



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

Boas, Keith (2022)  
 DeMeis, Jane (2024)  
 Hunt, Robert (2022)  
 Lee, Suzanne (2022)  
 McCormick, Lucy (2023)  
 Poray, Bill (2023) ABSENT  
 Profitt, Vicki (2023)  
 Slaybaugh, Nancy (202X)  
 Unckless, Jim (2024)  
 Wells, Matt (2022)  
 Wiener, Linda (2024)

**Others Present**

Doris Davis-Fritsch

**PHS Board of Trustees Meeting Minutes**  
 January 25, 2022

A regular meeting of the Board of Trustees was held on January 25, 2022 via Zoom. The meeting was called to order at 7:04 PM by President Vicki Profitt.

**Special Tribute to John Laurence**

Board member and Volunteer Coordinator John Laurence died January 5, 2022. There has been one donation in his memory already. We need to decide how to honor him: plant a tree, start a memorial fund, or other options.

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

Minutes of the regular Board of Trustees meeting from December 14. *Minutes were accepted on a motion made, seconded, and carried.*

**Treasurer’s Report.** Linda Wiener

- **Treasurer’s report for December 2021** was presented as follows:

**Balance sheet** – Total assets and equity = \$182,468. Total cash of \$70,507 (an increase of \$5,535 from November an increase of \$11,208 from PY cash – mainly due to the Foundation Assets).

**Profit and Loss for month:** net income for December of \$6031.

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

Income \$28,337 compared to \$29,123 budgeted for 2021-2022 (97% of budgeted amount)

Expenses \$9,616 compared to \$24,272 budgeted for 2021-2022 (50% of budgeted amount)

- All 1099s have been sent to contractors for the past year.
- The Q3 sales tax return has been filed.

*December's report was accepted on a motion made, seconded, and carried.*

## **Committees**

**Property** – No report

**Website** - Doris Davis-Fritsch

- Website updates completed and event information added.
- Please send Doris any photos of the house tour photos that are more recent – we have plenty of historic ones, but need “current” photos.
- Unique visitors 2022  
January 23 - 1097

**Technology:**

- Charles Profitt plans to hold a Microsoft 365 training session in March. If you have questions about how 365 works and what it can do for PHS, get them to Vicki to be incorporated into the training session.

**Volunteers** – Vicki Profitt

- There will be training for volunteers in January and February. The Museum will reopen March 5<sup>th</sup> (depending upon COVID rates).
- John and Nancy Bowley have agreed to be the new Volunteer Coordinators.
- Most volunteers are returning to their regular shifts. We still have a few volunteers who are waiting out the pandemic, but who want to come back in the future.

**House Tour** – Lucy McCormick

- The House Tour Committee has been in contact via e-mail. We are hoping to return to an in-person tour featuring the South Main Street homes that were slated to be on tour in 2020. A letter to ascertain the interest of the six homeowners who previously expressed interest in being on the tour will be sent in March.
- Vicki is working with Kay Joslyn on setting the date, in either late September or early October.

## **Yuletide – Lucy McCormick**

- For the December meeting, I had not had time to update the chart comparing Yuletide Traditions for the seven years that we have held it.
- The 2021 event brought in \$2,641, which was almost \$400 more than the last event, held in 2019.
- This year, the minimum bids were set at one third of the value of the item (a new practice). This helped get the bids up faster.

## **President's Report – Vicki Profitt**

### **News and Events**

- Nancy and I have been sourcing new chairs for the program room. The old chairs have been taken to auction. The majority of the funds needed to cover the purchase are from the Stevens family grant, YT proceeds and the other donations received, in addition to any unrestricted proceeds from the Reynolds auctions.  
*A motion to spend up to \$1900 for the balance of the new chairs for the program room was made, seconded, and carried.*
- I renewed our \$50 FPMA membership on 1/1/22.
- Three file cabinets were purchased from Fulkerson Services and delivered on December 23. Cost for the file cabinets was \$900. They waived the \$175 delivery fee. One of the delivery guys purchased \$48 worth of gift shop items that day. We gave Fulkerson a complementary one-year business membership. Thank you to Bob Hunt for creating the beautiful platforms on which the cabinets sit.
- PHS received an unrestricted donation of \$1,670 from an anonymous donor at the end of December. The majority of this donation will pay for the Square register system, and the rest will be used to help pay for the new chairs.
- PHS received an unrestricted donation of \$500 from Last Man Standing at the end of December.
- At least one donation has been received in memory of John Laurence. Discussion to take place at board meeting re: ways to honor John.
- Reynolds Auction Co. came to collect the items for auction on January 19. Because Nancy and I carried the majority of the items to the main level and helped load the truck, the pick-up fee was reduced. The auction is online and runs through January 27. As of this morning, all items except three had bids.
- Our January 18 presentation took place at the library. Mary Jo Lanphear discussed the "Kodakids" for 60 attendees.

- I've moved our February 15 presentation, "Historic U.S. Route 20", to the library since we are waiting on the arrival of the new chairs in our program room.
- The Canal Days committee would like booths to have activities, not just things for sale. Vicki told them we would have a "What is it?" table, and possibly a dress-up photo booth again (depending on how things are going with COVID).

### **Exhibits**

- Nancy and I will enlarge the American Can exhibit in January and February.

### **Collections & Donations**

- Nancy and I continue to work on collections management.

### **Gift Shop:**

- I've sourced a new vendor and intend to place an order to be here by our March reopening.

### **Communications – Jane DeMeis**

- January and February programs have been promoted.
- Fairport Merchants' Association – the pop-up Christmas markets were a success for their first year.

### **Membership – Jim Unckless**

- We have gotten a few new members in the past month.
- ROC the Day generated 3 new memberships.
- So far this year, family memberships are down, but individuals and bigger donor levels are up.
- There is a problem sending group emails, such as the newsletter, to Rochester Road Runner (.rr) accounts. The workaround is to send them in smaller batches (about 15 at a time). This creates a lot of extra work.

### **Historigram – Keith Boas**

- The deadline for the March issue is February 15<sup>th</sup>.

## Old Business

### Square Credit Card Reader

Linda and Vicki have ordered the terminal for the gift shop. We are hoping to get it up and running in February so volunteers can be trained on it before the Museum reopens in March.

**Use of Museum for private parties** – on hold until after the pandemic.

## New Business

- Last Man Standing gave us an annual donation, as they have done in the past few years.
- Kay Joslyn is working on a Colonial Belle boat tour. We are hoping to tie it into the bicentennial of the Canal through Fairport (2022 – the town is planning multiple events), and possibly have it be a membership drive event. It would be great if we could come up with other events to host for this celebration, as well. More details to follow.

**Next meeting:** The next regular Board of Trustees meeting is scheduled for Tuesday February 22<sup>nd</sup> at 7:00 pm; whether it occurs in person at the Museum or on Zoom will depend on COVID rates.

*The meeting was adjourned at 8:09 pm.*

Respectfully submitted,

Suzanne Lee, Secretary