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| <u>NO ONE Present:</u> | <u>Absent</u> |
| | <u>Others Present</u> |

PHS Board of Trustees Minutes
March 24, 2020

Due to the COVID-19 shutdown, there was no regular meeting of the Board in March of 2020. The following reports were submitted electronically.

The museum, as well as all programs, are closed/cancelled through at least April and perhaps longer.

Treasurer’s Report. Linda Wiener

- **Treasurer’s report for February 2020 is:**

Balance sheet – Total assets and equity = \$148,542. Total cash of \$50,597 (decrease of \$2,222 from January and an increase of \$4,763 from PY cash).

Profit and Loss for month: net loss of \$2,220 versus a net profit of \$1,672 in January 2020. YTD net income is \$8,758.

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

Income \$22,980 compared to \$27,345 budgeted for 2019-2020 (84% of budgeted amount)

Expenses \$16,471 compared to \$21,673 budgeted for 2019-2020 (76% of budgeted amount)

- Money transferred from CD earmarked for Community Fund is sitting in the bank until the markets stabilize.

Committees

Website - Doris Davis-Fritsch via email

- The website has been updated with museum and program closures related to COVID-19.
- New historically designated homes have been added to the site.
- Unique visitors for January were 2,020.

House Tour – Lucy McCormick via email

All meetings with homeowners and the committee meetings are postponed until further notice due to COVID-19.

Communications – Jane DeMais via email

- I sent out publicity for Dr. Seuss, Marcena Ricker, Douglas events to ERCN, Pennysaver, Messenger-Post, Life in the Finger lakes, Eventful, Spectrum, events for D &C, Classic 91.5 as well as Twitter, Instagram and Nextdoor.
- I also solicited for volunteers, announced the opening on Nextdoor and Instagram and Twitter.
- I sent cancellations to all the above.

Vice President’s Report – Vicki Profitt

- The following events in March did take place:
 - February 29 - volunteer orientation – 36 attendees (16 new volunteers)
 - March 3 - museum use policy committee meeting with George Wolf, Lucy McCormick, Linda Wiener & Vicki Profitt
 - March 7 - Garth Brokaw presentation about Dr. Marcena Sherman Ricker - 18 attendees
 - March 7 - museum reopening 9am-1pm – 31 total visitors
 - March 8 - museum open 2-4pm – 0 visitors
 - March 10 - Vicki met with local authors Sandi Osterwise & Melissa Bowie regarding their Duck Race children’s book
 - March 10 - museum open 2-4pm – 2 visitors
 - March 12 - Greenbrier Garden Club luncheon – 13 visitors
 - March 16 - Vicki set up canal exhibit at Fairport Savings Bank
 - Vicki and Nancy Slaybaugh met on several days to work on curatorial duties
- The following events have been postponed due to coronavirus, to be rescheduled at later dates:
 - The museum has been closed to visitors since March 14
 - March 14 – volunteer training session on houses
 - March 17 - visitors researching Grabb family in Fairport
 - March 17 - presentation “Dr. Seuss in World War II”
 - March 19 - private tour for two
 - March 21 - Eagle Scout Court of Honor for Samuil Doser
 - March 28 - Karen Shughart book discussion & signing
 - April 9 - private tour for Sue Templeton’s church group
 - April 11 - Magical Unicorn Day
- The following events for April are TBD, but will likely be postponed:
 - April 21 - presentation “The Architecture of James H. Johnson”
 - April 23 - private tour for Elderwood group
 - Two additional volunteer training sessions in April
- Miscellaneous News:

- Nancy and Vicki have a plan to deal with the build-up of donations and will get to work as soon as the coronavirus situation is under control
- We need to order paper bags for the gift shop, as we are prohibited by NYS from using plastic bags. Vicki has sourced out a supply of different sizes of paper bags and will purchase and sticker them with the PHS logo. Cost for bags and stickers will be under \$100
- Vicki sent out the NYS Sales Tax payment for the gift shop in early March

Membership – Jim Unckless

- There were six new memberships and 2 renewals this month.
- Current membership is up 62 compared to this time last year, with an estimated 847 members.

Historigram – Bill Poray

- The April Historigram has been sent out.

Next meeting: The next regular meeting of the PHS Board of Trustees is scheduled for Tuesday, April 28th, at 7:00 pm the Fairport Historical Museum.

Respectfully submitted,

Suzanne Lee
Secretary