

**Heritage Avon Lake**  
**Approved Board Meeting Minutes**  
**August 15, 2018, at the Peter Miller House Museum**

**Meeting called to order** at 9:02 am by President Gerry Vogel.

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

Agenda approved as published this week on Basecamp. No members of the public were in attendance.

**Meeting minutes from June and July 2018:** Steve moved to approve, 2<sup>nd</sup> by Sandi. Approved by voice vote; minutes will be published on the website and distributed to city officials.

**Financial report:** Sandi distributed financial and budget reports for July.

- As of today, the HAL checking account balance is \$31,414.35. PMHM checking has \$10,296.67. The VISA credit card balance is \$922.83, and HAL net worth is \$40788.19.
- Budget report: inflows \$3892.00, and outflows \$1540.35 for July 2018.
- Notes: Overall in the budget is in good shape. The gas bill had another credit so no expenses in last 3 months on gas usage. Ice cream sales are a little below budget but will probably even out before the end of the summer. Rental income and membership dues income are over budget. Home repair expenses are a little over budget. Educational programs category is a little higher than budgeted. Marketing is on track. Utilities are under budget.

Motion to accept the financial reports made by Chuck, 2<sup>nd</sup> by Tony. Motion approved by voice vote.

**President's report**

- Gerry reported the following update from Barb Cagley and the city's Bicentennial Committee:
  - Coasters will be distributed to promote the beer festival.
  - Homecoming weekend plans are firming up. We believe there will be a parade.
  - The committee will have a presence at Big Trucks with a coloring page for kids with information about the old Fire truck.
  - The committee will have a tent at the Electric Baggage car dedication.
  - Barb would like an article in the upcoming This is Avon Lake magazine about the HAL Christmas event.
  - There are plans to sell bicentennial Christmas ornaments, ceramic coasters, and t-shirts at the Christmas event.
  - There will soon be banners around town promoting the Beer Festival.
  - Gerry will ask Justin about using his truck and trailer for the Homecoming Parade. We would like to have a presence. Marty offered to make a HAL banner with a bicentennial theme. Tony will send Marty a logo and design for a banner.
  - Tony has created a puzzle with a city theme. The cost to produce is \$15, and Tony suggests charging \$20-25.
  - Tony has produced Avon Lake postcards. Sandi will add postcards to the merchandise lists to track sales. The cost is \$10. HAL receives 50% of sales. Tony will check on the cost to order notecards too. Sandi noted sales tax complications of HAL selling postcards. We will need to remit to Ohio appropriate tax for any postcards HAL sells. Sandi and Tony will discuss details for future sales.
- Sherry Spenser has a contract to publish a new book. We have sent a deposit to the publisher, and we are committed to an order of 400 copies. The book will be out October 2019. We also have ordered 40 additional copies of Gerry's Avon Lake book too.
- Tom will host a dedication of the Beachpark Railway on Sept. 9. HAL brochures there would be nice. Tom will send Tony an agenda of events. Gerry would like HAL to partner with Tom and the Beach Park Railway supporters.

- The HAL annual meeting date will be Dec. 11 at 6 pm, followed by program at 7. Gerry wondered if we need a bylaw revision committee. We will need a nominating committee and an audit committee. Marty suggested we team with his nonprofit to provide mutual audit work for HAL records and those of his nonprofit. Sandi and Marty will discuss further.
- Programs are scheduled for the 2<sup>nd</sup> Tuesday Open Houses this fall at FOHO.

## **Committee Reports**

### **Building and Operations (BOC)**

Tom reported the following:

- Tom will schedule volunteer workdays for PMHM. Jobs to complete are: tear out old brick paths, stack bricks, tear down fence and store for future use, prep work for concrete work. Tom will have a bobcat here to assist. The workday will be October 6 with an alternate of Oct 27 if needed. Tony will advertise the need for volunteers and ask for other help. Chuck will check with Paul Dunford and Kiwanis. Tom wants about 6 people. Marty will provide a pallet and shrink-wrap for the bricks. Judy mentioned there is a stack of bricks on PMHM property. They can be re-used when the bricks are re-laid.
- Tom sent out quotes for concrete work. The quotes range from \$6,500 – \$11,000. Gerry suggested asking the higher bid to requote.
- Tom asked for contacts at the North Coast Community Woodshop in Sheffield Lake. He has a project for new windows, sashes, and a threshold for PMHM. Gerry has contacts and will discuss further with Tom. Chuck reminded us that any work done has to be approved due to PMHM historic designation. Tom wondered about tax credits to pay for the work. He will investigate. Gerry will contact the woodshop.
- Tom has a contact who will discuss the PMHM fence project with Elyria Fence. The fence is not included in historic registry parameters. Tom is looking at removing the fence in the fall and replacing it in the spring. Paul Dunford may want to explore selling the staves once the fence is removed.
- Gerry reported that someone hit a deck post and column cover at the FOHO. This cover will need to be replaced. Nick will also need to replace missing fascia boards on one turret.

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

Tony reported the following:

- We now have an open flag for PMHM.
- Avon Lake postcards and jigsaw puzzles have been ordered.
- An Eagle Scout, Nicholas Zengas, is going to restore the Kekic airplane. There will need to be discussion on where the restored plane will be located.
- HAL's newsletter is in process.
- Taste of Chili: Judy will help with memorabilia displays. Tony will be on site after 5. Owners will staff displays. Sandi will do an article for the HAL newsletter on Taste of Chili.
- Gerry would like posters and a media presence for fall HAL events. He asked that someone update the bulletin board at FOHO.
- Avon Lake postcards will be on display at the Beer Fest. Tony would like to sell postcards at FOHO. It was agreed that we will have postcards to sell at FOHO.

Laura reported the following:

- Programs for fall HAL Presents will be publicized.
- Some items have recently been donated recently to library, including the following:
  - Member of Titus family has donated 2 swords. 1 belonged to Dan Titus from late 1800s. 1 belonged to the husband of Rena Titus.
  - More than 150-year-old beaver hat.
  - Old Masonic Hat.
  - Pictures including a framed picture of a ship captained by Dan Titus.
  - Barometer from the ship in the picture.
  - Rena Titus was a renowned opera singer. The family donated 78s from the 1940s recording her and also photos of her.
  - Someday HAL will need a location to display museum items.

Judy reported the following:

- Judy distributed a report on attendance at PMHM programs this summer.
- HAL Presents are all set for the fall and scheduled through October 2019.
- Judy needs volunteers for refreshments and staffing the greeter's table at HAL Presents. Judy will coordinate with Tony and Sandi for a SignupGenius blast to members.
- Judy has plenty of paper products to use at HAL and PMHM events.

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

No report.

### **Membership**

Lynn Miller reported the following:

- We are out of FOHO brochures and also out of rental information sheets for renting FOHO. She will speak to Tony about reordering.
- The Ohio Open Door signs have arrived for events at FOHO, the PMHM, and HAL Presents at ALPL. The signs are in the ice cream closet.
- Lynn shared statistics on PMHM members who have joined HAL after PMHM joined HAL. Out of 82 PMHM members, 50 have joined since PMHM joined HAL. Out of the 82 members, 39 had also been members of HAL, and 31 (80%) rejoined HAL after PMHM merged with HAL. Of the 43 PMHM members who had not been HAL members, 19 (44%) joined HAL after the merger.

### **Old business**

- Sandi asked who determines our membership in other organizations? Laura has records on what organizations we belong to. Sandi and Laura will discuss which organizations we should join. We will rejoin Visit Lorain County.
- The Stocker Center has asked for our sponsorship of an event there. The consensus was that the cost was prohibitive. We will not donate a sponsorship.
- We received a thank you from Camp Imagine for the opportunity to sell ice cream. Gerry reported that they did well selling ice cream again this summer. Gerry moved that HAL donate \$150 to Camp Imagine. Chuck seconded the motion. Motion carried by voice vote.
- Taste of Chili: Sandi reported that tickets are available to sell. TOC will be promoted with the city's bicentennial events since TOC will have an Avon Lake history museum at the event. KC will handle chili collection. We have received generous donations from the city and other businesses for raffle baskets. Sandi will do a SuG for supply donations today, and another SuG for day of volunteers. That SuG will go up Sept 1.
- A HAL gift and donation policy was discussed. Donations have been offered to Judy for FOHO and PMHM. There is a book and two glass cruets. We will accept these items, and arrange to display them at FOHO and PMHM.
- Insurance: Sandi has circulated a request for quotes to 3 companies. Sandi needs contact info for Oswald to send the request to them. Tom provided contact information to Sandi. Gerry would like to vote on the quotes at the HAL September meeting.
- PMHM: Gerry has been in contact with the city to discuss the lease agreement. He hopes to finalize the lease agreement soon.
- Marty sold the window air conditioners that were in the basement at FOHO.

### **New business.**

- We revisited HAL participation in the Homecoming parade. We have various options to follow up with so that HAL has a presence in the parade. TOC is the same day.

### **Meeting adjourned at 10:23 am.**

Next meeting: August 15, 9 am at the Folger Home.

Meeting minutes submitted by Lynn Miller, HAL Secretary