



Present:

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

Absent:

Davis-Fritsch, Doris
Mkt&Web

Others Present:

Keeler, Bill, Curator
May, Patricia, FPMA
Wilcox, Deb, House Tour

PHS Board of Trustees Meeting Minutes

August 27, 2013

Approved

A regular meeting of the Board of Trustees was held on August 27, 2013, at the PHS Museum.

The meeting was called to order at 6:58 PM by President Bob Hunt.

Secretary's Report and Minutes. Doug Whitney

Minutes of the regular meeting of the Board of Trustees on June 25, 2013, were approved as submitted with the following corrections: page 1, under Vice President's Report, Upcoming Programs:

- September 17, 2013. Deb Wilcox will do a lead in program for the annual House Tour Program
- October 6, 2013, Annual House Tour Program.

Treasurer's Report. Linda Wiener

Treasurer Linda Wiener submitted her written reports for June 30, 2013, and July 31, 2013, as follows:

June 30, 2013 treasurer report highlights:

For fiscal year September 1, 2012 – June 30, 2013, shows the following: (1) balance sheet shows total assets and equity of \$103,322 as of June 30, 2013, down \$374 from May; (2) profit and loss for 09/1/2012 – 6/30/13 is a net loss of \$879, as compared to a net loss of \$506 in May 2013; (3) total year to date income compared to budget total income projected for year was \$12,112 v. \$9,480 or + 28%, (4) total year to date expense compared to budget total expense projected for year was \$12,911 v. 10,873 or +19%.

July 31, 2013 treasurer report highlights:

For fiscal year September 1, 2012 – July 31, 2013, shows the following: (1) balance sheet shows total assets and equity of \$98,720 as of July 31, 2013, down \$4,602 from June; (2) profit and loss for 09/1/2012 – 7/31/13 is a net loss of \$568, as compared to a net loss of \$879 in June 2013; (3) total year to date income compared to budget total income projected for year was \$12,290 v. \$10,297 or + 19%, (4) total year to date expense compared to budget total expense projected for year was \$13,737 v. 11,880 or +16%.

Treasurer's reports for both June and July accepted and approved as submitted.

PHS has received notice from Charitable Section of the NYS Attorney General's

Office that PHS is exempt from annual reporting requirements because its income is less than \$25,000.

Gift shop inventory with Bill Keeler is continuing.

2013-14 Budget. Linda presented final revised proposed budget for 2013-14 showing a projected surplus of \$94. Motion made, seconded, and carried to approve and adopt the proposed budget.

Fund Raising. At the request of President Hunt, members of the Board submitted fund raising ideas which were compiled and reviewed. Additional items not on list include the following:

• Legislative earmarks, Keeler. Apparently these are no longer available, however, no reason not to make request to our state legislators.

• Push for memorial recognition in obituaries, Keeler.

• Bottle and can return designation, Unckless. We have implemented this.

Needs publicity to members.

• Silent auction, Mabry.

• Strawberry festival, Keeler.

• Sale of plaques for houses. Vicki will pursue this.

• Heirloom sale a la Antique Road Show. Mabry. Deb will pursue this.

Recommendation by Whitney that PHS needs a Development Committee.

Vice President's Report. Vicki Profitt

Upcoming programs.

September 17, 2013. Deb Wilcox will do a lead in program for the House Tour.

October 6, 2013. Annual House Tour.

November 19, 2013. Rare and Unusual Photos of Fairport and Perinton, and the Stories Behind Them, Bill Poray.

December 10, 2013. Annual holiday party. Possible change from normal program. Vicki will investigate a Christmas traditions program.

January 21, 2014. Rochester Insane Asylums, Mike Keene, at Fairport Public Library. Tentative.

February 18, 2014. Open.

Monday, March 14, 2014, FHM hosts the Fairport Historical Club. Vicki to give presentation on main floor of FHM.

March 18, 2014. Open, possibly wedding related.

April 15, 2014. History of Gamewell Telegraph Fire Alarm System in Fairport,

Matt Wells

May 20, 2014. Annual Meeting and Picnic.

June 17, 2014. Cemetery Tour with Vicki Profitt.

Vicki reported on a visit by the Bulman family to the Museum on August 6, 2013. Vicki was contacted by a member of the Bulman family in late June advising that he would be visiting Fairport in August and asking for a special program about the Bulman family in Perinton. John and Jane Scott Bulman had settled in Perinton in the mid 1800s and raised their 6 children here. Vicki asked Town Historian Bill Poray if he would create such a presentation for the Bulmans. He agreed and did a presentation to the Bulman family at the museum of about 1 hour. The family looked around the museum and heard Bill's presentation. Family members were from the NYC/NY area. They purchased \$100 worth of goods from the gift shop and made a \$20 donation to PHS.

Membership. Jim Unckless

Sent out 435 membership applications for 2013-14. To date, has received approximately 170 renewals or new subscriptions. Letters of acknowledgment will be sent. Trying to obtain current email addresses for all members.

Historigram. Bill Poray

September issue will contain special edition for October House Tour.

Requested rules for submitting articles to Historigram were submitted and reviewed by the Board.

Scholarship Committee. Bill Poray

Discussion about a permanent name for the Scholarship Fund. Motion made, seconded and carried that it be called the Perinton Historical Scholarship Fund.

It appears that there will be 2 \$500 donations for the 2014 PHS Scholarship, plus \$200 - \$300 in addition.

Curator. Bill Keeler.

Cataloguing documents as to their origin when they come to the Museum for accession.

Director. Vicki Profitt

A donation of 2 dollhouses to the Museum has been received from Lynda Bailey. They will be used for children's programs.

Display case in the Fairport Public Library will be devoted to PHS for September.

Communications /Correspondence. Pat May

Pat requests that Board members pass any and all information to her for publicity.

A memorandum from Pat to the Board, containing recommendations for PHS communications was reviewed. It contained the following recommendations:

1. All promotional communications for programs and events be channeled through the Director of Communication for review and distribution.
2. The PHS President and Museum Director will review written material for accuracy and appropriateness before it is sent on to the media and PHS website.
3. The PHS President will distribute press releases to PHS board members so they know what has been sent to the media on their behalf.

Discussion on the recommendations was held. Upon motion made, seconded, and carried the recommendations were approved and adopted.

A written report of communication activities for August was submitted.

Garden Club requests that any left over plants from its sale and show be brought in after the show.

Jane Cleveland Mc Comb and her sister, Caroline Cleveland Smith, brought in some old autograph books of old Fairport residents belonging to their mother, Alberta Wignall Cleveland, and donated them to the Museum.

Committee Updates.

Technology. Jim Unckless

No report.

Website. Doris Davis Fritsch

Written report submitted.

House Tour. Deb Mabry

The annual House Tour is set. On September 17, the regular PHS membership meeting program will be a report by Deb and members of the House Tour Committee on bungalows, this year's architectural selection, in Fairport, East Rochester, Penfield and Pittsford, with a photographic tour. The House Tour itself will be on Sunday, October 6, at the Perinton Community Center, 1350 Turk Hill Road, commencing with a presentation by Alan Nowicki, on the Roycroft movement, from 1 PM -2 PM, and a tour of 3 bungalow homes., 37 Parker Street, 54 East Street, and 752 West Whitney Road in Fairport from 2:30 PM – 5 PM. 24 volunteers are needed.

Property. Ray Buchanan

No report.

Ray has volunteered to remain on the Committee although his term as a Trustee expires on August 31, 2013. Thank you, Ray. The Board thanked Ray for his service on the Board of Trustees.

Old Business.

Eagle Scout Project. Vicki. Chris Grace has completed the painting and renovation of the Museum basement and it looks wonderful. Vicki recommended that both Chris and RC Shaheen, which contributed all of the paint, should be granted a business membership for 2013-14 for their efforts. Moved, seconded, and carried. Chris and other Scouts who assisted him will be recognized at the September 17 PHS membership meeting.

Saturday Day of Service SUNY Brockport Community Service Project. Vicki. On Saturday, August 24, 15 SUNY Brockport students arrived via bus and spent from 3 – 4:45 PM vacuuming, swiftering, and cleaning the Museum and oiling the walnut woodwork in the entry of the Museum. A great job. Hopefully, it can be repeated next year.

Rochester Area Community Foundation Grant. Vicki. PHS did not receive the \$25,000 grant it had sought to update communication and IT capabilities. PHS was complimented on its proposal.

Farash Foundation Arts Grant. Bob. No results yet.

Saturday Hours. Bob and Vicki. Discussion about continuing Saturday morning hours from 9-11 AM for the Museum to be open through December. Motion to do so was moved, seconded, and carried.

Village Work at Museum. Bob Hunt. Bob has talked with Paul Feely of the Village of Fairport. Village will: clean eaves and gutters; make and install covers for the window wells to reduce water flow into basement; PHS to hire painter for exterior and Village will pay or reimburse PHS for expense; FMC will perform necessary electrical work ASAP, Sean Delehanty to follow up with Mitch Wilke.

Community Service Work. Bob Hunt. Bob reported on excellent cleaning and washing work performed by a person sentenced by Village Justice Barone to 50 hours of community service. An excellent job.

Front Door Painting. Lively discussion about what color to paint the exterior of Museum front door. Vicki will contact R J Shaheen.

New Business.

Oktoberfest. Bob Hunt. Fairport's annual Oktoberfest is on Friday, October 4, from 3 PM to midnight and on Saturday, October 5, from noon to midnight. PHS will again provide volunteers to sell tickets and serve beverages. PHS makes good money (\$500 est.) if we participate. Volunteers needed, contact Bob.

FPMA Meeting. Bob Hunt. Fairport Perinton Merchants Association November Board meeting will be held at the Museum on Tuesday, November 26, 2013, at 8:30 AM.

Future Meetings.

Next regular meeting of the PHS Board of Trustees is on **Tuesday, September 24, 2013, at 7:00 PM, at the Museum.**

Motion to adjourn made, seconded, and carried at 9:10 PM.

Respectfully submitted,

Douglas W. Whitney, Secretary

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