



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

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

**Others Present**

Doris Davis-Fritsch

**PHS Board of Trustees Meeting Minutes**  
December 14, 2021

A regular meeting of the Board of Trustees was held on December 14, 2021 via Zoom. The meeting was called to order at 7:00 PM by President Vicki Profitt.

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

Minutes of the regular Board of Trustees meeting from October 26, 2021 and November 23, 2021 were presented. *Minutes for both months were accepted on motions made, seconded, and carried.*

**Treasurer's Report.** Linda Wiener

- **Treasurer's report for November 2021** was presented as follows:

**Balance sheet** – Total assets and equity = \$176,440. Total cash of \$64,972 (an increase of \$4,041 from October an increase of \$26,115 from PY cash – mainly due to the Foundation Assets).

**Profit and Loss for month:** net income for November of \$(901). This includes all membership renewals paid for 2021-2022 as of 9/30/21.

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

Income \$19,645 compared to \$29,123 budgeted for 2021-2022 (68% of budgeted amount)

Expenses \$7,505 compared to \$24,272 budgeted for 2021-2022 (31% of budgeted amount)

*Both October's and November's reports were accepted on motions made, seconded, and carried.*

## **Committees**

### **Property – No report**

### **Website - Doris Davis-Fritsch**

- Website visits are up this year.
- The editors continue to pass along changes; Doris is working on those.
- She will add a list of donors.

### **Technology – Vicki Profitt**

- Dave Wiener tested our camcorder, overhead camera and cell phone recording at the program held on November 21<sup>st</sup>. Dave determined that the camcorder was the least effective way to record, although it still serves a useful purpose if we choose to record oral interviews. The cell phone and overhead camera provided the best options for flexibility and quality.
- Charles Profitt plans to hold a Microsoft 365 training session in February or 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 for John Laurence**

- The Museum is now closed for the season as of Sunday. The website and voice mail have been changed to reflect this.
- There will be training for volunteers in January and February. The Museum will reopen March 5<sup>th</sup> (depending upon COVID rates).

### **House Tour – Lucy McCormick**

- Planning of the South Main Street Tour will begin in February.

### **Yuletide – Lucy McCormick**

- This year was very successful: we made \$2,641, which is the most of any year so far with the exception of 2017, when we had furniture in the auction. If you exclude the proceeds from the furniture, this was our most successful yet.

2014 \$ 1381

2015 \$ 2220

2016 \$ 2140

2017 \$ 3400 (included \$900 from bids for 3 pieces of museum furniture)

2018 \$ 2259

2019 \$ 2319

2020 – not held due to pandemic.

It was a "different" Yuletide Traditions with the pandemic ups and downs. Food was packaged and attendance at popular events was limited. People sang carols with masks at the finale event.

New to this year's Yuletide Traditions was an ugly sweater contest and a party with games.

A modest start: 10 contestants entered. Congratulations to Suzanne Lee, winner of the ugly sweater contest.

More detailed information/comparisons to prior years' Yuletide Traditions will be available for the January meeting.

All items have been distributed to the winners.

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

#### **Events:**

- On Sunday, November 28, I gave a museum tour to 15 members of the Springwater Hiking Group, which resulted in some gift shop sales and a possible artifact donation from one of the members.
- Saturday, December 4 from 10 am – 12 pm was the Ugly Sweater party. Nine attendees had treats, made crafts, and played games
- Saturday, December 4 at 1:00 pm, Bill Poray presented Old Money: Fairport's Potter Family, which had 40 attendees. Registration was required and capacity was limited to 60, with masks required.
- Sunday, December 5 at 2:30 pm, children's author J. N. Courtney gave a discussion and book signing with four attendees.
- Tuesday, December 7 from 6:00-7:00 pm, 50 attendees made final bids on YT silent auction items, followed by pump organ music by Bev Crawford and trivia with Lucy McCormick. The final tally was \$2,636. Forty-three of the forty-four items received bids, with a total of 238 bids being placed over the three-week time frame.

#### **Exhibits:**

- New exhibits will be planned for our March reopening.

#### **Collections & Donations:**

- Nancy Slaybaugh 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.
- Bob Hunt will create platforms for the new file cabinets to be installed in the gift shop.

### **Communications – Jane DeMeis**

- Publicized all events related to Yuletide – author appearances, etc.
- Posted pictures of some of the Yuletide baskets on Instagram and Nextdoor.

### **Curator – Nancy Slaybaugh - No report**

### **Membership – Jim Unckless**

- Both memberships and dues received are up from this time last year.
- Forty-three memberships were paid with PayPal.
- We received a grant of \$2,500 from the Robert and Jane Stevens Legacy Fund. Bob was a PHS member for 66 years.

### **Historigram – Bill Poray**

- The deadline for the February issue is January 15<sup>th</sup>. It will include Part 2 of the Oxbow story.
- Lucy will send Bill pictures from the Ugly Sweater contest.
- Linda will write up a blurb about charitable donations for 2022 from Required Minimum Distributions.
- Vicki will include a Yuletide thank you to donors and participants.
- Bob's column will focus on the museum collection going forward.

### **Old Business**

#### **Expanding the Board and Committees - Suzanne Lee**

Linda Wiener, and Jane DeMeis and Suzanne Lee met with several volunteers to discuss how they might help us with the current committee and board openings we have. We recommend the following appointments:

- **Nancy Slaybaugh** as a board member. *Nancy's appointment to the board was approved on a motion made, seconded, and carried.*
- **Drew Saum and Phillip Sparkes** to form a new Finance Committee, with Linda as the chair, to perform annual financial review and other tasks related to finance.

- **Jim Morrow** as chair of the Property Committee, which has been vacant since Catherine Angevine retired. We need to get some other people to join, but Jim is willing to head it up, maintain a list of ongoing maintenance tasks, and be the village liaison.
- **Dave Wiener** is willing to help Jim with Membership, as well as continue his role on the technology committee.

We will continue to talk to people and solicit more volunteers for openings in the New Year.

### **Woods Scrapbooks**

The Woods scrapbooks are not accessioned, so they do not need to be deaccessioned. Nancy and Vicki will continue to work on saving what can be saved from them and disposing of the parts too decayed to save.

### **Square Credit Card Reader**

Linda and Vicki have decided on the terminal they would like 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.

### **Canal Days**

Vicki will be signing us up in the new year.

### **ROC The Day**

There were four donations totaling \$144.20, which is slightly less than last year. Vicki will send Jim a list of the donors so he can provide memberships to those who weren't already members.

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

## **New Business**

- PHS received a \$2,500 grant from the Robert C. and Jane K. Stevens Legacy Fund at the RACF, which will be used (in conjunction with other PHS funds) for **new chairs and chair storage cart** for the program room. Vicki has found some from Staples that are a strong possibility. We are also looking at 3 used **lateral filing cabinets** from Fulkerson's to be placed in the gift shop area to store reference materials for the Museum. Bob Hunt will be building bases for them.  
*The motion to approve the funds necessary and purchase these items was made, seconded, and passed.*

- Some volunteers are working on a potential **Bus Tour** for next fall or possibly 2023 (depending on COVID). They are investigating insurance issues. We are also looking into a **Colonial Belle tour**, with Bill giving a historic narration. Some of these events will be for members only, while others could be open to the public, potentially as a fundraiser.
- **Historigram disclosure** – We need to write and approve wording to put into the Historigram stating that we do not run unsolicited articles. Bill Poray will write a draft and have Doug Whitney review it.
- **Bob Hunt thanked the board for his gifts** we gave him as the outgoing president.
- Linda wanted to remind everyone that they can **designate the PHS as their charity of choice on Amazon Smile**. We should advertise this on the website, Facebook, Instagram, etc.

**Next meeting:** The next regular Board of Trustees meeting is scheduled for Tuesday January 25<sup>th</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 8:16 pm.*

Respectfully submitted,

Suzanne Lee, Secretary