.

**Meeting minutes** from May 2017 were reviewed. Sandi moved to approve, seconded by Tony. Motion passed by voice vote. The minutes shall be published on the website and distributed.

**Financial report:** Sandi distributed the financial report for May 2017.

- Beginning balance was \$24,035.19. Ending balance was \$26,189.55. Current balance today is \$25,452.59.
- The budget report was also distributed. Notable in the budget: Sandi has purchased all postage for the newsletter for the coming year. There was a delay in receipt of the check from the city for Ford room rentals. The city mailed our rental check to a company in St. Louis who kindly forwarded it to us. Gerry will contact the city to let them know about the misdirection.
- Lynn move to accept the financial report, seconded by Gerry. Motion passed by voice vote.

**President's report:** Gerry reported the following:

- Ice Cream
  - First day of Camp Imagine was yesterday. All is going well.
  - Payment using the tablet for a credit card: Once it gets going, it works well. Users may need to restart the wifi for it to get going.
  - The storage closet: Gerry will move the paint cans and the ladder to basement storage. Lynn has ordered a cart to hold supplies in the closet.
- Volunteers
  - Lynn handed out rosters from volunteer signups for all committees.
  - Gerry encouraged all to contact volunteers and recruit as needed.
  - Tony asked if we could do a recruiting day for volunteers. This has not been effective in the past. The volunteer signup sheets distributed with membership drive worked reasonably well, and using SignupGenius has been working pretty well.

## **Committee Reports**

### **Membership:**

- Lynn reported that we have raised \$6435 in the membership drive. This is \$825 over the 2016 drive. We have 135 membership units. The membership levels are: \$20 (47), \$25 (1), \$30 (48), \$40 (1), \$50 (13), \$60 (1), \$100 (19), \$250 (4), \$350 (1).
- Planning will begin soon for a Members' Appreciation event in August or September. For a private party we would need to hire a police officer if alcohol is served. The fee would be \$90. A liquor license is needed only if alcohol is sold. Tom encouraged us to check our insurance policy for liquor liability. Sandi will review the policy and report back to us.

**Programming and Education (PEC):** Sherry Spenser was not present.

- Tony is aware of a request to hold a program at Towne Center at the Assisted Living portion.
- Open Doors: Gerry thinks that it may take place, probably in September.

**Publicity and Marketing:** Tony Tomanek had no report.

- Tony emailed Abby Greene about the Kekic plane, but has had no response.
- We will be able to use the city's electronic sign at city hall to promote our events.
- Next week the Tuesday FOHO open house will spotlight 1983.
- Our Facebook page is skyrocketing in hits.
- Tony spoke with descendants of the Lear family. They would like to donate the 1848 deed to the Lear family farm to HAL. They also have other items to donate. We need to develop a policy to accept items. Tony will be videotaping an interview with Lear family descendants at the library today.
- Lynn asked that the porch window box be kept updated to promote events. Maybe a volunteer can handle keeping it up to date.

**Building and Operations:** KC has the bids from Geisel (\$29,347.00) and Stack (\$10K more.) The committee met Monday with Joe Reitz. After approval of the bid, KC will contact Geisel and have him meet with Nick at Northern Hammerworks to coordinate their work. We asked four companies for bids and received two bids.

- Tom Carlton, the city building inspector, was here to talk about ADA compliance issues with upstairs. KC will be meeting soon with Tom and Doug and would like committee members to attend.
- KC moved to approve the bid from Geisel to the heating and air conditioning for the basement and first floor. 2nded by Gerry. Discussion followed. Sandi has concerns about how timing of payment will be made. Gerry asked about payment of the study that Geisel performed to prepare the bid. We are waiting on their bill. Lynn will prepare a letter to Stack to thank them for their bid. Tom abstained from the vote. The motion passed by voice vote.
- Discussion followed on use of the Folger home for museum space/community use/etc. We have this on the agenda for the July meeting and will revisit the topic then.
- Sandi presented a letter for KC from the city about the need to perform a backflow inspection. This is an annual requirement. Gerry wondered if we need the backflow since the boiler will be removed when the heating work is done. KC will contact the city to inquire. David Frey performed the test last year.
- Lights for exterior: Tony reported there are 4 LED freestanding lights (donated by GE) that will be attached to truncheons outside. Gerry and Tony have a plan for their placement. The city is storing the lights for us until installation. KC reported that the new siding will be installed in August. We should wait to install the lights until after the siding is done. KC asked if the cost of the lights can be used to match the next grant. Gerry said probably yes.

**Old business:**

- The board workshop scheduled on June 15 was cancelled. All board members should be present. Tony will suggest dates he is available to lead the workshop. This will probably be scheduled for August.
- Landscaping: Gerry reported an update from Kris. The work will be done in August.

- Taste of Chili: Sandi has a detailed timeline prepared. First need is to get volunteers to contact businesses for donations. The list of donors will not include those who have already donated this year. Gerry doesn't want this donor request to impede the sponsor drive in the fall. KC would like to see Taste of Chili have a main focus as our best fundraiser. Marketing and publicity this year should be much bigger. Tom asked if partnering with another community group for a joint fundraiser would be helpful. Discussion followed on how to improve the success of Taste of Chili. Sandi will contact the volunteers from her volunteer roster to move forward. Starting publicity and organizing donor requests is the top priority now.
- Inventory at the FOHO: Lynn has this scheduled for later in the summer.
- Audit committee: Tom reported that Gordon Hewitt has agreed to do this. He has an additional contact to recruit for the committee. Tom will put the committee in touch with Sandi to begin the audit.
- Bylaws: Lynn will set a meeting in September to begin the work.

**New business:**

- Peter Miller House Museum: Gerry met recently with members on their board. There is some interest in having them join Heritage Avon Lake. Discussion followed. We will form a committee to investigate.
- Tabard Inn Library: Gerry would like to return it to the Henry Ford room and have it be a library again. We would need to apply for a charter as a Little Free Library. The Friends of the Library is happy to provide books for us. Lynn moved that we apply for the charter as a Little Free Library for \$40. KC seconded. Motion passed by voice vote.
- Rocking chairs: 4 more chairs will be sponsored and ordered. We do not want the porch to be too full. No additional chairs will be ordered.

Motion to adjourn by KC. Seconded by Sandi. Motion to adjourn approved by voice vote.  
Meeting adjourned at 10:39 am.

**Next meeting:** July 19, 9:00 am, at the Folger Home.

Minutes submitted by Lynn Miller