



Present :

Alliger, Joan
Buchanan, Ray
Hunt, Robert
Poray, William
Profitt, Vicki
Unckless, James
Wiener, Linda
Wild, David
Whitney, Douglas
Wolf, George

Absent :

Delehanty, Sean
May, Patricia, FPMA

Others Present :

Davis-Fritsch, Doris
Mkt&Web
Keeler, Bill, D&C
Tzimas, Evan

PHS Board of Trustees Meeting Minutes

As Approved

October 9, 2012

A regular meeting of the Board of Trustees was held on October 9, 2012, at the Perinton Museum.

The meeting was called to order at 7:00 PM by President Bob Hunt.

Minutes.

Minutes of the regular meeting of the Board of Trustees on September 11, 2012, were approved as submitted.

Treasurer's Report. Linda Wiener

Linda reported that:

The 990-N for 2010-11 has been filed with the IRS.

There appear to be no history of filing NYS Charities Form 500 with the NYS Attorney General. Linda will investigate and report.

Financial records for 2011-12 have been reviewed by President Bob Hunt and Linda, and show no discrepancies.

Linda presented a revised budget for 2012-13. Shows a projected net loss of \$490. Motion to approve revised budget made and carried.

Linda presented the Treasurer's report for fiscal year September 1, 2011 – August 31, 2013, which was accepted as submitted. Highlights: (1) balance sheet shows total assets and equity of \$88,802.09 as of September 30, (2) profit and loss for FY 2012-13 is a profit of \$118.25; (3) total FY income compared to budget total income projected for year was \$1,100 v. \$1,153, or 95%, (4) total FY expense compared to budget total expense projected for year was \$982 v. \$1,225, or 87%.

Highlights

We are starting 2012-13 on target based on budget

Interest income is below projection even with CD interest at time of renewal. This trend will likely continue.

Asset base remains strong with \$23,000 checking, savings, and CD, and \$66,000 in Community Foundation

Goals for 2012-13:

Charitable registration and reporting. See above.

Gift shop inventory reporting.

Opportunities for increasing income.

Computer/Communications. Evan Tzimas

Bob and Linda introduced Evan Tzimas of Innovative Solutions. Evan has volunteered to review our technological system, anticipated needs, and to present an evaluation and recommendations. Some issues identified were; backup for existing records, e.g. membership; website. A Technology Committee was appointed by President Bob consisting of Jim Unckless, chair, Bob Hunt, Vicki Profitt, George Wolf, Doris Davis-Fritsch, Bill Keeler, and Evan. This committee will hold its initial meeting on November 4, at 4:00 PM, at the Museum.

Vice President's Report. Vicki Profitt

Review of Bob Marcotte Program.

September 18, 2012. Bob Marcotte, Democrat & Chronicle reporter, presented "Rochester and World War II", at Mountain Rise United Church. A large crowd and a great facility. Audience was thrilled with Bob's program, asked many questions, and shared personal memories of living through the WW II era.

Upcoming Programs.

October 14, 2012. House Tour.

November 20, 2012. "The Incredible Life of a Perinton Pioneer – After He Left Perinton", by Bill Poray

December 11, 2012. Annual holiday party

January 15, 2013. "The History of Rochester City Hospital", with Kathleen Britton, to be held at the Fairport Public Library

February 19, 2013. "Heroes in the Attic: Civil War Soldiers", with Dennis Bielewicz

March 19, 2013. Open at this time

April 16, 2013. Open at this time.

May 21, 2013. Annual meeting and picnic

June 18, 2013. Cemetery Tour with Vicki Profitt. Place and time to be determined.

Other.

Sunday PHS Children's programs need more publicity.

Membership. Jim Unckless

Jim submitted a written report of status thus far. As of 10/8/12 we are ahead of last year by 62 (28%) more memberships, \$572 (15%) in dues, and up \$212 (20%) in contributions.

32 new memberships since June 1. 14 individuals or families have rejoined after not renewing last year. But 68 2011-12 memberships have not renewed as of 10/8/12.

Historigram. Bill Poray

Deadline for November issue is October 15; December issue is November 15. Following usual practice, there will be no January issue.

Scholarship Committee. Bill Poray:

Still anticipating receipt of \$1,000 funding for 2011-12 award from Friends of Fairport.

A book has been created containing instructions and copies of the winning essays.

Copies are available at the Museum and Fairport Public Library.

Fairport Library will submit this past year's winning essay about the Mice Statues as an article in a NYS library article.

Curator. Bill Keeler.

Met with President Bob and Vicki to plan for transition to Museum Director and Curator job split. Should be smooth.

Exhibits for next year presented.

Cataloguing of costumes upstairs has been started and will continue.

Issue about volunteers failing to show up for assigned times.

Communications / Correspondence. Joan Alliger

Joan will meet with Vicki about publicity for Museum and PHS.

House Tour.

Has covered all normal publicity sources.

Foot booties for House Tour. Joan has ordered 2 years worth; she has paid for them and she shall be reimbursed.

Committee Updates.

House Tour. Debbie Mabry

Deb Mabry not present because she is training docents.

All seems in good shape

Farmer's Market sales. Some, but not a lot made. Still a great idea.

Bill Keeler will have the Museum open for refreshments from 2-5 PM. He will set up starting at 11 AM.

Property Committee. Ray Buchanan

Replacement of cold water faucet. Seems to be working satisfactorily. No need to replace.

President Bob met with Committee and discussed the separation of Museum Director and Curator jobs and impact on Property Committee.

Matt Wells advised that he was able to obtain a ShopVac for PHS from the Tool Thrift Shop and it has been placed in the basement.

Website. Doris Davis Fritsch

Written report submitted

September visits – 810 (a record)

Old Business.

PHS Trustees Strategy and Long Range Planning Session held on Tuesday, September 25, 2012, from 7 PM to 9 PM at Museum. Brief discussion about implementing recommendations.

Museum keys. New keys will be issued effective November 1, 2012.

Oktoberfest. Need volunteers for beer pulling. We earned good money last year, and could do better this year.

Volunteers. The Museum still needs volunteers. Board members should consider enlisting. Call Bill Keeler for training.

New Business.

Curator Compensation. In light of Bill Keeler's ceasing to carry the dual responsibilities of Museum Director and Curator, consideration of an adjustment to his compensation. Motion made and seconded, to reduce Bill's compensation from \$240 per month to \$120 per month effective immediately and to review in January 2013. After discussion, a vote was held and the motion carried.

Face Book. Discussion about establishing a Face Book account for PHS and the Museum. For awareness and publicizing events. Name: PHS; administrator, Vicki Profitt; alternate administrator, Bill Poray. Approved

Marketing Strategy Seminar Report. Bob and Vicki attended the seminar. Some fund raising ideas included; naming levels of membership with names of historical persons; direct mail; Face Book.

List of Historical Societies. Vicki obtained a list of area historical societies and museums comparable to PHS and distributed same. The listing shows that we are doing a lot of things right as compared to comparable historical societies.

Temperature of Museum. Automatic settings for temperature. Bill Keller, Bob Hunt, and Ray Buchanan to meet and resolve.

Future Meetings.

Next regular Board of Trustees meeting is scheduled for Tuesday, November 13, 2012, at 7:00 PM, at Museum.

Motion to adjourn made, seconded, and carried at 9:00 PM.

Respectfully submitted,

Douglas W. Whitney, Secretary

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