

W-PHS Board Meeting Minutes
January 27, 2020
7PM-9:45PM

Roll Call of Officers and Standing Committee Chairs – Recording Secretary

Present: Nan Hance- President, Florence Doyle- Vice President, Dottie Howland-Program Chair, Jackie Walker- Recording Secretary, Perry Howland-Ex Officio Trustee, Debbie Parts-Treasurer, David Frohlich-Property Chair, Sue Jane Evans- Exhibits Chair, Sandy Zeman-Communications Chair and Grants, Linda Perkins-Corresponding Secretary, Cheryl Kline-Nominating Chair, Charlotte Buehler-Communications Committee member

Absent: Lenore Youngman- Collections Management Chair, Jim McCaig & Kathy McCaig-Membership Co-Chairs

Guest: Toni Baller, Gift Shop Coordinator

Reading and Acceptance of November 25th, 2019 Board Meeting Minutes. Perry Howland moved, second by Debbie Parts that the minutes of the November 25, 2019 meeting be accepted with one typographical correction. Passed (not voting 4)

Reading of Correspondence – Corresponding Secretary. Linda Perkins noted donations from Ann Hotchkiss, Dottie and Perry Howland, and Robert/Jackie Fox have been acknowledged.

Welcome and Introductions. Nan Hance introduced Florence Doyle, Vice President and Toni Baller, Gift Shop Coordinator. Other members of the Board introduced themselves and their role in the Society.

Reports of Officers

President - Nan Hance

Phone Calls: 2 messages, 5 fax tones

Activity: In December and January projects I have worked on

- 1) Gates Hall Fundraising strategy, tools with Florence
- 2) GH Fundraising Communication Plan
- 3) GH video with Itclix
- 4) GH Brochure revisions and additions
- 5) W-PHS web site with Itclix in preparation for inclusion in fundraising effort
- 6) W-PHS web site with Deb Parts and Itclix to determine the best way to implement tool to accept cc payments for GH fundraising campaign to ensure owner convenience
- 7) GH Fundraiser: Golf Tournament-met with CoChairs and Manager of SBHGC
- 8) Gates Hall Benefit Events (in progress of coordinating 5 remaining events)
- 9) Created master calendar for 2020 Dates/Events/Programs
- 10) Identified and met with new Gift Shop Coordinator
- 11) WCS/WPHS Educational Partnership Meetings with school and Kim Garlock

4th Grade Walking Tour- June 11 with June 15 rain date

5th Grade Lakeview Cemetery-May 2020 date to be confirmed

7th Grade East Williamson Waling Tour or tour of EW Fire Hall/School TBD

9-2 Grade Students will be involved in above activities as actors or docents

- 12) Homecoming-organized and chaired first meeting to get 2020 planning off the ground; next meeting in 2/11/2020
- 13) Ongoing research how to best identify and navigate grants and possible funds for GH
- 14) List development for GH fundraising campaign of category called “others who may have lifelong family ties to GH and/or the community

2020 Schedule Distributed

<p>JANUARY</p> <p>27 Board Meeting</p>	<p>FEBRUARY</p> <p>05 Dutch Dinner (Pultneyville Reformed Church) 6:30pm</p> <p>13 Fundraising Committee Meeting at W-PHS</p> <p>24 Board Meeting</p> <p>27 Fundraising Meeting at W-PHS</p>
<p>MARCH</p> <p>04 History of Williamson Fire Co Program (Williamson Fire Co)7pm</p> <p>12 Fundraising Committee Meeting at W-PHS</p> <p>26 Fundraising Committee Meeting at W-PHS</p> <p>30 Board Meeting</p>	<p>APRIL</p> <p>01 Greater Williamson Women’s History Program (Gates Hall) 7pm</p> <p>27 Board Meeting</p>

<p>MAY</p> <p>06 History of the Newspaper in the Greater Williamson Community (Gates Hall) 7pm</p> <p>16 Apple Blossom Parade</p> <p>18 Board Meeting</p>	<p>JUNE</p> <p>11 4th Grade Pultneyville Walking Tour</p> <p>12 W-PHS House Opens for the Season</p> <p>14 Member's Open House Reception (evening/dessert)</p> <p>15 4th Grade Walking Tour Rain Date</p> <p>22 Board Meeting</p> <p>29 1st Annual Golf Tournament/Sodus Bay Heights</p>
<p>JULY</p> <p>17, 18, 19 Pultneyville Summer Fest (63rd Annual Homecoming)</p>	<p>AUGUST</p> <p>05 Annual W-PHS Picnic at Pultneyville Yacht Club 6:30pm</p> <p>31 Board Meeting</p>
<p>SEPTEMBER</p> <p>12 Home Tour</p> <p>19 Annual Garage Sale</p> <p>28 Board Meeting</p> <p>NOVEMBER</p> <p>04 Harvest Dinner/Annual Mtg (Pultneyville Reformed) 6:30pm</p> <p>23 Board Meeting</p>	<p>OCTOBER</p> <p>02 & 03 Moonlight Cemetery Tour at Lake View Cemetery 7 & 8pm</p> <p>26 Board Meeting</p> <p>DECEMBER</p> <p>03 Christmas Potpourri IV Program at Gates Hall 7pm</p>

Vice President – Florence Doyle no report

Treasurer – Debbie Parts. Reviewed bank balances. Year-end P&L, balance sheet distributed (will be placed on file in Archives) commenting on year end shortfall was 2800 vs budgeted 15,000. Jan 2020 P&L: numbers need to be entered to complete the display. Received grant from Hoffman for scanner. WIFI in budget. Sales taxes paid.

Recording Secretary – Jackie Walker no report

Corresponding Secretary – Linda Perkins see above correspondence report

Ex-Officio Trustee – Perry Howland

- Along with Peter Evans, met with Gates Hall Fundraising Chair Cherie Kline to share possible sources of funding.
- Along with WPHS President Nan Hence, continue to represent both the Town and the Society at Wayne Historians Organization (WHO) bimonthly meetings, last held in Lyons on December 9, with the next meeting scheduled for Sodus Community Library on February 10.
- Continue to add, update and correct entries in the Wayne Historians Organization (WHO) historic sites data base for Williamson.
- Will be participating in the following upcoming events: Williamson Central Health, Wellness and Learning Fair-April 4, WPHS/WCS Grade 4 Tour on June 11, WPHS "Porches of Pultneyville' house tour in September
- As a member of Wayne Action for Racial Equality (WARE), wrote an article for The Times of Wayne County focused on "Freedom-A Shared Sacrifice" by Marjorie Allen Perez, which is a book about African Americans from Wayne County who volunteered and served in the Union Army during the Civil War.
- Will be writing an article in July for the Finger Lakes Times on the history of the Union Church/Gates Hall.

Reports of Standing Committee Chairs

Cemetery Tour – Kathy Fedick Dates for the tour are Oct 2 and 3 2020. **Next steps” Article to Sandy re: dates, volunteers and presenters, contact Sue-Jane re: Gates Hall availability and Jay Peters re: dates**

Collections Management – Lenore Youngman submitted by email

- The Committee has finished the old year and started the new year by putting the finishing touches on the inventory reorg in books, iconographic items, not photos, and three-dimensional objects.
- We have brought our accessioning up to date, but there is always something new to consider
- There is a new rack for storage of paintings and signage thanks to Perry Howland, who built it for the Committee
- Having received a grant from the Hoffman Foundation (Thank you Sandy Zeman) for the purchase of a document scanner, committee members are beginning to plan a dramatic upgrade in our ability to provide information about the collection to the community. This will include selecting someone skilled in website set up to assist in the design of the system. Initial focus will be on a few selected topics of interest.
- The Committee is very supportive of WPHS outreach to Williamson Schools and hopes to be able to participate in that outreach when requested.

I have resigned my chairmanship of the Committee, effective immediately. After 20 plus years of volunteering I feel it is time for a change for me and the Committee. In the past couple years, we have welcomed new members Cheryl Kline and Dan Montondo, each of whom brings skills which are supportive of the mission of the Committee. This, along with the knowledge and insight of Irene Bierer makes a very strong team to begin the new year. Nan read Lenore's resignation letter. **Next Steps: Linda Perkins to send Lenore Youngman thank you note for years of service**

Communications and Grants – Sandy Zeman will announce in March/April Newsletter regarding fundraising for Gates Hall. Received Hoffman Grant for scanner. Met with grant writer.

Exhibits – Sue-Jane Evans. Exhibits will be modified to focus on Gates Hall. Will participate in wellness fair. Day of Caring is May 14th. **Next Step: think of projects for day of caring and send to Sue-Jane Evans**

Finance – Debbie Parts. **Next Step: Financial year-end reports will be filed in archives.** The audit committee had their first meeting on 1/27/2020. Documents reviewed: audit committee job description, balance sheet, P/L, P/L Budget/actual monthly report, P/L by class, Trial balance, Endowment policy. Signed minutes reflect the committee viewing everything as in order with one recommendation to have 2 signatures on expenses over \$5000 and one observation to consider revising endowment policy re: annual use of expenses. **Next steps: Board to make decision on recommendation and observation. File audit committee minutes in archive.**

Gates Hall Fundraising – Florence Doyle. Distributed an initial project timeline plan for Fundraising. Launch will be in March/April. Three different donor lists being compiled. Brochure and video in progress. Nan Hance commented, [WWW.Gates Hall.com](http://WWW.GatesHall.com) will be transferred to W-PHS from Gatesingers and be used in fundraising. Need to track visitors at house and Gates Hall for use in fundraising.

Membership – Jim and Kathy McCaig Report submitted by email by Kathy McCaig. There are 6 new members bringing the total to 160: 120 are individual ones and 40 businesses. 44 renewals have not been received to date and reminders will be sent soon. The 2020 membership list has been circulated as well as a list of volunteers and their interests.

Nominating – Cheryl Kline no report

Programs – **Dottie Howland. Next Steps- list of programs on calendar of events forward to Jackie. Carol Bailey information to Charlotte.**

Property – Dave Frohlich- new hot water heater installed with help of John Garlock. Code inspection (fire) passed. 3 exit signs to be replaced. Recap of Gates Hall remediation costs:

Roof 40K, bracing ceiling support 17K TTL 57k
 Lift 60K, Bath 40K TTL 100K
 Mezzanine Brace/Level 45K
 Air Cond 20K
 Interior/Exterior Painting 21K-22K
 Electrical including Enhanced Lighting 22K
 Total 266K

Discussion ensued re: what funding W-PHS would contribute to overall fundraising. None had been planned. Jackie Walker suggested W-PHS fund the roof and ceiling with existing funds. **Next Step: This discussion was deferred to the next meeting.**

Unfinished Business

Garage Sale – Chair Jackie will handle pies with Karen Ensman, Linda Perkins and Linda Parmelee will handle park and house sales.

Homecoming – Chair TBD. Next meeting Feb 11th. No chair as of this date.

Trolley Storage- no storage as of this date. **Next step- Perry Howland to ask Andy Orbaker if he has room.**

Wayne County Bicentennial – 1823-2023 Logo finished. Towns might initiate their own projects. Gene Bavis and Larry Ann looking for resources.

W-PHS/WCS Education Partnership Update – see President's report.

New Business none

Summary/Next Steps- Jackie Walker summarized next steps

Next Board Meeting: February 24, 2020

Adjournment – the meeting adjourned at 9:45pm on a motion by Debbie Parts, second by Sandy Zeman with all in agreement

Respectfully Submitted,
 Jackie Walker, Recording Secretary
 2/3/2020