



<u>Board Members (in attendance unless noted as absent):</u>	<u>Others Present</u>
Boas, Keith (2025)	
DeMeis, Jane (2024)	
Joslyn, Kay (2025)	
Lee, Suzanne (2025)	
McCormick, Lucy (2023)	
Poray, Bill (2023)	
Profitt, Vicki (2023)	
Slaybaugh, Nancy (2025)	
Unckless, Jim (2024) ABSENT	
Wiener, Linda (2024)	

PHS Board of Trustees Minutes
September 27, 2022

A regular meeting of the Board of Trustees was held on September 27, 2022 at the Museum. The meeting was called to order at 6:58 by President Vicki Profitt.

Secretary’s Report and Minutes. Suzanne Lee

Minutes from the regular meetings from May 24, as well as minutes via email for June 28 and August 23, were presented for approval. *All minutes were accepted on a motion made, seconded, and carried.*

Treasurer’s Report. Linda Wiener

- The budget for 2022-2023 was presented for approval. *The budget was approved on motions made, seconded, and carried.*
- **Treasurer’s report for August 2022** was presented as follows:

Balance sheet – Total assets and equity = \$165,084. Total cash of \$71,451 (an increase of \$11,950 from July).

Profit and Loss for month: Net income for August of \$1,956.

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

Income \$46,520 compared to \$29,123 budgeted for 2021-2022 (160% of budgeted amount)

Expenses \$42,052 compared to \$24,272 budgeted for 2021-2022 (188% of budgeted amount)

Net Income \$4,468 compared to \$4,851 budgeted for 2021-2022.

August’s Treasurer’s report was approved on a motion made, seconded, and carried.

I am in the process of moving QuickBooks to QB online so remote access by multiple people is possible.

We need to consider our options for savings/CDs at LNB. CD rates are coming up.

We need to remove Bob Hunt from bank accounts and add a current board member. *A resolution was made to remove Robert Hunt from all bank accounts and to add Nancy Slaybaugh to all bank accounts at Lyons National Bank. The resolution passed unanimously.*

Committees

Website – Doris Davis-Fritsch

- No report.

Volunteers – Vicki Profitt

- Training for volunteers on the Square payment system is in the works.
- New volunteers will be contacted based on the membership list that Jim has sent around. Channeling volunteers into positions/tasks might be done several ways. Some ideas are:
 - hosting a "Volunteer Fair" event explaining what specific needs the museum has; or
 - starting to create a list of tasks, breaking them down into do-able chunks, for example, under Property, one task might be raking leaves occasionally.
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Property – Vicki Profitt

- Alberti Plumbing is coming to fix the toilet. Nancy will wait for them.
- We need to contact people from the membership list who have expressed willingness to be on the Property Committee.
- We need to get a second dehumidifier for the basement.
- Bill Poray will talk to the village to arrange gutter cleaning for the fall, and ask about the moisture in the basement (whether they have any suggestions).

Technology – Vicki Profitt

- The new laptop has not been ordered yet.

Thursday Morning Crew – Lucy McCormick

- The group will begin its work on October 20. Jean Whitney and I have met to prepare for this work, identifying files downstairs and upstairs that need to be organized and noting the need for and crafting a process to add cross referencing ("see also") notations to files and notebooks.

House Tour –Kay Joslyn

- Everything seems ready to go for Sunday's house tour. We have all the docents we need, the signs are ready, and Jim is going to sell memberships this weekend at the museum.

Yuletide – Vicki Profitt

- The registration went out in this month's newsletter. They will be due in October.
- We need to have a meeting to plan out the special events.

President/Director's Report – Vicki Profitt

Programs and Events:

- August 24: Class of 1965 reunion with Bill Poray presentation. 42 attendees.
- September 20: History and Memories of the Monroe County Fair presented by Frances Tepper at the museum. 28 attendees.
- Upcoming: September 28 Celebrating Perinton Ambulance presented by Chief Mike Hoskins at the ambulance base on Turk Hill Road.
- Upcoming: October 2 House tour.
- Upcoming: October 13 Tracing our Roots Along the Erie Canal presented by NYS Canal Corporation employee Rebecca Hughes. On ZOOM; co-sponsored by Fairport Library.
- Upcoming: October 18 Discovering Artifacts from the Past presented by ROC Diggers at the museum.

News:

- September 6: I gave a private tour for Fairport resident Lisa O'Shea and her aunt. \$25 donation.
- September 8: I gave a talk about Carl W. Peters to the Fairport United Methodist Women. 12 attendees. \$30 donation.
- September 10: I gave a tour to members of the FHS Class of 1957 and one member of the Class of 1952. 6 attendees.

- September 17: Bill Poray and I participated in the Erie Canal Bicentennial celebration held at Perinton Park.
- September 26: The Strategic Planning Committee, chaired by Linda Wiener and Jane DeMeis, will hold its first meeting.

Exhibits:

- No changes

Collections & Donations:

- August 31 – I met Christine Wickert at her home in Penfield. She donated many photographs done by the late Norman Gebauer, some of which document Fairport's urban renewal. Christine gave permission to donate non-Fairport/Perinton related photographs to the proper historical societies.
- September 10 – Juliet Miller Moynihan (FHS Class of 1957) donated photographs of Ella Higbie.
- September 14 & 15 – Nancy and I completed the gift shop inventory.

Gift Shop:

- The 2022 Christmas ornaments are selling well after being featured in the *Historigram*.
- New to the gift shop: wooden trivets featuring mule/lift bridge/box factory and gazebo. Both come from Perinton company GRITWORX Designs.

Communications – Jane DeMeis

- Publicity went out for the house tour starting in August. Followed up again in September. Set up an interview with Wendy Mill is going to do on 9/29. Lucy and another house tour committee member will participate. This promo will run continuously on Spectrum News for a morning.
- Publicity went out for Perinton Ambulance, the Fair Lady, Erie Canal Families, and Roc Diggers to multiple locations.
- Now posting on three additional Fairport Facebook media sites. I get a lot of positive feedback from these.

Membership – Jim Unckless via email

- As of this morning, 146 members from the 2021-2022 fiscal year have not renewed for the new year. Post card reminders will be mailed to most of them in mid-October.

- Two reasons the numbers are higher than last year at this time are the return of the in-person house tour, and our sending renewal letters two weeks earlier this year.
- New memberships since July 1 are at 35 (as of 9/25). I expect many more within the next week because of the house tour. I will be at the museum this weekend to sell memberships for the tour.
- Kay Joslyn volunteered to help Jim send acknowledgement letters for memberships. That would be a huge help for Jim.

Historigram – Bill Poray

- The October issue was folded today and will be mailed out.
- The deadline for the November issue is October 15. Please let me know if you are planning to submit an article, and estimate how much space it will take.

Old Business

Nominating Committee

Elections were held on June 21st at the Members' Night Event. The following people were elected to the Board of Trustees:

- Keith Boas
- Kay Joslyn
- Suzanne Lee
- Nancy Slaybaugh

We could use one more board member. Please submit ideas to Vicki Proffitt.

Colonial Belle Fundraiser

The boat ride was very successful. We made about \$1,300 profit. We should consider doing it again next year, with a different narration and format.

Bicentennial Event

This event was very successful, despite the fact that it was not overly well publicized.

Strategic Planning

The process has started. There is a group of about 5 members, of various ages and backgrounds, who are working on a new plan for us.

New Business

- Vicki has taken a new part-time job at Pittsford Recreation, working MWF. She is still also the Ptitsford Town Deputy Historian on Thursdays, so her only day at the Fairport Museum from now on will be Tuesdays.

Next meeting: The next regular Board of Trustees meeting is scheduled for Tuesday October 25th at 7:00 pm at the Museum. Vicki Profitt will be absent; Nancy Slaybaugh will run it in her absence.

The meeting was adjourned at 7:58 pm.

Respectfully submitted,
Suzanne Lee, Secretary