

Meeting of the Board of Directors
Traverse Area Historical Society
January 24, 2017 – 6:00PM – Siciliano Home

Attendees: Stephen Siciliano, Fred Anderson, Larry Hains, Virginia LeClaire, Julie Schopieray, Sharon Jennings, Jim Warner, Peg Siciliano

The meeting was called to order by President Siciliano and minor agenda adjustments made.

Secretary's Report:

- 1.) The minutes of the meeting of December 13, 2016 were reviewed. Mr. Hains moved and Ms. Jennings seconded that they be approved. This passed unanimously.
- 2.) The minutes of the December 18, 2016 meeting were reviewed. Peg S. moved that they be accepted. This was seconded by Mr. Hains and passed unanimously.

Treasurer's Report:

- 1.) Taxes: Mr. Hains reported that per the State of Michigan tax office, our original tax return has been processed. The amended return has been received but has not been processed. It is being expedited. We may not receive as much refund as expected due to penalties.
- 2.) Mr. Hains contacted Sage (credit card processor) and our account will be finished in April. He informed them that we wish to terminate their services. They accepted the termination notice. We will be charged \$5.25 a month for three months and then the contract will be completed in April.
- 3.) Mr. Hains visited the city offices after receiving a bill from them for January rent, despite the fact that we have vacated the Carnegie. That has now apparently been resolved.
- 4.) Current Financial Status: We have one bill (\$1,000) outstanding owed to the city for utilities, for which we are paying \$100 per month. There is \$4634.82 in the checking account at this time. Mr. Hains stated a desire to pay off the \$1,000 bill rather than continue monthly payments. After discussion, Ms. LeClaire moved that we pay off the \$1,000 owed to the city. Mr. Warner seconded. Further discussion followed. The vote resulted in a tie, so the motion failed. It was decided to discuss this further next month. A Profit & Loss report January through December 2016 is attached (Attachment A).
- 5.) A bill had been received from the Historical Society of Michigan for renewal. Ms. LeClaire investigated the situation and found that our organizational membership is due for renewal on February 28, 2017. Mr. Warner moved and Mr. Siciliano seconded that we continue our membership with the state organization. This passed unanimously.
- 6.) A letter from the Community Foundation is expected in 7 – 10 days which will describe the amount we will be awarded on April 1, 2017. Last year we were awarded \$1274.

- 7.) Our General Insurance would be due once again on April 26, 2017 but due to the fact that we have vacated the Carnegie Building the policy will not be renewed.
- 8.) With board approval, Ms. Schopieray purchased a Track Phone for the Interim Office in the Siciliano home which she presented to the group. Peg S. offered to do the set up.
- 9.) Review of the 2016-2017 Budget and Establishment of the 2017 Budget: It was decided that the budget which was previously established was no longer appropriate due to all of the changes that have occurred in the interim. It was also agreed that a budget which would cover the calendar year would be more appropriate. Each item in the 2016-2017 budget was discussed and revised to more closely resemble our current situation. Mr. Siciliano will compile a new budget and bring it to the next meeting for final discussion.
- 10.) Liability Insurance: Mr. Anderson researched the need and/or advisability of having liability insurance. He brought three articles for the board to review (B, C, D). Five of the eight members of the board have individual liability insurance. The three who do not have this coverage were requested to contact their insurance company to see what it would cost to be covered by an umbrella policy as this might be more cost effective than purchasing a policy for the entire group when only three need it.

Chair Report:

- 1.) Review of Interim Office - At this point the group was escorted to the room in the Siciliano office which will be our interim office until other arrangements can be made. It was decided that should anyone want to use the office they will contact Peg S. to see if it would be a convenient time.
- 2.) Update on State Forms on Name and Purpose Change as well as Change of Resident Agent and Residency. Mr. Siciliano explained that all of the forms had been completed, reviewed and accepted so that our official name is now Traverse Area Historical Society, Mr. Siciliano is the Resident Agent, and the Residency is the address of the Siciliano home. The purpose of the organization reflects our mission to preserve, protect and present the history of the Grand Traverse region rather than to run a museum (E,F).

Committee Reports

- 1.) Communications: Peg S. has now been trained by Ms. Schopieray to do email blasts. She will ask Amy Barritt to update the front page of the web site.
- 2.) Membership – We now have 191 members. Ms. Jennings provided copies of the letters which she sends to various categories of members (G,H,I,J).
- 3.) Program and Events – Peg S. reported that information will soon be sent out to the membership about new tours in addition to the ones that have already been established. She also suggested that we obtain a sticker to add to the rack cards previously developed which would tell of society events and activities. Ms. LeClaire reported that the Cemetery Tours had been given a full page article in the Newcomers Newsletter recently.

- 4.) Fundraising – The Sicilianos indicated an interest in a fundraising activity for the Petertyl Account which had been depleted previously. They would match monthly any contributions to the account up to \$75.00. Peg S. shared a document (K) for board review announcing this effort which would be sent out in an email blast to the membership.
Mr. Hains moved and Mr. Warner seconded that the board accept this proposal and the document proposed for this fundraising challenge. This passed unanimously.
- 5.) Publications – Ms. Schopieray reported that the proof of the Bob Wilhelm book, Traverse City Then and Now, had been received and is ready for printing. She shared the proof with the board and all were very pleased. Previously it was decided to order 150 copies initially.

The next meeting will be on February 20, 2017 at 6:00 PM. A discussion was held as to location and it was determined that we should try to reserve a room at the library for our meetings. Ms. LeClaire agreed to follow up on this.

The meeting ended at 8:30 PM.

Respectfully submitted,

Virginia LeClaire, Recording Secretary