

STHS Board Meeting

Wednesday, Aug. 5, 2015

Called to order by President Stephanie Garomon at 5:00 pm, Schoolhouse. Minutes prepared 8/28/15

Present: Stephanie Garomon, Robert McEwan, Brian Booth

Excused: Mel Hunt, Marnie Newman Leasure, Charlotte Zanidakis, Vickie de Haven, Judy Clarke

1. 5:00 Meeting Opened

2. Minutes of July 1st Meeting approved.

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

Brian for Vicki reviewed all the financial reports. Reviewed Cash positions .

4. **Finance Report: Absent Robert and Stephanie discussed with board**

a. We again reviewed the Ex. Committee decision to move all banking functions to UniVest to allow simpler reconciliation every month.

Brian please secured "donation" level of Uninvest that will match what 1st National has been giving us. We can then close 1st national account. 1st national also donated so we will hold off closing for a few months.

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 no not keep in an agreed place. This needs to be sorted our, probably at Ex. Committee level. Deadline: Dec. 1st 2015

ACTION: Robert as 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: Marilyn fielded several visits in the absence of Judy.**

Rita will not be attending for quite some time due to her family needs.

ACTION: Judy and Robert set up CCHA meeting Sept. 30th. Discuss with Board inviting people for a lunch with CCHA person to discuss and understand process. Questionnaire received and returned to CCHA (Aug. 31st.)

6. **Development:**

a. **Stephanie reported the dinner donations / sponsorships are up to \$4350 (8/5/15)**

7. **Events: Picnic in final steps or organization....all seems to be well covered. \$12.50 entrance fee this year for first time.**

8. Computer/Software: Stephanie reports on Aug. 26th the computer is now in the Schoolhouse, with correct files and software. Marilyn was given a quick look at the computer. Stephanie will give a tutorial to Marilyn and Judy on Sept. 2

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

b. CONTACT MANAGEMENT SYSTEM: it is clear that we need a computerized system to manage who we contact, for what event and sponsorship, what 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-see report on the web

The good news is Rabb did give us \$2,500 for activities which is not a specific grant, but is a 'helper.'

Also the Conservation organization in Philadelphia (CCHA) accepted us for audits and overview of our archives. While hit sis not money it is a first step to organization and a platform to ask for future funds for our archive work.

Congratulations Charlotte!

9. Education: Marnie-see report on the web

a. Rev. War person is tentatively booked for the Oct. 17th We visited with him Aug. 17th and he has a wealth of ideas. We now need to define the plan, extra activities around this afternoon (apple dunking? selling cider, donuts? etc.) PUBLICITY??

10. Oral History: Robert

Please see Robert's report on the New item is we will work with Michener Art Museum on a way for them to have their guests hear excerpts of our Artist's oral histories.

11. V.P. Report: Robert

Please see Robert's Report on the web.

BUILDING: Robert presented Judy and Stephanie (Aug 26th) a plan for the schoolhouse interior layout: double archive space, re arrange fixtures quite a bit. Approved to go for quotations for building and electric.

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.

13. Newsletter: Stephanie wrote, organized and got it mailed out by Aug 26th. Super work. Our first n 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 newsletter should be: 1) Week Nov. 10th, arrive before Annual meeting. 2) Winter //Feb. 28th Mail out, 3) Summer July 1st Mail out.

Meeting Ends: 6:20 PM

Minutes prepared by Robert McEwan, edited by Stephanie Garomon