

**Heritage Avon Lake
Board Meeting Minutes
December 20, 2017, at the Folger Home**

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

Roll call: Sandi Gerhan, Tony Tomanek, Gerry Vogel, Marty Gallagher, Tom Patton, Lynn Miller. KC Zuber was excused. Judy Kaminski was present as a member of the public. An addition to the agenda was noted: Budget approval of the 2018 budget.

Meeting minutes from November 2017: Tony moved to approve, 2nd by Sandi. Approved by voice vote. Minutes will be published on the HAL website and distributed to city officials.

President's report: Gerry accepted the resignation of Sherry Spenser due to health issues. Gerry and the board wish Sherry well and offer grateful thanks her for her contributions to HAL. We all look forward to her presence at HAL events and meetings in the future!

- Gerry would like to appoint Judy Kaminski to the HAL board as a trustee. She will work with the PEC. Gerry moved to approve, Tony 2nd, and approved by voice vote. Welcome Judy!
- Gerry would like to appoint Tony Tomanek as Vice President to complete Sherry Spenser's 2 year term. Gerry moved to approve, 2nd by Sandi, and approved by voice vote. Tony and Judy will work together on PEC, and Tony will also remain as PMC chair.

Financial report: Sandi distributed the financial and budget reports.

- As of today, the checking account balance is \$24,099.39. VISA credit card balance is \$165.72, and net worth is \$23,933.67.
- We had a lot of Folger Home expenses in November.
 - \$2200 to Geisel, most of which was for engineering design of the heating system. This had not previously been billed.
 - Backflow rebuild, which was an unexpected expense.
 - Northern Hammerworks' work in the basement crawl space.
 - Otherwise expenses are on track.
- Utility expenses: gas usage is on track with expected expense. The electric bill is higher than expected. Our new heating system in the Henry Ford Room is electric. Gerry suggests adjusting the thermostats to shift more burden to the gas heat rather than the electric heaters. Discussion followed on additional insulation expense and ways to have this cost paid. Gerry thinks that insulation was added when the Hardie board was installed. This is something for BOC to look into.
- Budget report: Fundraising and donations are over budget. Rental income is \$2800 over budget which is a 50% increase. Expenses are over budget by \$6400, mostly due to Folger Home improvements.

Tony moved to accept the financial report, seconded by Tom. Motion passed by voice vote.

Proposed budget for 2018: Zero based budget. Sandi has created a construction contingency fund and hopes to set aside \$5000 per year to build that fund up. Discussion followed about the income estimate for Cemetery tours. We will keep the estimate Sherry

provided. We were reminded that it was voted in November to donate any proceeds from the cemetery tours in 2018 to the Avon Lake Bicentennial Committee. Gerry moved to approve the 2018 budget with the adjustment of the cemetery tour donation to the Bicentennial Committee. Seconded by Tony, and motion approved by voice vote.

BASECAMP: Gerry promoted continuing to use Basecamp for board activity. Anyone with questions should see Gerry. Using Basecamp makes it easier to keep track of all correspondence among board members.

HAL Sponsorship drive is ongoing. Gerry sent out 200 letters to local businesses. He has received three responses so far. Gerry would like someone else to take on this campaign for next fall.

Committee Reports

Building and Operations (BOC): Gerry reported for KC. Tom Patton will be the future chair. Tony thinks that KC will stay on the BOC in 2018. The new water heater has been installed.

Publicity and Marketing (PMC): Tony is looking into creating event flyers and also business cards for new board members.

- Sherry will continue to write for the newsletter. Tony is working on a January newsletter. If you have anything to add, please send ASAP to Tony. The newsletter will be printed the 2nd week in January. Please check calendar dates and update Tony for inclusion in the quarterly calendar that will be distributed in the newsletter. Gerry would like the newsletter to go out before the first HAL Presents in January. Discussion followed about mailing options. Marty will report back on what his company is using. If we can find a better option, Tony would like to mail the newsletter to a wider distribution list outside of our membership. Tom suggested distributing the newsletter as an insert in The Press.

Membership: Lynn reported that HAL has 154 membership units of 226 individuals. We have received \$7540.00 in membership donations this year. Lynn will check her figures against Sandi's since it appears some membership donations have been attributed in the financial records to general donations.

Old business: Judy reported that the Peter Miller House Museum will have a board meeting in January where they will conduct a vote to dissolve and join with HAL. They will send a letter in January to PMHM members announcing the merger where they will suggest to members that they support HAL's membership drive in April. Their membership donation structure is slightly different than HAL's. Tony will send January newsletters to PMHM members who are not already HAL members. Judy will tell PMHM members that their membership from 2017 will continue through HAL's 2017-2018 membership year. Sandi suggested a Welcome to HAL announcement in the newsletter.

- Gerry suggested trustee Marty Gallagher join BOC and PMC.

- Gerry distributed a resolution that HAL welcome PMHM in 2018. Moved by Tom, 2nd by Tony. Discussion followed. Sandi suggested that maintaining PMHM as a separate entity within HAL with separate financial accounting will be difficult. Motion passed by voice vote.
- Gerry mentioned continuing correspondence with the IRS for HAL.
- Judy mentioned PMHM has a post office box. They will need to do a change of address to HAL's address.

New business: Sandi suggested HAL make a donation to MGP. Tony moved for a \$100 half page ad. 2nd by Tom. Motion passed by voice vote. We would like to include more contact info (such as the website, HAL Presents, and facebook info) on the ad this year.

- Gerry brought up dates of 2018 board meetings. The consensus was to keep board meetings on the 3rd Wednesday morning of each month.
- Gerry brought up timing of the annual meeting. Discussion followed and further discussion was tabled.
- Gerry brought up the appointment of 2018 board committees and a review of charges to committees. He distributed documents detailing each committee's duties and charges. Gerry has created teams on Basecamp for each committee. Each board member will have access to all committees' pages on Basecamp. Board members can set their own filters on what to see, but can check in if desired. The PEC committee chair will be Tony, and the assistant chair will be Judy.
- Tom suggested a swipe card system be installed for access to Folger Home. The BOC will discuss this and report back.
- Gerry brought up the renewal of memberships for HAL in professional associations. Tony moved to renew all memberships. 2nd by Judy. Motion approved by voice vote. Gerry suggested PEC review existing memberships in 2018 and decide what to renew for the following year.
- Gerry reviewed his Ohio Capital Funds request submission for HAL. The request was posted on Basecamp. Gerry will submit the application this week. Any corrections, additions, please let Gerry know ASAP. Gerry reminded us that total project costs over \$75,000 must pay prevailing wage. Our project would probably run to \$90,000. We can submit a request to the state every two years.

Motion to adjourn: Tony moved to adjourn at 10:35, 2nd by Judy. Motion approved by voice vote.

Meeting minutes submitted by Lynn Miller, HAL Secretary