

**Heritage Avon Lake  
Approved Board Meeting Minutes  
January 17, 2018, at the Folger Home**

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

**Roll call:** Sandi Gerhan, Steve Vass, Tony Tomanek, Tom Patton, Judy Kaminski, Gerry Vogel, Laura Ploenzke, Chuck Fye, Lynn Miller.

No members of the public were present.

**Meeting minutes from December 2017:** Tom moved to approve, 2<sup>nd</sup> by Sandi. Approved by voice vote. Minutes will be published on the HAL website and distributed to city officials.

**Financial report:** Sandi distributed the financial and budget reports.

- As of today, the checking account balance is \$23,862.32. VISA credit card balance is \$443.72, and net worth is \$23,418.60.
- Sandi has paid professional fees and dues for 2018.
- Budget for 2017: Sandi is pleased with how accurate her projections were. We were \$4000 over in income mostly due to rental of FOHO and book sales. Expenses were about \$5500 over projections, due to water heater replacement, grant project overruns, and backflow work. Ended up \$1000 expenses over income.
- Utilities concerns: electric bill posted in January was about \$170. February's bill is \$300. Electric bill averages in the past have been \$97. The highest bill in 2017 was \$117. We have never had an electric bill this high. There are concerns that the new system is not as efficient as we had hoped.
- The 2018 budget is posted on Basecamp.

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

**President's report**

- Gerry reported that the sponsorship drive is ongoing. Gerry has received 12-15 commitments so far. Gerry would like someone else to take on the sponsorship drive in fall 2018.
- Basecamp: if any board members have questions, contact Gerry. Tony asked about emailing with Basecamp. Gerry said that whoever is checking HAL email can forward emails to the appropriate committee in Basecamp. Do we want a "check the email" person to coordinate this? It was suggested that our voicemail be updated to suggest callers interested in rentals should call the city. Gerry would like someone to back up Sandi and help with monitoring communication.
- Gerry reported that our grant application to the state was submitted and has been noted as received on time. Now we wait!

**Committee Reports**

**Building and Operations (BOC)**

- Tom reported that there was a register frozen split in the corridor for the fire escape. Geisel disconnected that unit. There was not much damage. We can replace the unit, but that may not be necessary. Geisel noticed that someone has been

turning off the heat in the upstairs. With the heat off, the system is not working as projected. Tom asked why are we heating the second floor? With no water upstairs, we don't really need to heat the second floor. Tom will ask Geisel to turn off in the basement for second floor heat if doing so will not impact heat in the first floor.

- Tom did a tour of the PMHM and found a hole upstairs and made a temporary repair.
- Tom asked about insulation for FOHO. He will ask for our insulation needs to be evaluated for FOHO.
- Judy noted that the alarm at PMHM is set so that the police are notified if the alarm goes off. They have someone from the city meet them to allow access. Recently they had some issues with doors not secured. The front door lock needs to be replaced. The alarm is currently set.
- Tom is getting an estimate for a new lock system with a key pad or swipe card for FOHO. We may want the same system installed at PMHM.

### **Publicity and Marketing (PMC)**

- Laura reported that their main focus upcoming is promoting our HAL Presents programs. The Programming Committee (PEC) is meeting today.
- Laura noted her local history blog on the ALPL website and on Avon Lake Patch.

### **Programming and Education (PEC)**

- Tony reported that he is having issues contacting our next presenter for HAL Presents in February.
- Tony is coordinating hard dates for newsletter publication in 2018.
- Abby Greene is no longer interested in working on the Kekic airplane. Tony will contact local scout groups to see if someone else might be interested in coordinating.
- Judy will be meeting soon with Jen Wasserman to plan programming for 2018. Judy noted that the Westlake Historical Society will be hosting a programming on grant writing in May.

### **Membership**

- Lynn reported that HAL has 156 membership units which includes a total of 228 individuals.
- The next membership campaign will be in April. Can we coordinate the campaign with the newsletter mailing?
- Gerry asked Judy to give Lynn a roster of PMHM members.
- Gerry brought up committee charges distributed in December. Anyone with concerns to change, add, or delete, speak with Gerry.

### **Old business**

- Dates for programs and events will need to be finalized soon.
- We need to coordinate events with the Bicentennial Committee events. (Taste of Chili...Cemetery tours...Santa...Annual meeting) Please fix dates within your area of responsibility and bring to the next board meeting. For next year, our goal is to

schedule well in advance to take advantage of advertising in Lorain County Visitors guide.

- Gerry would like a lead for Tuesdays at the FOHO.
- Tom would like a committee to do HAL big vision long term planning. A committee was formed. Tom will serve with Tony, Laura, Steve, and Chuck to do a strategic plan.
- PMHM merger. They will meet next week to consider and vote on the merger with HAL and communicate the decision to their members. Judy will check on renewal of the PMHM mailbox at the post office. Gerry suggests they forward all mail to HAL. Sandi suggested keeping the post office box until after they communicate with their members about the merger.
- PMHM alarm system is confusing. Usually when it goes off, someone nearby reports to the city and police that alarm is going off. Tom will contact the fire department to see if they have a fire alarm system in place. Judy would like to get rid of the PMHM phone.
- Judy brought up the current contract between PMHM and the city. This will need to be reviewed. Judy, Chuck, and Tom will coordinate this review.

#### **New business**

- Website redesign proposal by Greg Miller and Dev Group was submitted. They have offered to redesign our website for \$200. The proposal is on Basecamp. Our website will stay in WordPress. Judy moved to accept proposal, seconded by Sandi, passed by voice vote.
- Gerry brought up an unfilled job that needs filling: Merchandise coordinator (keep books, magnets, etc. stocked and ready for expansion) Discussion followed about promoting HAL to members. Tom suggested the Press have a regular HAL column. Laura has tried this avenue without success.
- Tom brought up integrating HAL events with the Bicentennial Committee. Tom would like a HAL board member to join the Bicentennial Committee. Sherry is no longer on the HAL board. If we do not have another HAL board member join the Bicentennial Committee, we need to confirm that Sherry will keep us updated.
- Other needs to be filled include: Tuesdays at the FOHO lead, Sponsorships, Checking HAL email and phone messages.

**Motion to adjourn:** Sandi moved to adjourn at 10:31, 2<sup>nd</sup> by Judy. Motion approved by voice vote.

Meeting minutes submitted by Lynn Miller, HAL Secretary