

STHS Board Meeting

Wednesday, Sept 2, 2015

Called to order by President Stephanie Garomon at 5:00 pm, Schoolhouse. Minutes prepared 9/3/15

Present: Stephanie Garomon, Robert McEwan, Melody Hunt, Marnie Leisure, Judy Clarke

Excused: Charlotte Zanidakis, Vicki DeHaven, Brian Booth, Gwen Davis

- 1. 5:00 Meeting Opened**
- 2. Minutes of Sept. 5th Meeting approved.**

3. Treasurer's Report : see financial reports on the web

Stephanie for Vicki. Cash situations reviewed. Univest is now the bank for 100% of the day to day activity. This is a good time savings for book keeping. Picnic: about \$800.00 collected.

ACTION: Vicki: We are looking forward to the Oct. picnic report on cost and income: a first for an event!

4. Finance Report: Stephanie discussed with board

ACTION: Brian to give Finance Committee suggested written Endowment policy statement for Board approval. After that Board to discuss how to grow the fund.

ACTION: There are a number of agreed and signed papers, on policy, our non-profit authorization, tax records, etc. that we do not keep in an agreed place. This needs to be sorted out, probably at Ex. Committee level. Deadline: Dec. 1st 2015

ACTION: Robert and Board agreed to use a fire proof safe in the Schoolhouse to store key papers. Robert to add this to the needs to do in the Schoolhouse. Include in building plans.

5. Archives: see report on web site.

ACTION: Judy and Robert set up CCAHA meeting Sept. 30th. Board agreed on inviting people for a lunch with CCAHA person to discuss and understand process. Invitations to be sent by Judy and Robert. Include Jane and Beth on invitation list.

6. Development: See Melody's report on the web.

Action: Mel needs several more volunteers to man the bar, buy wine, set up the bar, buy the cocktail food. Could a board member volunteer to head this up? Brian? Charlotte? any chance one of you will be open that evening and also between now and then recruit the team? Mel has the list of what to do and some ideas for people...

Action: Runners to pick up flowers friday, drop off at houses, pick up serving vessels and deliver to cook at church: Saturday: pick up full food vessels and deliver to houses. About 4 houses each. Marnie, Robert, Stephanie, Mel, :List of who gets what houses MEL??

7. Events:

A. Picnic Post Mortem: Good ideas: pay table away from action (drinking, food) area: collect Money first!! Much more wine than Beer Crowd.

Next Year: Jillian McGlobe wants to do it at her place. 215 622 2017. Ask for RSVP to save expense and waste of food, esp. meat. Get a sign in Sheet for all comers. Better use of constant contact and facebook advertising pages. Gas cooker was a big help.

B. SOLEBURY DAY: We agreed to set up a table at the last minute. Stephanie is contact person.

Poster for Advertising dinner: Donneta and Beth.

Poster for Rev. War Day: Marnie and Beth.

Poster for Grave yard walk? Do a 8 1/2" by 11".

Poster for NEW Membership: Stephanie if she can draw up the text soon enough. Make it Generic to be used over and over.

ACTION: ?? Donneta? Stephanie? Robert?: Recruit 6 people for 2 person X 2 hour shifts: starting at 10:00.

Action: set up! at 9:30. Stephanie? Donneta. Area is 12' X 12'. one or two tables from Cellar, folding chairs from Schoolhouse. Umbrella or shade tent? Should we buy one for event and future use? (Picnics, Open House?) Poster Easels: In Cellar of Schoolhouse.

C. New Year's brunch Organizer: We discussed the possibility of handing the event to Pearl & Chuck Mitzner as they seem to have an interest to get more involved. New energy, get new people. etc.

ACTION: Stephanie to open the topic at their forthcoming lunch.

8. Computer/Software: Marilyn and Judy given 1st tutorial: Sept. 2d

A. ACTION: Stephanie: Should also cover/review with Beth and Jane.

B. Action: ??? Suggested by Judy to add Ancestry.com to our software and dues payments. We would steadily build the family tree's of key Solebury families. Investigate cost. discuss in depth with Beth. Find someone who would be willing to look up all this stuff and keep posting it. A good idea but we should go into it with eyes wide open. Maybe gather a good deal of data before we just sign up for the monthly payments.

C. CONTACT MANAGEMENT SYSTEM: it is clear that we need a computerized system to manage who we contact, for what event and sponsorship, when they gave and comments to help our mining but not bugging these vital supporters.

ACTION: Stephanie to put this on the Ex. committee agenda; plus membership organization software.

9. Grants: Charlotte-

A. The good news is Rabb did give us \$2,500 for activities: the money is now dedicated to pay for the partial renewal of the Schoolhouse layout to accommodate more shelves and archive space.

B. Conservation organization in Philadelphia (CCAHA) Will visit Sept. 30. See Archives for set up.

9. Education: Marnie-see report on the web

ACTION: Marnie: Several classes are going to visit in October...Donneta and Elaine already volunteered to help.

We now need to define the plan.

ACTION: Rev. War day Oct. 17th at Schoolhouse. Marnie to confirm site set up. Robert to see if we can get Scouts to man the selling and games. (sell cider, donuts, ??) set up games: apple dunking, what else? charge 25 cents for a go(?) **PUBLICITY?? School letter?**

If the Scouts cannot do the work, maybe Solebury School community service credit program ?? We talked about charging a fee, but agreed not to as we hope to get mostly children and parents. We should have a table promoting membership and asking for donations.

10. Oral History: Please see Robert's report on the web

11. V.P. Report: Robert

Please see Robert's Report on the web.

BUILDING: Robert presented the Board a plan for the schoolhouse interior layout: double archive space, re arrange fixtures quite a bit. Approved to go for building. Included is a spend for \$1850 +/- for redoing the floor before the new items are added to the schoolhouse.

12. Membership-See membership activity on financial accounting posted to the web

We need a monthly report on this vital activity. We also need to recruit more board members.

64 post cards mailed in aug. to old and new possible members. Only reply to date (Sept 2d)

13. Newsletter: Stephanie wrote, organized and got it mailed out by Aug 26th. Super work. Our first in color!! ALL Board members however should **write articles** and SEND THEM TO STEPHANIE as we go along so this is easier to publish we can pull our work together.

ACTION: Stephanie should write up for board pages the method of doing the newsletter, the printer, the costs, etc. for future reference.

Calendar for news letter should be: 1) Week Nov. 10th, arrive before Annual meeting. 2) Winter //Feb. 28th Mail out, 3) Summer July 1st Mail out.

ACTION : ALL Deadline for next articles is Oct 1st to Stephanie.

14: BRANDING:

A. STEPHANIE discussed the need to better brand our publication. Beth to make a set up to use the top of the web page logo and image so we can reuse this on all publications, posters etc.

B. We reviewed the FODC 's new brochure used to attract members and promote the Society. We agreed this sort of hand out is very helpful to tell our story and attract interested members. Stephanie hope to work on it this fall.

Meeting Ends: 6:20 PM

Minutes prepared by Robert McEwan, edited by Stephanie Garomon