

**Board Members :**

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

**Others Present****PHS Board of Trustees Minutes**

April 25, 2023

A regular meeting of the Board of Trustees was held on April 25, 2023, at the Museum. The meeting was called to order at 7:00 by Vicki Profitt.

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

Minutes from the regular meeting from Feb 28, 2023, as well as the emailed reports for March 2023, were presented for approval. *All minutes were accepted on a motion made, seconded, and carried.*

**Treasurer's Report.** Linda Wiener

- **Treasurer's report for March 2023** was presented as follows:

**Balance sheet** – Total assets and equity = \$171,821. Total cash of \$72,082 (a decrease of \$3,862 from February).

**Profit and Loss for month:** Net loss for March of -\$3,563 (YTD \$15,295).

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

Income \$32,805 compared to \$23,841 budgeted for 2022-2023 (138% of budgeted amount).

Expenses \$17,640 compared to \$17,949 budgeted for 2022-2023 (98% of budgeted amount).

Net Income \$5,162 compared to \$5,929 budgeted for 2022-2023.

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

## COMMITTEES

### **Colonial Belle Cruise 2023 – Kay Joslyn**

- Saturday, July 15 from 2:30-5:30 pm
- We have secured musician Andrew Young to perform and have planned the cruise logistics.
- Tickets will be \$55 each and go on sale May 1. They will be sold through the Square cash register. Sales end on June 25<sup>th</sup>.
- We will be providing cookies & water.

### **House Tour – Kay Joslyn**

We currently have 2 definite houses, and a few maybes on Nelson.

### **Website – Doris Davis-Fritsch**

Updated calendars, events, posted minutes, Historigram.

**Unique Visitors: 2022**

**Total: 25,481**

Unique Visitors: 2023

**Jan. – 2,914**

**Feb – 2,371**

**Mar – 2,865**

**Apr – 1,917**

### **Volunteers – John Bowley**

- We have 3 new volunteers.
- Volunteers are getting more comfortable with the Square system.

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

- Spring tasks are winding down. The crew will break for the summer mid-May.

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

The member survey is ready to email to members. Jane will get the file to Jim to send out.

### **Property – Vicki Profitt**

The building has been cleaned, but the company is not going to work out long-term. So we are looking for a company who does commercial cleaning.

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**

- Nancy and Vicki are reevaluating PastPerfect for artifact management.

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

#### **Programs and Events:**

- Tuesday, April 18 – Fairport Historic Preservation Commission program at 7:00pm at the museum – 40 attendees.
- Saturday, April 22 – All Aboard the PHS Express drop in children's train events from 10:00 am-12:00 pm at the museum – 75 attendees, including 32 children.
- Saturday, May 13 – Greenbrier Garden Club plant sale at the museum.
- Tuesday, May 16 – White Haven Cemetery Tour at the museum.
- Tuesday, June 13 – PHS Members Event from 6:00-8:00 pm at the museum.
- Saturday, July 15 – Colonial Belle cruise 2:30-5:30 pm. Open to the public.

#### **News:**

- Tuesday, April 11 – I gave Pam Refro at FPMA the rest of our FHM brochures and a bunch of our current PHS brochures for use in the racks and for boat bags. I continue to send photos and info to Lori Galan for use in the new brochure, which we intend to have completed by Canal Days.
- Saturday, April 22 – Bill met with members of Carmen Peck's family at the museum.
- Tuesday, May 9 – Bill and I have scheduled two classes from Charles Finney School for a field trip.
- Tuesday, September 19 – I will be giving an "Interesting Women of Fairport" presentation at 2:00pm at the museum for the Perinton Retired Women's Club.

#### **Exhibits:**

- Nothing new to report.

### **Collections:**

- Bryan Harrison of Bushnell's Basin recently donated multiple photo albums, letters and some artifacts pertaining to Lucy Putnam Wadhams, wife of Rand Powder Mill co-owner Mortimer Wadhams. Bill has scanned many of the photos and letters and Nancy Slaybaugh is transcribing the letters.

### **Gift Shop:**

- The new train items are selling very well, and were especially popular during the kids' train event on April 22.
- The garden flags continue to sell well. I intend to order a garden flag pertaining to the caboose and train viewing platform.
- I will soon be restocking some of the books that have sold down, including some of the Arcadia books.

### **Communications – Jane DeMeis**

- Publicity went out for The Preservations Board presentation and the PHS Express Children's event and asking for Train photos.
- The Fairport Tree Board and the Fairport Historic Preservation Board have created a joint Scavenger Hunt that will launch on May 14th and conclude on June 18<sup>th</sup>. The Magnolia Tree out front of the Museum is one of the trees designated. Winners will win a either a Village tree planted in their honor or a membership to the Fairport Historical Society.

### **Membership – Jim Unckless**

- We got three new memberships on Saturday during the Train Event.

### **Historigram – Bill Poray**

- There are no issues in June or August. Please provide information for the July issue by June 15.
- The current issue will be folded on Friday and sent out.

### **Old Business**

- **Updating membership forms and brochures:** Vicki is working with a designer to create a new logo and new brochures and forms. We hope to have them ready for Canal Days.

## New Business

- **New Board Member:**
  - *John Bowley was appointed by the board to become another Trustee on a motion made, seconded, and carried.*
  - The following trustees' terms are up in 2023: Vicki Profitt, Lucy McCormick, and Bill Poray. Only Vicki needs to be voted on by the membership at the annual meeting in June. The others can be reappointed by the other trustees.
- **Fairport Merchants' Association Update – Lucy McCormick**
  - The canal is opening earlier this year to accommodate cruises during the PGA. The Colonial Belle is enjoying many bookings already.
  - There will be a village-wide "Where's Waldo" event. Lucy will look into signing us up to host a "Waldo" in the museum that we would hide for visitors to find.

### Canal Days Tent Loan:

- We will see if our old tent is in good enough shape to loan to the Crescent Trail Association for their booth. Linda and Dave Weiner will look into this.

### Member event on June 13<sup>th</sup>

- We will have a Strawberry Social
- The Ambulance Corps will be there; we are hoping for Fire and Police, too
- We still need an author and/or artist

### Rocking Chairs on Front Porch

- Vicki would like to replace the rockers on the front porch; the current ones are falling apart. *The board voted to approve up to \$600 for 2 new chairs.*

### New Step Ladder

- We need a new indoor step ladder that can reach up to the ceiling. The board suggested hiring Mack of All Trades or other handyman when things need to be hung or cleaned up higher.

**Next meeting:** The next regular Board of Trustees meeting is scheduled for Tuesday May 23<sup>rd</sup> at 7:00 pm at the Museum.

Respectfully submitted,  
Suzanne Lee, Secretary