

**Meeting of the Board of Directors
Traverse Area Historical Society
July 18, 2016 – Carnegie Building – 6:00 PM**

Board Members Attending: Stephen Siciliano, Jim Warner, Larry Hains, Julie Schopieray, Sharon Jennings, Virginia LeClaire, Fred Anderson

Absent: Richard Fidler

Guests: Peg Siciliano, Rachel Wicksall

Chairman Siciliano called the meeting to order and suggested several changes to the agenda.

Secretary's Report: The minutes of the meeting of June 13, 2016 had been reviewed by the board and two changes were made. Mr. Anderson moved and Ms. Jennings seconded that the minutes be approved. This passed unanimously.

Mr. Siciliano, acting as the representative of the Nominating Committee, proposed that the board consider accepting Peg Siciliano as a member. This passed with great enthusiasm. Mr. Siciliano abstained.

Next, Mr. Siciliano introduced Rachel Wicksall, a former employee of the History Center, who is a TCAPS Special Education aide and also a college student. Ms. Wicksall gave a presentation about her ideas for teaching history to children of various ages and inspiring a love of history in them. Board members were able to review binders with specific programs she would like to implement. She would present these programs as part of TADL, but would like the support of the TAHS in such things as using our contact lists in finding volunteers to implement her projects. She has had her programs reviewed by elementary teachers to assure that they specifically meet the goals of the school system. Mr. Hains moved and Ms. Jennings seconded that we accept Ms. Wicksall's concept and provide our support to her program. This passed unanimously. Ms. Wicksall chose to remain for the rest of the meeting.

Treasurer's Report: Mr. Hains provided a written report which consisted of the Huntington Bank statement showing a balance of \$3816.20 with \$325 to be deposited. He pointed out that \$2000 of these funds is the restricted Rotary Grant to provide containers for storage of archival materials at TADL. A Balance Sheet and Profit & Loss Statement as of July 18, 2016 were also provided. Mr. Hains' complete report is attached to these minutes as Attachment A. Discussion of the cost of indemnification insurance was held, and Mr. Hains agrees to see what the cost would be to cover the entire board as some do not carry this type of policy.

Chair Report

- 1.) Resignation of Richard Fidler – Mr. Fidler had previously submitted a letter of resignation to the board (Attachment B). Mr. Siciliano had subsequently communicated with Mr. Fidler by email and suggested that Mr. Fidler take a medical leave until such time as his health issues abate. All board members were greatly relieved by this approach. Mr. Siciliano stated that Mr. Fidler had agreed to this plan.

- 2.) Election of Vice Chair – Mr. Warner had previously requested to vacate the office of vice chair, but agreed to stay until today’s meeting. No board member was willing to take this responsibility, so it was decided to proceed without a vice chair. In the event that Mr. Siciliano is unable to hold a meeting due to absence, the secretary will conduct an election to determine who will fill this post.
- 3.) Sale of Victorian Furniture – Ms. Schopieray reported that Mary Noteware was willing to offer \$200 for the pieces and would remove it from the building. Mr. Siciliano moved and Mr. Hains seconded that we proceed with the sale to Mary Noteware. This passed unanimously.
- 4.) Progress Report on Vacating Carnegie Building – Peg S. provided a report on all of the work which has been done in the old archives office (Attachment C). She reported that TADL would accept the institutional archives of TAHS as long as we would give them to the library. It was pointed out that they would still be accessible. Ms. Schopieray noted that so many previous organizations were co-mingled within the records reflecting name changes, mergers, and collaborations. Peg S. moved that all institutional records of the organization predating the merger with the Heritage Center in 2010 be given to TADL with the right of first refusal should they decide to dispose of them. This was seconded by Mr. Warner and passed unanimously. Mr. Hains will give a report on the volume of materials stored at his home. He also agreed to provide transport for any articles going to TADL. Peg S. agreed to obtain a flash drive to remove information from the computers before we dispose of them. Ms. Schopieray reported on her research of storage services. Denoyer Brothers charged \$175 per month for 5000 pounds of storage. West Bay Self Storage charges \$48/month for 5X10 unit and \$78/month for a 10X10 unit. Ms. LeClaire and Ms. Jennings agreed to visit the Excel used office furniture business from which the office furniture was purchased to see if they would be interested in buying it back. It was ultimately decided that we will have a vote at the August meeting regarding a 30 day motion to vacate.

Committee Reports

- 1.) Membership – Ms. Jennings met with Amy Barritt last week and they are going to be setting up an updated membership list on “Google Docs.” Jeanne Hurst’s computer is outdated and there was some thought of giving her one of the office computers that will be disposed of. (Mr. Anderson found it necessary to exit the meeting at this point.) Ms. Jennings reported that she needed additional Membership Forms, but no one was certain where they were located. Ms. LeClaire suggested that a smaller handout on stiffer paper would be easier to distribute to tour participants. One side would give brief information about TAHS and the other side would be an application to join.
- 2.) Bylaws – Mr. Siciliano had previously undertaken an in depth review of the institutional bylaws and had presented his proposed changes to the group. A few suggestions were offered. He requested that all board members review these changes and be prepared to discuss them at the next board meeting. Mr. Hains noted that a Conflict of Interest Policy needed to be signed by the group. Former board members Siciliano and Warner remember signing one when on the previous board. Peg S. will attempt to locate the previous document to see if we might be able to make use of it.

- 3.) Program – Ms. Siciliano agreed to chair this committee until Mr. Fidler’s return. The TAHS Potluck Picnic was discussed and everyone was generally disappointed with the lack of participation. Ms. LeClaire reported that the Cemetery Tours have been going very well and the participants seem genuinely enthused with the information imparted. Mr. Siciliano, Ms. Schopieray, and Marly Hanson marched in the Heritage Parade and were thanked by Rotary for their participation. Peg S. and Mr. Anderson are interested in getting the Downtown Tours up and running. They were provided with information about sources of publicity. Ms. LeClaire reported that most of the cemetery tour people had heard of the tour through the Ticker, the Express, and the article that the Record-Eagle did. It was reported that Mr. Fidler has been working with NMC student Nicole Hartley to develop a handout so that people could do a self guided tour of the downtown area, but there was also interest in having a guided tour available.
- 4.) Publications – Ms. Schopieray reported that recently some funds have come from Amazon for books sold. Mr. Fidler has offered to give her his books to upload onto Create Space for on demand service. Ms. Schopieray is going to get in touch with the graphic designer who worked previously on Bob Wilhelm’s book to see exactly what the additional cost would be to get it completed.
- 5.) Fund Raising – The only funds that we have received of late are from the sale of books and from the Cemetery Tours which will be ongoing. Ms. LeClaire resigned as the only member of this committee and indicated that she felt that the committee should consist of the entire board because funds are critical to our ongoing function. Additional copies of the TCSH nursing book need to be ordered as we were unable to fulfill the request of Gallery 50 for twenty copies. Peg S. agrees to order 20 copies and have them sent to Ms. LeClaire’s residence so she can provide them to Gallery 50.
- 6.) Finance – All board members are asked to send Mr. Siciliano and Mr. Hains an estimate of their expenses for 12 months. He would like these reports in the next 2 weeks. This will allow the Finance Committee to draft a budget for the coming year. There are still serious tax issues with the Jonkoff book because it was sold at so many locations and no one kept adequate records. It was decided that this be discussed with our CPA to determine how he came to his conclusions. Even though this will be an expense to us, this will allow us to correct Quick Books and file an amended return with the State of Michigan if so indicated.

After discussion, it was decided that Mr. Siciliano would write a letter to the editor of the Record-Eagle on behalf of TAHS to support the upcoming library millage vote.

The next meeting will be on August 15, 2016 at 6:00 PM at the Carnegie Building.

The meeting adjourned at 8:35 PM.

Respectfully submitted,

Virginia LeClaire
Recording Secretary

