

**Heritage Avon Lake
Approved Board Meeting Minutes
April 4, 2018, at the Peter Miller House Museum**

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

Roll call: Steve Vass, Tony Tomanek, Judy Kaminski, Gerry Vogel, Chuck Fye, Marty Gallagher, and Lynn Miller.

Barb Cagley from ALC-TV joined us. Tom Patton, Sandi Gerhan, and Laura Ploenzke were excused from attendance.

There was one change to the posted agenda. Barb Cagley, Digital Media director at ALC-TV and member of the Avon Lake Bicentennial Committee, joined us to discuss the Avon Lake Bicentennial Celebration plans. She would like to attend our board meetings to facilitate communication and update HAL on plans. The committee is looking for sponsors. AvonLake200.org is the website for the Bicentennial. The website is now live. The website has a "Share your memories" tab for people to share stories, upload photos, etc. This is in a blog format. There is also a looping photo gallery on the website also. 2018 dated events are listed, and future events with dates TBD are listed. They are happy to list additional events, and support those with marketing and volunteers if available. The final event will be on July 4, 2019. They wonder if we can put a Bicentennial spin on our Taste of Chili fundraiser and the committee would put up a tent or table.

Events will include:

Fireworks 2018: The official kickoff for the Bicentennial will be July 3 with expanded fireworks and entertainment, old fashion carnival games, food treats, etc.

Summer Market: Tent selling Avon Lake memorabilia including street signs, banners, etc.

Big Trucks

Beer Festival on September 22, 2018: HAL will have a tent. Local businesses are encouraged to have their company picnics there. There will be food trucks, a VIP area at PMHM for an additional donation, children's activities, music, etc.

Boo by the Woods

HAL Cemetery tours

AL Community Church Choir, possibly including ALHS choirs, etc., to perform January 20, 2019, at ALHS.

Documentaries on ALC-TV monthly.

NRG Open House in spring 2019.

Tony asked if HAL can have a presence at each event. Barb said we could probably jump in at most events and sell merchandise and promote HAL.

Meeting minutes from February 2018: Tony moved to approve, 2nd by Judy. Approved by voice vote; minutes will be published on the website and distributed to city officials.

Financial report: Gerry reviewed the financial and budget reports prepared by Sandi for February and March, distributed at the meeting and posted on Basecamp.

- As of today, the checking account balance is \$24,290.17. VISA credit card balance is \$186.72, and net worth is \$24,103.25.
- PMHM financial documents and signing authority has been transferred to Sandi.
- PMHM funds are set aside for maintenance of PMHM as defined by the board.
- There are PMHM funds of \$10,296.67 in a checking account at Huntington Bank.
- The Huntington account will be maintained until the merger documents are finalized with the state. Eventually the funds will move to a FFL savings account. As needed these will be moved into the HAL FFL checking account for payment of PMHM bills.
- Sandi included information about HAL liability insurance in her report. Insurance for both properties needs to be reviewed when the merger is complete.
- Steve questioned a figure for general liability limits on the insurance report – Gerry confirmed this should be \$500,000.
- Judy stated that the PMHM insurance policy is for liability only. The building is covered by a city policy. Their current company is interested in quoting for a full policy for HAL and PMHM.

- Sandi recommends that a subcommittee be formed to investigate all aspects of the insurance issues and get bids for complete coverage.
- **Budget report:** inflows \$1959.65 (February), \$1143.50 (March) and outflows \$607.21 (February), \$2836.84 (March.) We are ahead of budget projections.

Motion to accept the financial reports made by Judy, 2nd by Marty. Motion approved by voice vote.

President's report

- Gerry reminded us to keep working at using Basecamp to facilitate communication. Tony asked where the board meeting agenda appears on Basecamp. Gerry said they are in a folder under Documents. Everything is searchable in Basecamp if anyone has difficulty finding items.

Committee Reports

Building and Operations (BOC)

- Gerry reported for Tom that there is a meeting scheduled for April 12 at PMHM to create a punch list.
- Tom will also schedule a BOC meeting soon.
- Judy reported that Paul Dunford has created a list of PMHM jobs to be addressed by volunteers on Pride Day in May.
- Judy gave a set of keys to Gerry for access to PMHM. Sherry Spenser and Carol Meiners will also have a set of keys.
- Gerry reminded us that we did not receive funding from the state for capital improvements this year.
- Gerry reported landscaping issues at FOHO. He would like to harmonize plans between FOHO and PMHM. Kris Burns has agreed to oversee and coordinate with Justin at Statements Landscaping for mulching, flower planting, etc. Marty suggested having ALHS Athletic Boosters help with mulching. We already have a sponsor to donate the mulch, but Boosters could help with mulching.

Publicity and Marketing (PMC)

- Tony reported promo work for our next HAL Presents is ongoing.
- Newsletter is underway.
- New HAL trifold is ready for printing
- PMHM trifold is being updated with a label to update contact info.
- Santa – Tony has met with the city. He will recruit volunteers.
- Gerry reported that website design is ongoing.

Programming and Education (PEC)

- Judy reported that most 2018 Monday evening programs at PMHM have been scheduled, as have most HAL Presents programs for 2018. These will be promoted in the newsletter.
- Tours are scheduled for May at PMHM for school visits.
- Tony mentioned that PEC needs a 100" portable projection screen. Marty said he may have one that HAL can have.
- Gerry has an AV cart at the library that is no longer used and HAL can have.

Membership

- Lynn reported that a membership appeal will be distributed as an insert in the April newsletter
- Mailing labels for the newsletter are ready for Nadge and the mail team.
- Discussion followed on the membership appeal and it was agreed to add some information about supporting FOHO and PMHM at the top of membership appeal.

Old business

- Strategic planning: no report yet
- PMHM Merger update – Sandi and Gerry reported that the legal status is almost settled, and necessary forms will be submitted to the state of Ohio
- PMHM agreement with city – discussion is ongoing.
- Leads: Gerry is drafting a list of leads for a recruitment ad. He will send out this appeal through MailChimp and regular mail. Judy would like volunteers for PMHM.

New business

- Insurance – Gerry reported that we need to change our policy because of our increased board size and public events to cover. He hopes to resolve the issues by October 1 and have quotes in hand. A policy will need to cover board members, tours, events, etc. Marty suggested an addendum to city's policy to cover us. Marty volunteered to help coordinate our insurance needs. Chuck suggested contacting the same company (Jackson Dieken) that insures PMHM for a quote. Marty, Chuck and Sandi will work on this issue.
- Tuesdays at FOHO – Gerry has planned some events. He would like more involvement from the board. June 12 Anne E. DeChant and Pete Cavano will perform. Brad Gendics will coordinate music for some dates in the summer. Gerry has 2 additional musicians who may play on other nights. In July he suggested that we do the decades presentations again. Tony will do 1969, Lynn will do 1958, and Gerry will do 1976. Tony has another musician who will play and we can ask for donations. No program for July 3 since the city is hosting fireworks that evening at Weiss Field.
- Gerry suggested moving money into the Community Foundation of Greater Lorain County. The interest rate is better than what we currently earn. There is a minimum \$10,000 donation. Gerry suggests communicating with the Foundation to investigate. Chuck endorsed the good work that the foundation does. Gerry and Marty will contact CFGLC to investigate beginning a fund for HAL.
- Steve asked about the Bicentennial schedule. He would like to see it in a combined calendar format. Discussion followed on our public calendar. We should include all public events, and perhaps include a link to our public calendar from the website on Facebook page.
- Discussion followed on Basecamp silos. Gerry thinks we should try eliminating the silos and instead have folders on the main site instead. He will make these changes.
- Steve asked about the plate at PMHM on display in the corner case. This might be a nice merchandise piece. Gerry will contact Barb about the Bicentennial Committee's merchandise person for suggestions.

Meeting adjourned at 10:37 am.

Next meeting: May 16, 9:00 am at the Lorain Historical Society Carnegie Center.

Meeting minutes submitted by Lynn Miller, HAL Secretary