



**Present:**

Boas, Keith  
Profitt, Vicki  
Unckless, James  
Whitney, Douglas  
Wiener, Linda  
Wild, David  
Wolf, George

**Absent:**

Delehanty, Sean  
Hunt, Robert  
May, Patricia  
Poray, William  
Keeler, Bill, Curator  
Wilcox, Deb, House Tour

**Others Present:**

Davis-Fritsch, Doris  
Mkt&Web

**PHS Board of Trustees Meeting Minutes**

September 24, 2013

Approved

A regular meeting of the Board of Trustees was held on September 24, 2013, at the PHS Museum.

The meeting was called to order at 7:00 PM by Vice President Vicki Profitt acting in place of absent President Robert Hunt.

Vicki welcomed Keith Boas as a newly elected member of the Board of Trustees.

**Secretary's Report and Minutes.** Doug Whitney

Minutes of the regular meeting of the Board of Trustees on August 27, 2013, were approved as submitted with the following corrections:

Page 2, under Treasurer's Report:

Fund Raising.

Legislative earmarks, change "Keller" to "Keeler".

Push for memorial recognition in obituaries, change "Keller" to "Keeler".

Page 3, under Director's Report.

2 dollhouse donations, change "Linda Bailey" to "Lynda Bailey".

Page 3, under Communications/Correspondence, change "Jane Cleveland Mc Coomb" to "Jane Cleveland McComb".

**Treasurer's Report.** Linda Wiener

Treasurer Linda Wiener submitted her written report for fiscal year from September 1, 2012 through August 31, 2013, as follows:

For fiscal year September 1, 2012 – August 31, 2013, shows the following: (1) balance sheet shows total assets and equity of \$102,506 as of August 31, 2013, up \$13,819.66 from FYE 2012; (2) profit and loss for 09/1/2012 – 8/31/13 is a net loss of \$1,990.23, as compared to a net profit of \$522.58 for FYE 2012; (3) total year to date income compared to budget total income projected for year was \$12,725.89 v. \$13,431.00, \$705.11 or -5%. The \$705.11 variance is due to a change in reporting of membership dues for 2013/14 received in August 2013. All dues for 2013-14 received prior to 8/31/2013 were reported as

deferred revenue and recorded as earned income on 9/1/13 to coincide with the fiscal year approved by the Board, (4) total year to date expense compared to budget total expense projected for year was \$14,716.12 v. 13,345.00, up \$1,371.12 or +10%. The variance results from funding of Scholarship and Museum Director (both Board approved expenses) that were not budgeted for 2012-13. These were offset primarily by decreases to Museum Expense of \$1,390.

Goals for 2012-13 were met.

Goals for 2013-14 are as follows:

File 990-N timely.

Set up online sales tax filing.

Work with Bill Keeler to determine cost of goods for gift shop by FYE

2014.

Work with Museum Director to obtain grant funding.

Establish as a minimum quarterly meetings of the Finance Committee.

Encourage use of tax exempt certificates for general purchases.

Treasurer's report was accepted and approved as submitted.

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

Upcoming programs.

September 17, 2013. Lead in program for the House Tour. An excellent turn out, with standing room only. Estimated attendance 124.

October 6, 2013. Annual House Tour.

November 19, 2013. Rare and Unusual Photos of Fairport and Perinton, and the Stories Behind Them, Bill Poray.

Saturday hours 9-11

12/7/13 – Michael Keene, author and book signing.

12/14/13 – Donovan Schilling, author and book signing

December 10, 2013. Annual holiday party. Still working on change in usual program. Having some difficulty in coming up with a Christmas traditions program. Possibility to do Christmas collections , e. g . “Snow Babies”.

January 21, 2014. Sonnenberg Gardens presentation at Fairport Public Library.

February 18, 2014. Antoinette Brown Blackwell impersonation.

Monday, March 14, 2014, FHM hosts the Fairport Historical Club. Vicki to give presentation on main floor of FHM.

March 18, 2014. Open.

April 15, 2014. History of Gamewell Telegraph Fire Alarm System in Fairport,

Matt Wells

May 20, 2014. Annual Meeting and Picnic.

June 17, 2014. Cemetery Tour with Vicki Profitt.

### **Membership.** Jim Unckless

As of 9/20/13, memberships for 2013-14 are 262 v. 249 for 2012-13, up 5%, with dues of \$6,573 v. \$3,838 for 2012-13, up 72%, and extra donations of \$730 v. \$1,151 or down 35%. Total membership income for the comparable period for 2012-13 is up \$2,324.00 or 47%.

Recognition of new higher level memberships will appear in the Historigram.

Follow up post card will be sent in late October to 2012-13 members who have not renewed by that time. Has produced good results in the past.

**Historigram.** Keith Boas and Jim Unckless

October Historigram is ready to go out.

Submissions for December issue should be made by November 13 not 15.

**Curator.** Bill Keeler.

No report.

**Director.** Vicki Profitt

Has scheduled 3 groups to visit the Museum and have a presentation in 2014.

Downton Abbey exhibit has been taken down. Great public response. Thanks to Pat May for excellent publicity.

New exhibit of old cold weather clothing collection will go up soon.

**Communications /Correspondence.** Pat May

Good media coverage lately, especially a House Tour article in the *Post* on 9/12.

Thanks to all who have clipped out articles or found and forwarded online items. Please continue the good work. Pat now has a mailbox at the Museum. Please write the date and media source on each item you provide.

Special thanks to Doris for keeping the website up to date.

A Communications Committee meeting will be held before the October Board meeting.

**Committee Updates.**

**Technology.** Jim Unckless

Need to evaluate what computer hardware and software we need ASAP. Linda will try to meet with Evan Tzimas and report at the October Board meeting.

Discussion about using PayPal and /or credit card for membership dues.

**Website.** Doris Davis Fritsch

Written report submitted.

Doris encourages trustees to look at the Website.

Doris encouraged the Board to establish a policy about what to put on the website for research by members.

Wants to establish and have the Board approve a template /format for information submitted for use on the website.

**House Tour.** Deb Mabry

No report

**Old Business.**

**Oktoberfest.** Work slots are still open for PHS volunteers.

**Village Work at Museum.** Trees have been trimmed. Front hall light has been repaired. Electrical items are being worked on. Still need to remove the electric box in Vicki's office.

**FPMA Meeting.** Vicki. Fairport Perinton Merchants Association November Board meeting will be not be held at the Museum on Tuesday, November 26, 2013, at 8:30 AM. FPMA will be holding its Holiday fair on the second Tuesday in January with 40-50 participants.

**New Business.**

Keith Boas proposed that the PHS authorize a poster for the renovation for the Veterans' Memorial at Potter to be posted in the Museum. Approved.

**Future Meetings.**

Next regular meeting of the PHS Board of Trustees is on **Tuesday, October 22, 2013, at 7:00 PM, at the Museum.**

Motion to adjourn made, seconded, and carried at 8:15 PM.

Respectfully submitted,

Douglas W. Whitney, Secretary

Note: All Committee and other reports submitted are filed with these minutes.