

STHS Board Meeting Wednesday, March 5, 2015

Called to order by President Stephanie Garomon at 5:05 pm, Eagle Diner (due to snow)

Present: Stephanie Garomon, Brian Booth, Robert McEwan, Elaine Crooks, Judy Clarke, Charlotte Zanidakis, Melody Hunt, Gwen Davis. Also Vicki DeHaven, bookkeeper.

Meeting opened at 5:05 PM with the introduction of Vickie DeHaven who will assist Brian in maintaining and building our bookkeeping and budgeting efforts.

Minutes of February 2015: Motion to approve the minutes; carried.

Membership: *Elaine Crooks* (submitted written report)

It was suggested that we look for ways to recognize both new members and long-time members; perhaps at an existing event. Stephanie brought up the invitation for the Petri Sr. Expo an event taking place at Ivyland. Looks like a good opportunity for us to set up a table and recruit members & volunteers.

Archives: *Judy Clarke* (submitted written report)

- a. In short great progress made on cataloging system and actual cataloging.
Another good contribution of Waring family artifacts and books was accepted.
- b. Robert confirmed that Jane Melson Yates will work with archives team to produce an excel spreadsheet of the archives catalogue for publication on the web site. 1st meeting will be March 11th when Jane visits the schoolhouse.
- c. Suggestion to publish Waring recipes one at a time in *Chronicle* and website

Education: *Marnie Leasure* (submitted written report)

- a. The decision to give Solebury School a \$1,000 scholarship and NHSHS one for \$1,500 was brought to the meeting for anyone to consider a different split of the total \$2,500.
- b. Revolutionary War camp for 4th graders needs more explanation, no one opposes if Marnie can find volunteers to set this up and run it.
- c. Lecture/Open House, Stephanie and Elaine are meeting with Marnie Friday to plan.
- d. 2017 Trolley Pub tour: we are all lining up! Marnie, we found a copy of Will Rivinus' Bucks County Tavern book, at Schoolhouse for your reference. Also listen to Will's Oral History on Restaurants which is now on the web site with a full write up mentioning names.

* May 9th Lumberville Walk Date & actions:

Development: *Melody Hunt* (submitted written report)

- a. Impression-Sips is going very well with new friends of STHS being developed.
Mel is finishing preparation for the March 15th session.
- b. The Board is keen to continue this winning community outreach, however we are mindful that Mel cannot carry it alone.
- c. REPEAT HISTORY DINNER Sept 26th, 2015
Donneta Crane is working with Mel and John Touhey on this event. Donneta submitted a good check list of actions needed.

Treasurer's Report: Brian Booth

FINANCIAL CHAIRMAN vs Treasurer position on the Board

Brian has been informed by his firm's legal counsel that he should not have any "hands on" responsibility for a non profits funds. Thus he cannot act as STHS Treasurer, who has to be able to sign checks, deposit funds etc. The Finance Committee therefore decided:

- a. Keep Brian on the Board as Finance Chairman.
- b. Ask Vickie DeHaven to manage the books, manage the expenses in terms of deposits and check writing preparation. Once checks are prepared, Vickie will, once a week, give them to The President or the Vice President, to sign and send out. Vickie will not have check signing rights.
- c. Vickie and Brian will work (no deadline) to set up our banking and bill paying, when possible, to steady vendors like Peco, Verizon, oil delivery, landscaping & snow removal, etc. via automatic banking withdrawals. This is to not only help smooth the work but to set up an easy to follow expense trail.
- d. Brian has volunteered to make sure Vickie's costs for 2015 are covered by donations. Toward the end of the year the Board will decide how to best proceed. What the Board wants at this point is to secure the professional level of finance activities and normalize a system to enhance transparency.
- e. Brian will suggest to the Exec. Committee how to best invest STHS funds, probably in Vanguard funds.
- f. It was noted our cash position was high due to holding our investment account in cash for a short period while it is transferred to new investments.

FINANCIAL PLANNING

Brian will shortly send the Finance Committee (ex. Committee) a draft Financial Policy and a list of suggested investment options. The Finance Committee did approve Brian opening an account for STHS at Vanguard.

BUDGET

Brian distributed a revised budget for board consideration. It was suggested that we add \$600 to office equipment as we will probably need to buy another computer. Following discussion, a motion was made to approve the revised budget; carried. Stephanie will send a copy to Beth for the website; Charlotte needs a clean copy for grant applications. Elaine announced that Marnie Newman told her that Heritage Conservancy, through Jeff Marshall, has agreed to forgive the obligation of STHS giving HC \$2000 worth of work.

B.Booth presented a written overview of February income and expenses.

E.Crooks pointed out that the balance on Brian's report does not include the Endowment Fund at 1st National of Newtown.

Events: Stephanie Garomon

As mentioned above, Marnie, Stephanie and Elaine will be organizing the Open House/lecture. Elaine has arranged to borrow a screen from BC Audubon.

Grants: Charlotte Zanidakis (submitted written report)

Charlotte gave a list of local foundations and people who we need to investigate to get on their "may submit grant application" list. Who do we know? how to approach them.

ACTION ITEMS
From March Board Meeting

Membership

Some one should decide and answer the Petri Sr. Expo Invitation for the event taking place at Ivyland. Looks like a good opportunity for us to set up a table and recruit members & volunteers.

Development

Impression-sips

- * Stephanie to sit with Mel and prepare 'to do' check list for a typical session.
- * Stephanie and others with Mel to approach people who can do many of these tasks and continue the program with Mel being the artistic driver.

ACTION: Dinner-Stephanie & Mel, with Donneta determine who is on the team, recruit.

Treasurer/Finance

Brian & Vickie lead us through the 2015 budget set up. Numbers were modified for some of the lines and assuming these numbers are re-entered the Budget was approved.

Actions:

- * Brian & Vickie will continue to flesh out the 2014 history for each budget line.
- * Brian and Vickie will continue to detail and add, as the year goes along, specific lines to the budget to explain and or allocate costs to certain events to help our understanding of each events/activity profit and loss situation.
- * the first example of this is to build the numbers for the Impression-sips events (2014/2015 expenses and income.)

Education

Need to confirm if Will can lead the walk. etc. Action: ??

Brian: Can you email us the APP to use our phones for scanning?