

**Heritage Avon Lake
Approved Board Meeting Minutes
July 19, 2017 at the Folger Home**

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

Roll call: Tony Tomanek, Gerry Vogel, Sherry Spenser, Sandi Gerhan, KC Zuber, Lynn Miller.
No members of the public were in attendance.

Agenda: No changes were noted.

Meeting minutes from June 2017 were reviewed. The draft minutes were posted on Basecamp and amended by Lynn with the following addition: "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." Tony moved to approve the minutes as amended, seconded by Sandi. Motion passed by voice vote.

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

- Beginning balance was \$26,189.55. Ending balance was \$28,473.77. Current balance today is \$28,330.81. Net worth today is \$27,764.08.
- The budget report was also distributed. Donations this year are over budget, primarily due to rocking chair donations. Rental income and Membership donations are slightly under budget. Book sales are over budget. Ice cream sales income is at budget, and expenses are under budget. Postage is over budget due to advance purchase of stamps for mailing for the full year. Utilities are on budget. We are approximately 28% over in income this year and approximately 28% under in expenses.
- KC moved to accept the financial report, seconded by Sherry. Motion passed by voice vote.

President's report: Gerry reported the following:

- **Ice cream sales:** Going well. Carol Meiners is working with Gerry this year to oversee. Instructions for volunteers have been updated. Sandi questioned who is refilling paper supplies. Gerry and Carol will coordinate refilling. Some ice cream sandwiches have partially melted and need to be thrown out and replaced.
- **Camp Imagine's** graduation ceremony will be tomorrow. Gerry will attend.
- **Peter Miller House Museum:** There will be a meeting at PMHM next Thursday, July 27, at 6 pm to explore merging/working together.
- **Little Free Library** is in place in the Henry Ford Room. We are using the Tabard Inn Library, perfect for small books. The system works as take a book, return/donate a book. Tony will write a description for the Tabard Inn and post it somewhere in the Henry Ford Room. Gerry has a plaque to affix outside the FOHO acknowledging the Little Free Library. We may want to provide a guest book in the Henry Ford room for people to sign.
- **Tuesdays at the Folger:** We need more people signed up to host. We want to continue hosting Tuesdays at the Folger throughout the fall.

Committee Reports

- **Membership:** Lynn reported membership drive is completed for this year. Emails for non-renewing members will be removed from SignupGenius and Mailchimp.
 - Lynn needs to check the Heritage Avon Lake email regularly for updates to membership from Paypal.

- Lynn said that the total for donations for this membership year includes donations from November 2016. This amount is not reflected in the calendar year budget figures. We are over budget for the entire membership season.
- Planning for a membership appreciation event is underway. A committee meeting will be held August 2 or 3.

Programming and Education (PEC): Sherry Spenser reported the bird program has been rescheduled for fall.

- Sherry has planned a coloring event for adults on August 8.
- Sherry recently did a program at PMHM which was very well attended.
- Sherry has a request to do a program at Towne Center in the Assisted Living section. This is on hold until she has time to develop a new program.
- HAL Presents monthly programs are all set.
- Gerry asked about Ohio Open Doors. We have no update, but probably won't participate due to other commitments.

Publicity and Marketing (PMC): Tony Tomanek reported that the next newsletter will be mailed in the second week in August. He needs calendar events and articles covering topics through the end of the year to be submitted.

- Tony has received emails from the scout who is working on the Kekic airplane project. He will follow up with her.
- Taste of Chili – Tony will do a marketing plan for signs, etc. The local person who stole our signs last year is required to do community service for us.

Building and Operations (BOC): KC reported that the Building Committee met with Nick and Andy to coordinate the HVAC and siding installation.

- Sandi asked about conflicts with rentals during the construction. All involved are aware of the work. Gerry and KC do not think there will be interference with rentals. We may want to limit rentals during the process.
- KC is setting up a meeting with the BOC, Doug Wahl, and Tom Carlton (building inspector) to discuss elevator possibility for second floor access.
- Gerry mentioned that people need to be aware of locking/unlocking the French doors. Renters are not locking the doors properly. A storm blew the doors open Sunday and water got on the floor. Tony suggested a laminated card with instructions for renters.

Old business: Future use of Folger Home space. We need a separate meeting devoted to this topic.

- We also need a team building meeting. Gerry will enlist George to facilitate. Gerry will get back to us on possible dates.
- Taste of Chili
 - ❖ Sandi and Gerry met last week and set prices for presale and day of tickets. A ticket sample has been created to print on card stock.
 - ❖ We did not have many volunteers sign up to solicit donations from local vendors.
 - ❖ Sandi already has some donated items and will coordinate fewer baskets than were used last year. 8 or 10 baskets will be put together.

- ❖ Tony is interested in having the Humbuckers either play or donate a gig for a raffle.
- ❖ Sandi did an inventory of Taste of Chili supplies. She will do a SignupGenius for donations of what else is needed. Sandi is planning on 200 attendees.
- ❖ Time will be 4:00-7:00.
- ❖ Tickets will be available by the end of this week for presales.
- ❖ An ad could be placed in the Press for \$200. The cost may not be worth it.
- ❖ KC suggested putting a tear off ticket in the newsletter. This would give an extra chance for our members for the centerpiece drawing, a raffle or door prize, or could be used to give the presale ticket price for members at the door. Tony and Sandi will discuss further. KC sees presale tickets as crucial.
- ❖ We need to sell advance tickets at FOHO on Tuesdays and at Ice Cream sales.
- ❖ We can make a plea to members to help sell tickets.
- ❖ A SignupGenius for day of volunteers will go out.
- ❖ Tony suggested that higher quality outdoor signs are needed. Tony will confer with Gerry for contact information on sign production.
- Landscaping: Gerry reported work will begin after the siding work is done.
- Inventory at the FOHO: Lynn has this scheduled for later in the summer. She and Gerry will discuss format, mechanics, etc. It is important to do this soon.
- Audit committee: No report.
- Bylaws: Dates to be firmed up. Lynn will suggest dates to George and Gerry.
- Annual meeting: November 14. We will have a program on the History of Jazz and a membership meeting. Bylaw changes need to be distributed in advance of the meeting for members to review.
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New business: A donation to Camp Imagine was suggested. Last year we donated \$100. KC suggested donating next year a percentage of what they sold during the year (exclusive of cost) rather than choosing an amount each year. Lynn moved that we donate \$100, seconded by Sherry. Discussion followed. Gerry moved to amend the amount to \$150. Tony seconded. Motion as amended passed by voice vote. We will revisit the issue of donating a percentage of sales for next year. Sandi will provide figures on the amount sold by Camp Imagine to compare this year's sales and last.

Motion to adjourn by Gerry, 2nd by KC.

Meeting adjourned at 10:14 am.

Next meeting: August 16, 9:00 am, at the Folger Home.

Minutes submitted by Lynn Miller