



**Board Members (in attendance unless noted as absent):**

Boas, Keith (2025)  
 DeMeis, Jane (2024) ABSENT  
 Joslyn, Kay (2025) ABSENT  
 Lee, Suzanne (2025)  
 McCormick, Lucy (2023)  
 Poray, Bill (2023) ABSENT  
 Profitt, Vicki (2023)  
 Slaybaugh, Nancy (2025)  
 Unckless, Jim (2024)  
 Wiener, Linda (2024)

**Others Present**

**PHS Board of Trustees Minutes**  
 December 13, 2022

A regular meeting of the Board of Trustees was held on December 13, 2022, at the Museum. The meeting was called to order at 6:43 by Vicki Profitt.

**Secretary's Report and Minutes.** Suzanne Lee

Minutes from the regular meeting from November 22 were presented for approval. *All minutes were accepted on a motion made, seconded, and carried.*

**Treasurer's Report.** Linda Wiener

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

**Balance sheet** – Total assets and equity = \$161,473. Total cash of \$72,683 (a decrease of \$1,143 from October).

**Profit and Loss for month:** Net income for November of \$-1,143 (YTD \$15,800).

**Profit and Loss actual compared to budget:** Year-to-date through August 31, 2023:

Income \$22,590 compared to \$23,841 budgeted for 2022-2023 (95% of budgeted amount).

Expenses \$6,855 compared to \$17,949 budgeted for 2022-2023 (38% of budgeted amount).

Net Income \$15,763 compared to \$5,929 budgeted for 2022-2023.

*November's Treasurer's report was approved on a motion made, seconded, and carried.*

The Community Foundation account is down \$-17,765 for the year as of 10/1/22.

*Treasurer's report for November was accepted on a motion made, seconded, and carried.*

## **COMMITTEES**

### **Website – Doris Davis-Fritsch**

No report.

### **Volunteers – John & Nancy Bowley**

- The number of museum volunteers has held steady this year.
- The volunteers will be trained on the Square system this winter while the Museum is closed.

### **Property – Vicki Profitt**

Ongoing Paul Feeley discussion list:

- Front door issues with closing and insulation.
- Replacement of hot water heater pipes and heater.
- Crumbling bottom section of steps leading up to the museum front door.
- Remediation of the foundation surrounding the program room. The lack of sealant is contributing to the paint bubbling on the walls.
- Repainting the program room.
- Gutter cleaning should be maintained by the village, not PHS.
- Revisit the idea of having the village clear the snow in front of the museum steps.
- The lock on the door to the basement stairs in the main entryway is not working properly.

### **Technology – Vicki Profitt**

- Charles Profitt configured the new laptop and it is up and running.
- Nancy and I are reevaluating the PastPerfect program and exploring other options for artifact management.

### **Thursday Morning Crew – Lucy McCormick**

Several topics currently being addressed: bridges and trolleys, wars, cross referencing of house tour homes with address files. Group will break for holidays.

As discussed at the November board meeting, we will submit information to the *Historigram* on resources in the Reference Library.

## **House Tour – Lucy McCormick**

The committee is still deciding between West Church Street and Forest Hills. We would need a shuttle for Forest Hills, as there is no parking on the street, and cost estimates indicate that may be prohibitive.

## **Yuletide – Lucy McCormick**

Year	# of Donors	# of Items	Proceeds
2014	36	46	\$1381
2015	40	58	\$2220
2016	43	52	\$2140
2017*	51	70	\$3400
2018	47	47	\$2259
2019	39	48	\$2319
2021	30	47	\$2641
2022	24	33	\$2000

\*Three sizeable pieces of Museum furnishings were in the auction in 2017.

Thank-you notes sent to donors and to 4 buyers purchasing items totaling \$100+  
One buyer purchased 5 items totaling \$305. The most expensive item: \$140 worth of gift cards purchased for \$152. As in the past, gift cards sold for more than face value.

New for this year: gnome homes and children's gnome activities.

## **Strategic Planning Committee – Jane DeMeis**

- The group is meeting on Dec 21 to look at forms for doing surveys. They hope to survey members sometime early in the new year.

## **Colonial Belle Cruise 2023 - Vicki**

- Kay Joslyn and Nadine Fiero are willing to head the committee again. We are looking at Saturdays in July again, and have already asked Tim Wagner, the organ grinder, to play for it. The format will vary from last year so it will be appealing to repeat attendees. This year, we want to make sure that we open ticket sales up to the public.

## **President/Director's Report – Vicki Profit**

### **Programs and Events:**

Yuletide Traditions special events:

- Saturday, November 26 – organ grinder Tim Wagner. 17 attendees.

- Saturday, December 3 – “Gnome for the Holidays” special children’s activities. brought in more than 30 people, including about 10 children. GRITWORX Designs sold their wares (only 1 sale).
- Sunday, December 4 – Dominic Sherony presented “Lift Bridge Reconstruction.” 40 attendees.
- Tuesday, December 6 – YT finale / PHS holiday party. 60 attendees.
- YT proceeds totaled \$2,000.
- Upcoming January 17 – Rochester Theatre Organ Society presentation at the Fairport Library. Registration began December 1 through the library.

#### **News:**

- The gnome home from FPMA arrived on December 4. It is in the window at the top of stairs leading down to the lower level so visitors can still see it while the museum is closed.
- We have received several donations lately:
  - ROC the Day: \$50
  - Fairport Perinton Merchants Association grant \$1,000
  - Lions Club - \$100 for Bill Poray’s talk
  - \$200 in Bill Wilcox’s memory

#### **Exhibits:**

- No changes

#### **Collections:**

- Chief Mike Hoskins of Perinton Ambulance stopped by to donate some vintage ambulance-related artifacts.

#### **Gift Shop:**

- Multiple trivets have been sold and reordered from GRITWORX Designs. I also ordered their newest design, which shows the train viewing platform.
- Nancy and I plan to evaluate the item selection in the gift shop during January and February and get some new items in.
- Due to various issues, Square was not instituted in the gift shop before the museum closed for the season. Nancy and I will update the inventory in the system and John Bowley and I will create a training manual so volunteers can be trained in mid-February.

#### **Communications** – Jane DeMeis (via email)

- Publicity was sent out for Yuletide Donations, then for the events: Gnome Home, Organ Grinder and Bridge and Dec 6th. Reminders went out for final bidding

and the event on the 6<sup>th</sup>. If people show interest on Nextdoor for an event, a notice comes directly back to them to remind them of the event.

### **Membership** – Jim Unckless

- So far this year, we have 549 memberships, which is up from last year's 473. Donations are up, too.

### **Historigram** – Keith Boas

- The December issue is out.
- We do not publish in January. The deadline for February's issue is January 15<sup>th</sup>.

### **Old Business**

- None.

### **New Business**

- At the next board meeting: Board members need to sign the annual conflict of interest forms.

**Next meeting:** The next regular Board of Trustees meeting is scheduled for Tuesday January 24<sup>th</sup> at 7:00 pm at the Museum.

*The meeting was adjourned at 7:46 pm.*

Respectfully submitted,  
Suzanne Lee, Secretary