

# STHS Board Meeting

Wednesday, Nov. 4, 2015

Called to order by President Stephanie Garomon at 5:00 pm, Schoolhouse. Minutes prepared 11/5/2015

Present: Stephanie Garomon, Charlotte Zamidakis, Brian Booth, Robert McEwan, Melody Hunt, Marnie Leasure, Judy Clarke

Excused: Vickie de Haven

1. 5:00 Meeting Opened

2. Minutes of Sept. 5th Meeting approved.

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

a. We all reviewed Vicki's statements . Membership is clearly down and the end of year mail out is important to build our cash situation.

b. **ACTION:** Brian to discuss with Vicki what she should say at the annual meeting on Finances. One page to high lights not details.

c. Vickie report accepted.

### 4. Finance Report: Stephanie discussed with board

**ACTION:** Brian gave a suggested written Endowment policy statement for Board input. He will now polish it up. Others are asked to send him any wording they would like.

**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 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.

A. CCAHA audit is October went well. A report will come to us in a few months however there are some things to do now.

**ACTION: Judy/Robert** make a list for the web of emergency contacts: vendors to turn to for emergency services.

**B. ACTION: Judy** to draft a thank you letter to Kurt Spence for his donation Piddock Creek Home information to our archives. Stephanie to print, sign, send.

## **6. Development:**

**The Board thanked Mel and Stephanie for leading it through a successful dinner campaign... not always so easy!**

### **a. THE Dinner:**

\*maintain this every two years. (Sept 2017 being next one.)

\* Control it & manage inside the Board with a committee if at all possible.

\* 6 months or more before the event hire an outside person , if the cost is good, to solicit sponsor money. The main money from the event has to come from sponsors, so emphasize it early.

**ACTION: Stephanie** LIST of targeted sponsors for the dinner and for all events should be developed so we do not go to the same people for all our events.

### **b. Impression- Sips**

Mel will run three 'classes' in the first 3 months of 2016. dates are set on the web.

**ACTION: Who????:** Develop a raffle package for the New Years day brunch to raffle off a 'class' (not one of the 3). Start raffle at minimum bid of \$500.

**ACTION: Who ???** Develop a flyer and a target mailing list of businesses in Solebury (including our dinner sponsors) to "sell" impression-sips classes for up to 15 people for \$750/each. The idea is this would be a team building/fun afternoon for local businesses to motivate their staffs.

## **7. Events:**

A. **ACTION for Annual Meeting: Stephanie** held a meeting and she has a list of all the actions that she will now share. Set up is 2 PM at the Audubon Barn Sunday the 15th.

B. **ACTION: New year BRUNCH SET UP STEPHANIE** indicated she would send out a list of to dos. including

\* list of what businesses and who to go to them for doorprize/raffle items.

\* Honored citizen: we NEED a candidate!! It sells a table! Holly Hedge owner suggested???

\* Stephanie noted she will work to set up the Brunch but she may be away on holiday on the day.

## **8. Computer/Software:**

a. Membership software was discussed. We agreed the \$1200/year expense has to be undertaken to bring our some what disorganized membership department a strong tool. Membership funds have to be the back bone of the organization

**ACTION: Brian** is leading a review of possible software to choose. He will seek input from vicki, Beth and Stephanie for a final decision

Deadline Dec. 1st.

Buy Deadline Dec. 20th.

## **9. Grants: Charlotte-**

a. **ACTION: Charlotte:** Set up a meeting at CCAHA for 4-6 Board members for tour of CCAHA facilities, as we missed the open house. Jan/Feb: get possible dates from them. NOT Thursday or Friday. prefer 9:30/10 am for 2 hours or so.

b. **ACTION: Charlotte,** Apply for Grundy Grant. Start paper work. Ask Robert for list of building projects when ready.

## **10 . Education: Marnie-see report on the web**

a. The children schoolhouse days were a big success. Learning: doing it IN THE FALL is best to get motivated (parents) people to help. Also weather is cooler. We got great local publicity from Intelligencer.

b. Marnie needs TOPIC ideas for the teachers 192d day afternoon

C. TROLLY PUB TOUR 2016 (fall??) Marnie is willing to help but needs a committee to work with. it is a big job....How to tackle?

## **11. Oral History:** Please see Robert's report on the web

## **12. V.P. Report: Robert**

- a. 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.

- b. #GT Robert explained where we are with matching grants. We now have to raise \$1,250 from members...please reach out for people to give !!

## **13. Membership-See membership activity on financial accounting posted to the web**

- a. We need a monthly report on this vital activity. We also need to recruit more board members.
- b. See software above: we will add a new software package to manage this.
- c. Mailings will be one a year in the fall/Oct/Nov. period.
- d. Members FEE levels raised \$10 each. Board approved.
- e. New mail box opened for just membership replies.

## **13. Newsletter:**

**Will go out after annual meeting.**

**Meeting Ends: 6:50 PM**

Minutes prepared by Robert McEwan, edited by Stephanie Garomon