



**Present:**  
Boas, Keith  
DeMeis, Jane  
Hunt, Robert  
Lee, Suzanne  
McCormick, Lucy  
Poray, Bill  
Proffitt, Vicki  
Unckless, Jim  
Wiener, Linda  
Wolf, George

**Absent**  
Davis-Fritsch, Doris  
Wells, Matt  
Wild, David

**Others Present**  
Angevine, Catherine

## PHS Board of Trustees Meeting Minutes February 25, 2020

A regular meeting of the Board of Trustees was held on February 25, 2020 at the Fairport Historical Museum.

*Note: There was no board meeting in January of 2020.*

The regular meeting was called to order at 6:58 PM by President Robert Hunt.

### **Secretary's Report and Minutes.** Suzanne Lee

Minutes of the regular Board of Trustees meeting from December 17, 2019 were presented. *Minutes were accepted on a motion made, seconded, and carried.*

### **Treasurer's Report.** Linda Wiener

- **Treasurer's report for January 2020** was presented as follows:

**Balance sheet** – Total assets and equity = \$145,808. Total cash of \$52,819 (decrease of \$1,627 from December and an increase of \$5,884 from PY cash).

**Profit and Loss for month:** net loss of \$1,627 versus a net profit of \$1,752 in December 2019. YTD net income is \$10,979.

**Profit and Loss actual compared to budget:** Year-to-date through August 31, 2020

Income \$22,618 compared to \$27,345 budgeted for 2019-2020 (83% of budgeted amount)

Expenses \$12,384 compared to \$21,673 budgeted for 2019-2020 (57% of budgeted amount)

- CD was renewed with an extra \$5,000 added.
- The Community Foundation transfer will be made within 30 days.
- The 990N has been filed and 1099s have been distributed. Sales tax to state (\$175) owed by March 20<sup>th</sup>. In the future, we need to get a permanent tax ID # with the state so this can be filed online (we are currently using a temporary ID #).

*Report was accepted on a motion made, seconded, and carried.*

## **Committees**

### **Property** - Catherine Angevine

- The museum was professionally cleaned on February 19<sup>th</sup>. The floors were exceptionally well done.
- We need to renew the gutter cleaning contract, which is for two cleanings a year. It's \$340/year.
- The water on the north side is under control so far. After spring, if things are still good, we can address mold in basement. The village has added extensions to the south side's downspouts.
- There are new blinds that need to be hung.
- We will have Birchcrest look at the shrubs to identify the issues.
- We need to continue working on a plan with the village to address the maintenance issues for the building.

### **Technology** – by Charles Profitt via email

- The wireless routers are five years old and need to be replaced. Expected cost is around \$325.
- Still researching better internet options. Contacting Spectrum to look into better plans.
- Video system is also five years old and may need replacing soon.
- The technology group is still in need of 2 volunteers.
- Recommendation: Use Office 365 for database and other applications, pay for one license to be installed on all computers. This would cost \$36/year.

### **Website** - Doris Davis-Fritsch via email

- The website issues have been fixed.
- All events are updated through June.
- Unique visitors for January were 2,172.

### **Thursday Morning Crew** – Lucy McCormick

- This group is working to make the information in the museum more accessible.
- Reference library has been reorganized, and an annotated list of contents is being created.
- A vertical file list of both main level and upstairs has been created.
- Vertical files have been merged with the green newspaper article notebooks.
- Accession numbers have been recorded and locations logged.

There is currently no one collecting today's history (for example, the collection on local politics stops at 2000...). Today's newspapers are digitized, but how do we want to collect other items? The Thursday Crew will try to recruit specific volunteers to collect information on specific topics, such as canal/bridge, politics, etc. Bob Hunt will also mention this need in an upcoming Historigram and at the annual picnic. We will also look into creating a procedure by which people can upload photos of local events onto our server, tagging them with names, date, event, location, etc.

### **House Tour – Lucy McCormick**

The 2020 house tour will be Sunday September 27<sup>th</sup>. We have six houses on South Main Street lined up. In connection with the 100<sup>th</sup> anniversary of women's suffrage and the 200<sup>th</sup> anniversary of Susan B. Anthony's birth, we are focusing on the influential women who lived on South Main Street. The cemetery tour will also highlight Fairport's famous women; it will be held in September.

### **Vice President's Report – Vicki Profitt**

- The John Kucko program at the library had 98 attendees and 75 people on the waiting list.
- We have signed up for a booth for Canal Days. We may need a different tent this year, as we won't be against a building like we usually are.
- The Rose O'Keefe program in February had 80 attendees.
- Volunteer orientation is the 29<sup>th</sup>; we have gotten 10 new volunteers via Facebook.
- We will develop events and a program for children for April 11<sup>th</sup> to tie in with the village's Magical Unicorn celebration.
- Fourth grade visits are scheduled for April and May.

### **Communications – Jane DeMeis**

- Our Instagram and NextDoor followers are growing.
- All recent events have been sent to the media outlets.

### **Membership – Jim Unckless**

- Memberships are up by 58 since this time last year.
- We decided to leave the dues structure the same for the coming year.
- We need to redo the brochures. Pat, Lucy, and Jim will work on that. We would like a color brochure this time.

### **Historigram – Bill Poray**

- The deadlines for the March and April issues are the 10<sup>th</sup> of each month, as Bill and Jim have scheduling issues. Please get your items in on time.

### **Old Business**

- Bank Account: Add Suzanne Lee as a signer.

### **New Business**

- PayPal is going to be the way we accept credit cards.
- Our position on the Potter Place issue (should the Village sell or restore) is that we want it to remain in its historic form and be a part of this community, however the village can accomplish that.
- Bill Poray's walking tours this spring will be stopping in the museum.
- Village is converting museum lights to LED.

**Next meeting:** The next regular meeting of the PHS Board of Trustees will be held Tuesday, March 24<sup>th</sup>, at 7:00 pm the Fairport Historical Museum.

*Motion to adjourn made, seconded, and carried at 8:30 pm.*

Respectfully submitted,

Suzanne Lee  
Secretary