



<u>Board Members (in attendance unless noted as absent):</u>	<u>Others Present</u>
Boas, Keith (2022)	Doris Davis-Fritsch
DeMeis, Jane (2024)	
Hunt, Robert (2022) ABSENT	
Lee, Suzanne (2022)	
McCormick, Lucy (2023)	
Poray, Bill (2023)	
Profitt, Vicki (2023)	
Slaybaugh, Nancy (202X)	
Unckless, Jim (2024)	
Wells, Matt (2022) ABSENT	
Wiener, Linda (2024)	

PHS Board of Trustees Meeting Minutes
February 22, 2022

A special vote was held via email on Wednesday February 16th to approve the carpet for the program room. A motion to allocate \$4,000 for new carpeting was made, seconded, and passed by a majority of board members via email. The new carpeting is in a tile format, so that pieces can be replaced as needed without changing the entire floor. The carpet is on backorder at Messner's Flooring.

A regular meeting of the Board of Trustees was held on February 22, 2022 at the Museum. The meeting was called to order at 7:02 PM by President Vicki Profitt.

Secretary's Report and Minutes. Suzanne Lee

Minutes of the regular Board of Trustees meeting from January 25th. *Minutes were accepted on a motion made, seconded, and carried.*

Treasurer's Report. Linda Wiener

- **Treasurer's report for January 2022** was presented as follows:

Balance sheet – Total assets and equity = \$182,387. Total cash of \$68,169 (a decrease of \$2,338 from December, and an increase of \$9,503 from PY cash – mainly due to the Foundation Assets).

Profit and Loss for month: net loss for January of \$2,308.

Profit and Loss actual compared to budget: Year-to-date through August 31, 2022:

Income \$28,439 compared to \$29,123 budgeted for 2021-2022 (98% of budgeted amount)

Expenses \$20,736 compared to \$24,272 budgeted for 2021-2022 (85% of budgeted amount)

- A Square system was purchased for the gift shop. There have been issues setting it up.
- The Finance committee has begun to meet and will continue to meet quarterly. The members are asking for some guidance on our long-term vision/strategic plan.
- The Sales tax filing is due March 20th. We should be switching to annual filing from here on out.

January's report was accepted on a motion made, seconded, and carried.

Committees

Property – No report

Website - Doris Davis-Fritsch

- Unique visitors are up over the past few years.

Technology – Vicki Profitt

There will be an Office365 training in April.

Volunteers – Vicki Profitt

- Vicki has been working with the new Volunteer Coordinators, John and Nancy Bowley, to set up the orientation for volunteers scheduled for Saturday February 26th.

House Tour – No report.

President's Report – Vicki Profitt

News and Events

- The February 15 presentation took place at the Fairport Library. Rob and Carole Lillis discussed "Historic U.S. Route 20" for 80 attendees. The program was fully booked. Rob and Carole will do an encore presentation at the library on Wednesday, April 27.
- The Volunteer Orientation will take place this Saturday, February 26 from 10 am-12 pm. New volunteer coordinators John and Nancy Bowley will host with Vicki.

- Greenbrier Garden Club is holding their annual meeting and luncheon at the museum on Thursday, March 10. Donovan Shilling is the guest speaker.
- The Tuesday, March 15 presenters will show a movie, "Lily Dale: The Women's Rights Connection."
- The Gyros Men's Group will hold a luncheon at the museum on Thursday, March 24. Vicki will give attendees a tour of the museum.
- Carol Crossed will give a talk on Sunday, March 27 at 2:30pm, "Vintage Tweets: Suffrage Era Postcards."
- Our April speaker, Cynthia Howk, requested she present via Zoom due to COVID concerns. The library will co-sponsor the April 19 virtual presentation.

News

- Nancy Laurence sent a \$100 check from donations she has received from John's friends.
- 88 program room chairs have arrived from Fulkerson Services, Inc.
- A vote was taken by email and approval was received to purchase a new carpet for the program room from Messner Flooring for \$4,000. The carpet is on backorder and may take 8-10 weeks before it arrives. Messner will remove the old carpet, which we think dates to the days when the building was still the library. They will also provide a carpet for the atrium at no charge.
- Reynolds Auctions sent a check for \$1,045 for the items sent to auction last month. Vicki will get Linda Wiener a breakdown of how much are restricted funds from the sale of accessioned items and how much of the proceeds are unrestricted.

Exhibits

- The American Can exhibit enlargement has been put on hold so Nancy Slaybaugh and I can continue work on the atrium and south wing exhibits to be ready for opening.
- Current new exhibits feature valentines, WWII soldier Lester Conover, Mushroom House, Delano family and surveyor transits.

Communications – Jane DeMeis

- The information for the Lily Dale event has gone out. People are already responding online that they are interested – we may get a big turnout.

Membership – Jim Unckless

- We have 71 new memberships since June 1st. Last year we had 12 at this point.
- Forty-six memberships this year have been paid using PayPal, including 18 new ones.

Historigram – Bill Poray

- Nancy Slaybaugh has joined the proofreading team.
- The current issue was folded and mailed today.

Old Business

Square Credit Card Reader

The Square register has arrived. The vendor monitor was defective, so a replacement has been sent out. Once that is received and set up is complete, we will be able to load the gift shop inventory into the system and train volunteers on Square. Until then, volunteers will continue to write up paper receipts and accept cash and checks.

Use of Museum for private parties – on hold until after the pandemic.

New Business

- Bill Poray talked to Jeff Nutting at the Rec Center about possibly having the summer camp attendees at Potter walk to the Museum for a tour this summer.
- The PHS is beginning to plan some events to tie into the Canal's Bicentennial celebration in conjunction with the town and village.

Next meeting: The next regular Board of Trustees meeting is scheduled for Tuesday March 22nd at 7:00 pm at the Museum.

The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Suzanne Lee, Secretary