

**Heritage Avon Lake  
Approved Board Meeting Minutes  
August 16, 2017 at the Folger Home**

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

**Roll call:** Tony Tomanek, Gerry Vogel, Sherry Spenser, Sandi Gerhan, KC Zuber, Tom Patton, Lynn Miller. Mr. John Hoelzl, a member of the public, was in attendance.

**Agenda:** No changes were noted.

**Meeting minutes** from July 2017 for the regular and special meetings were reviewed. KC moved to approve, 2<sup>nd</sup> by Sandi. Motion passed by voice vote.

Mr. Hoelzl apologized for taking Heritage Avon Lake signs in the past. He is to perform 100 hours of community service throughout the community. We can contact him with projects. Gerry signed a form acknowledging his apology.

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

- Beginning balance was \$28,473.77. Ending balance was \$30,285.67. Current balance today is \$31,321.08. Net worth today (subtracting credit card amounts owed) is \$29,649.16.
- The budget report was also distributed.
- Income exceeded outflow for July. Rental income is going very well, at \$630 over budget so far year to date. Ice cream sales were over budget by \$190 in July. Expenses for ice cream are under budget. Expenses for rocking chair purchases and installation moved us over budget for the Home Repair category. Utilities are over budget so far this year for electrical usage. HVAC expenses are anticipated to be paid in September. Tony asked if we will track differences in utility expenses with the new HVAC system. Sandi said that those figures will show up in the monthly financial and budget reports. We are hoping to see a savings with the new windows from last year, and the new insulation this year. Tom asked if First Energy rebates have been applied for. Gerry will pursue this rebate for lighting and cooling improvements that have been done.
- Tom moved to accept the financial report, 2<sup>nd</sup> by KC. Motion passed by voice vote.

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

- **Ice cream sales:** Ending soon.
- **Tuesdays at the Folger:** For the fall we may want to provide coffee or some food items and accept donations. We are getting a good response and interest to having the Folger Home open on Tuesday evenings, and we are able to reach out to new visitors or members. Discussion followed on how to publicize that we are open on Tuesday evenings. We will continue with 6-9 pm on Tuesdays through the fall. No Tuesday open houses will be scheduled in December. Gerry will contact Judge Darrel Bilancini to see if anyone who needs community service could be referred to HAL for jobs.

### **Committee Reports**

**Membership:** Lynn Miller reported that a membership appreciation event is scheduled for Sunday, October 29 from 4-7. Discussion followed on publicity for this event. Tony will print an invitation to be inserted into the newsletter that is going out soon.

**Programming and Education (PEC):** Sherry Spenser has letters to distribute to the schools for providing programming. Carol Meiners is helping with this. They are hoping for a good response. Tom Patton agreed to help with these events, which will include tours of the Folger Home, the cemetery, and the Lakeshore Electric Railway car. Tom suggested that we contact the Peter Miller House Museum to see if they would be interested in partnering. October cemetery tour permits have been submitted to the city. Sherry wondered if we should schedule and pay for programming at the Tuesday evening open houses. Discussion followed. Consensus seemed to be to schedule a program for February and March for a Tuesday evening.

**Publicity and Marketing (PMC):** Tony Tomanek reported that plans for HAL signs are ongoing. Discussion followed on signs. The price is \$65-70 for each frame, with removable inserts. We will order 4 and use them to promote cemetery tours, chili cook-off, etc. Tony reported that Laura's history blog at the library has been well received. Tony reminded us that the newsletter was designed for feature articles rather than promoting events. Promotion of events is done through email, facebook, and the website. Tony would like to do mailing of cards for members to promote other events. Discussion followed. Sandi suggested limiting mailing only to the 30 members who do not use email. Tony will start mailing to that list. We now have 1000 Facebook likes. Rocking chairs will be assembled and placed on the porch after the siding is done. Tony is looking for another volunteer for his committee. He needs someone with technology skills. Tony and Sherry met with city officials about the Santa event. The city wants a firetruck to drive Santa around the city and have Santa throw candy. The Merples will be at Veterans' Park for a tree lighting ceremony. Santa will arrive on the firetruck. That day Santa will be at the Folger Home for free for families who help with event. The following weekends Santa will be at the Folger Home for \$20 per family for a photo. Tony is looking to purchase a large, portable 100" screen for the Folger Home. Tom thinks that he has one to donate. Tony will look at the screen to see if it fits the purpose needed. Tony has concerns about the size of our board if a merger happens with the Peter Miller House Museum. We will need additional members if we merge with PMHM.

**Building and Operations (BOC):** KC reported that HVAC and siding work is ongoing. Most of the old boiler in the basement has been removed. A heater will be put in the basement under the kitchen sink area to prevent pipes from freezing. Gerry mentioned that the new boiler has arrived and will be installed next week. Gerry discussed use of the thermostat and remote. Renters will be able to adjust the thermostat. The new thermostat has a limited range of settings to limit how cool/warm renters can set the heating and cooling. Tom suggested keeping the remote upstairs so that it is not accessible to renters. The new boiler will have a separate control, and we will be able to adjust it remotely. Gerry would like to be able to remotely monitor the thermostat too. KC reported that the electrical panel on the front of the home needed to be removed and reinstalled. KC notified Joe Reitz with the city and this was done. Scaffolding will remain on the porch over the weekend. KC has discussed this with the city. Renters for this weekend were notified that scaffolding will be in place. The work so far looks great!

#### **Old business:**

**PMHM:** Gerry reported that PMHM will appoint someone to serve on a committee to investigate a possible merger. We will meet with them, and we need members from our board to serve on this committee. Discussion followed. Gerry asked for volunteers to serve on the committee. Tony and Tom volunteered, and Gerry will also serve.

**Future HAL direction meeting:** We were unable to find a date for August. Wednesday, Sept 6 at 9:00 was proposed as an alternate. Gerry will check with Sherry and George for their availability.

**Taste of Chili:** Sandi thinks things are going well. Donations – she is taking stock and contacting local merchants and groups and will have 6 or so raffle baskets. She is confirming with volunteers, and has created Signupgenius entries to use for donation of food items, paper products, etc., and for volunteering on the day. Sandi will post those signups soon. KC is contacting chili people. Kris Burns is contacting flower people and will assemble baskets. The stage at ALUCC is available, and MGP has asked if they can do entertainment. Tony has the outdoor signs on order, and will check with Nadge about Facebook promotion.

**Audit committee:** Sandi has contacted volunteers and the audit is in process. It is important that the audit is completed before the annual meeting in November.

**Bylaw revision:** A meeting is scheduled for next week. Under consideration is board composition and number of board members. Tom suggested funneling more work to committees rather than have board members do so much. Gerry noted that encouraging volunteers to sign on for chairing committees has been challenging.

**New business:**

**Bicentennial committee with the city:** A city wide committee will meet in September to plan a celebration of the bicentennial in 2019. There are plans for a 12-18 month celebration. Discussion followed. The consensus was that this may be too long of a timeframe.

**Tabard Inn:** Lynn asked that the Tabard Inn be moved slightly so that it does not bump the wall.

**Clean up after exterior work:** Lynn asked about clean up after the siding work is completed. Nails and other debris are collecting outside. KC said that the contractor will do more to clean up.

Motion to adjourn by Tom, 2<sup>nd</sup> by Tony.

Meeting adjourned at 10:22.

**Next meeting:** September 20, 2017, 9:00 am, at the Folger Home.

Minutes submitted by Lynn Miller