



**Present:**  
Alliger, Joan  
Angevine, Catherine  
Buchanan, Ray  
Delehanty, Sean  
Hunt, Robert  
Poray, William  
Unckless, James

Whitney, Douglas  
Wild, David  
Wolf, George  
**Absent:**  
Keukelaar, Alan  
**Others Present:**  
William Keeler, D&C  
Doris Davis-Fritsch, Mkt&Web

## PHS Board of Trustees Meeting Minutes September 14, 2010

The meeting was called to order by President Catherine Angevine at 7:00 PM.

**Minutes.** The minutes of the regular Board meeting held on August 10, 2010 were approved.

### **President's Report. Catherine Angevine.**

**"Harvest Times" sculpture.** Article in the *Fairport /ER Post* about "Harvest Times" sculpture being rescued from obscurity hanging on a wall in the US Postal sorting office to a prominent place in the Fairport Post Office noted with approval and special thanks to Board member Bill Poray for being instrumental in conceiving, investigating and implementing this effort.

**Canal Conference.** International Canal Conference will be held in Monroe County from Sunday, September 19 through Thursday, September 23. Fairport will be a venue for delegates on Wednesday, September 22 from 2- 5 PM. PHS will provide the following, and 2 volunteers are needed for each: (1) Museum will be open from 2-4 PM; (2) docents needed to guide Jean Keplinger's historic home walking tour; (3) docents needed to guide hitching posts/blocks tour. The following volunteered: Angevine, Castles (2), Davis-Fritsch, Delehanty, Wolf.

**September Members' regular monthly meeting.** Will be held on Tuesday, September 21, 2010, at 7:30 PM. Program will be "History of the Monroe County Sheriff's Office". All Board members should attend to meet and greet.

**NYS Attorney General Charities Bureau application.** NYS law requires that all charitable organizations that solicit charitable contributions register with the NYS Attorney General Charities Bureau application. Exemptions exist for organizations soliciting funds only from its members and/or for educational/historical purposes only. Catherine believes that PHS is an exempt organization; however, since it solicits grants it may be required to confirm its exempt status. Doug Whitney was appointed to investigate this and to prepare appropriate application for registration and request for certification of exempt status.

**Police contact persons.** Fairport Police Department has requested a list of contact persons for the Museum in the event of an emergency. It was agreed that the contact persons, and the order in which they are to be contacted, shall be (1) Museum director and curator, (2) PHS president, and (3) PHS secretary.

**Accountant.** PHS has been contacted by Linda Wiener, a Perinton resident and CPA, who has volunteered to serve as pro bono accountant for PHS. President Angevine and Treasurer Hunt will meet with her to review her credentials and scope of services to be rendered, with a goal of establishing a basis for a possible relationship.

**Volunteer Job opportunities list.** We need to develop a list of job opportunities for members of PHS. Looking for a Board member to prepare this.

**Andy Gates resignation.** Andy Gates, layout and design director for the Historigram, has advised that he will be resigning at the end of May 2011. Discussion about a replacement. Bob Hunt will look into this. Noted that Bill Keeler also will be retiring as editor of the Historigram in May 2011. Catherine reports that 4 members have volunteered.

**Bill Hartigan memorial in Historigram.** President suggested that it might be appropriate for an article to appear in the next Historigram paying tribute to Bill Hartigan a long

time member and volunteer with PHS. (Catherine - What was the action taken?). Secretary Whitney directed to send a sympathy note to Bill's widow, Pat.

**Cruz Nite Post Mortem.** Discussion concerning PHS participation at Cruz Nite in August 2010. Generally felt that this was good publicity and should be repeated in 2011. Ways to energize our participation included - a gimmick to engage walkers by, e.g. face painting, in costume, scavenger hunt; move the display table outside the tent, weather permitting; display of old toys; display promotion materials for PHS programs and scholarship; schedule 2 members per hour, too many of us were present at the same time.

**Vice President Report.** Alan Keukelaar. Not present, no report.

**Treasurer Report. Bob Hunt.**

Treasurer's report consisting of the following was presented: Treasurer's Report dated August 31, 2010; (2) Budget Report for the year 9/1/09 to 8/31/10; (3) Itemized Categories Report (Condensed); (4) Itemized Categories Report (Expanded 7 pages); (5) Proposed Budget for 2010-11. Treasurer's report approved by unanimous vote.

Bob noted the following:

We have \$3,249.75 for Peter McDonough Memorial. Proposed to invest in a CD not to exceed 18 months. Approved.

Discussion of 2010- 11 proposed budget. Approved by unanimous vote

**Communications Report.** Joan Alliger, Director / Doris Davis-Fritsch, Web Manager.

**September Members' monthly program meeting.** Publicity for this meeting has been made.

**October Members' monthly program meeting.** Program for this meeting is not determined; however, vice president Keukelaar is on top of it.

**Website.** Website has been updated with information about 83 West Avenue, which has recently been designated as a designated historical structure by the Fairport Village Historical Preservation Committee.

Doris will be out of town for a few weeks. She would like a volunteer to check the website for inquiries while she is away.

Doris provided the Board with a written sheet entitled "PHS Branding Guidelines" concerning guidelines for using the PHS logo. Very important to use the logo on as many external documents as possible

**Membership Report.** Jim Unckless

Membership solicitation for 2010-11 went out a little later than usual. So far 59 members. New dues structure seems not to have frightened anyone away. Too early to tell what the final membership/dues situation will be for 2010-11.

**Committee Reports.**

**Scholarship.** Bill Poray

Bill had prepared and presented to the Board a publicity piece and a draft of instructions and information for candidates for the Peter McDonough Memorial Scholarship. He asked that we review both and provide comments to him. He has investigated having this annual award administered through FHS Dollars for Scholars and recommends that we do so. The PHS will select the winner. Discussion raised on the issue of establishing uniform guidelines for evaluating essays submitted and ranking them.

**Structures.** Catherine Angevine

Structures Committee is inundated with barn photos. Committee members have visited and viewed the Robert Stevens barn at 1 Green Ridge Road, Perinton, NY. Bob and Cindy Hunt's barn at 53 Roselawn Avenue is next.

**Annual Museum Report.** Bill Keeler, Director and Curator.

Bill presented a written review of 2009-10 including: (1) things accomplished last year, (2) recommendations for 2010-11, and (3) other changes. Some of the highlights:

There were 565 visitors to the Museum in 2009-10. Of these 50% were during normal business hours and 49% by appointment or special events.

Maintenance issues will be examined and discussed during the Board's tour of the museum on Saturday, September 25.

Due to increased obligations at work and at home, Bill will be concentrating exclusively on Museum matters as director and curator, and will be resigning from all other PHS responsibilities after May 2011.

Summer hours are to be eliminated due to low turn out and to cut costs.

Catherine made the following observations:

1. Suggested retraining Museum volunteers regarding how to research family history and old houses, since these are the 2 most common requests from visitors. She is willing to help with this.

2. Begin cleaning up open area of the Museum, particularly the storage area near the front door. To be reviewed during Board's tour of Museum on September 25.

3. Inquired about where PHS business and organizational documents are located. She and Bill will work together on this.

4. Window blinds can be opened when the Museum is open provided that they are closed by the volunteers when they leave to protect against sun damage.

5. Request that all Museum expense requests to the Village of Fairport are submitted to the Board. Treasurer Hunt will see that this is done.

**Wish List Funding.** Board.

This matter was not considered due to time constraints. It will be placed on the agenda at the Board's next regular meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned at 9:15 PM.

Respectfully submitted, Douglas W. Whitney, Secretary