

**Heritage Avon Lake
Approved Board Meeting Minutes
September 19, 2018, at the Folger Home**

Meeting called to order at 9:01 am by President Gerry Vogel.

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

Agenda approved as published this week on Basecamp. KC Zuber, member of the public, was in attendance.

Meeting minutes from August 2018: Sandi moved to approve, 2nd by Chuck. 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 August.

- As of today, the HAL checking account balance is \$32,416.84. PMHM checking has \$10,296.67. The VISA credit card balance is \$165.72, and HAL net worth is \$42,547.79.
- Budget report: inflows \$1,083.19, and outflows \$198.04 for August 2018.
- Notes:
 - Nothing unusual in August except a bill to Geisel for work done last winter.
 - The budget is in good shape.
 - Ice cream sales were down a bit this year, as were expenses.
 - Membership dues income is \$185 over budget.
 - Rental income is over budget \$1900 for the year. Total income is \$3500 over budget. Expenses are doing as expected. Repairs are over budget, but since we have not taken on any construction we are under budget for the year.
 - We did not budget this year for fundraising expenses. The amount for the jail for the Bicentennial Beer Fest is a fundraising expense.
 - Sandi will work on the proposed 2019 budget this fall.
 - The Ice Cream sales report was distributed. Total income over expenses was \$1036.46. Camp Imagine raised approximately \$800 of the total. Carol Meiners did a wonderful job organizing Ice Cream sales for the summer. Well done Carol!
 - We are receiving donations through a donation tab that Tony created on Facebook. Sandi will put these donations into the general fund as unrestricted gifts.
 - Utilities are in line with expectations, and we still have a credit on the gas bill.
 - Total expenses overall are under budget.
- Sandi received word from Frank Krempasky who will prepare our tax return. The work is in progress. We will continue to submit the long form rather than the postcard filing.

Motion to accept the financial reports made by Steve, 2nd by Judy. Motion approved by voice vote. Well done Sandi on all the work you do! Sandi has an audit scheduled for the fall.

President's report

Gerry reported the following:

- 2019 Sponsorship drive: someone needs to take this on, or review whether to continue.
- Gerry would like a special meeting to discuss the website redesign. He would like a punch list of items to update or change. Marty thinks he has a contact who might quote a reasonable price. Marty will give contact information to Gerry.

Committee Reports

Building and Operations (BOC)

Gerry reported for Tom

- October 6 brick removal is scheduled at PMHM. Judy reported that the fence posts will not now be removed that day. There are concerns that the fence should stay up for the winter. The city will

remove the fence at the time the new fence is installed in the spring. Judy is wondering when the inside brick at PMHM can be recoated. This will be reviewed on October 6.

- Gerry has reviewed with Donna Cracas thermostat instructions at FOHO. He has a punch list of things that need doing at the Folger Home, including interior paint touch up, and repair of some pictures.
- There is a new 6' folding table at the Folger Home – no idea of who donated or where it came from.

Publicity and Marketing (PMC)

Laura reported the following:

- Publicity of HAL events is ongoing. Events have been well attended!
- Judy said that 13 people attended the PMHM Ohio Open Door event.
- Thanks to Nadge for keeping the community calendars going and submitting publicity to local papers.

Tony reported:

- Santa event is going forward. Rick Fortney's True North Choir will perform at the Friday night event.
- Signage for Beer Festival is in process
- Volunteers are in place for the Beer Fest.
- Taste of Chili – he is soliciting volunteers for history booths
- The Facebook page donation tab has raised about \$1000.
- Tony hopes to remain on the board for 2019, but will step down as VP.
- WEOL will be interviewing Tony on Sept. 24 about TOC.

Programming and Education (PEC)

Judy reported that PMHM will be open during the Beer Fest. Tours will be available of the front part of the house. The back will be used for a private event. Three ladies will be playing the organ at PMHM. Judy would like to offer a gratuity to the women.

Membership

Lynn Miller reported the following:

- We are still out of FOHO brochures and also out of rental information sheets for renting FOHO. Gerry corrected Lynn that FOHO rental information sheets were made and are on display. Tony will order trifolds on FOHO.
- The Lorain County Intersociety Potluck will be November 1 at the Lorain County Carlisle Metropark. HAL is the host and needs to do some set up and provide supplies.
- Membership mailing roster will be purged of those who have not renewed or joined.

Old business

- Taste of Chili: Sandi reported that we have 5 donors so far for chili. We may be able to get chili also from the Rush Inn. Sandi delivered donations to Kris Burns for baskets. We still need more volunteers at the event. Set up will begin at noon. All are welcome to help!
- Homecoming Parade: Marty delivered banners for the Patton's mini truck. Gerry will drive the truck. Judy will also ride on the truck. Judy will ask another volunteer to ride.
- Proposals about concrete work at PMHM have been received. Motion to accept the bid from Dan Sanchez up to \$6500, moved by Chuck, 2nded by Judy, with half payable up front, half on completion. Motion passed unanimously by voice vote.
- A new lease for PMHM with the city will be reviewed by the city Public Service Committee later this month. We support the lease language as posted on Basecamp. Gerry moved to approve the lease, 2nd by Sandi. Motion approved by voice vote.
- Insurance: Sandi contacted 4 companies for updated bids. Our current liability insurance expires in March 2019. We can add PMHM to our existing policy. Sandi has heard back from 3 companies regarding directors' and officers' coverage. The quotes are not comparable as some are for \$1 million and some for \$2 million in coverage. Our request was for \$2 million in coverage. Gerry moved that we accept the offer from COBOS for \$1 million in coverage for \$475. Marty moved to approve purchasing coverage up to \$500 for \$1million or better in coverage and require the committee to decide within 30 days. Sandi will contact the insurance companies to have them adjust

their quotes to what was requested originally. Gerry's motion was withdrawn. Chuck seconded Marty's motion. Gerry asked to amend Marty's motion to require a decision by the committee within 1 week rather than 30 days. The motion as amended is to purchase coverage, spending up to \$500 for \$1 million in coverage or better, and the committee will make a decision on which bid to accept within 1 week. Motion carries by voice vote.

- A nominating committee needs to be approved. We need to fill the following terms:
 - 2 trustees for 2 -2 year terms (Tom Patton's and Judy Kaminski's terms are expiring.)
 - 1 trustee who serves as treasurer (Sandi Gerhan's term is expiring.)
 - 1 president for finishing second year of a 2 year term. (Gerry is resigning.)
 - Gerry would like a committee of 2 to form a nominating committee. We will need 1 person to be appointed as an interim president. There is a question of whether the president's position will be filled by bylaw appointment or by election at the annual meeting. No one stepped forward for the nominating committee, therefore approval of a nominating committee was tabled.
- Steve and Chuck will form a bylaw revision committee. They will report to the board recommended changes soon so that notice of proposed revisions can be distributed in time for the annual meeting in December.
- An audit exchange with the high school athletic boosters is in place.

New business.

- A donations collection policy was distributed by Gerry. The policy will be discussed soon.
- Tony will follow up with a person who has an Avon Lake sesquicentennial poster for sale on Ebay.
- Gerry has a gramophone that has been donated to HAL. This will be put in place of the radio in the FOHO parlor. The radio will be moved upstairs.

Meeting adjourned at 10:35 am.

Next meeting: October 17, 9 am at the Folger Home.

Meeting minutes submitted by Lynn Miller, HAL Secretary