



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

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

Others Present
Nancy Slaybaugh

PHS Board of Trustees Meeting Minutes
September 28, 2021

A regular meeting of the Board of Trustees was held on September 28, 2021 at the Perinton Historical Museum.

The meeting was called to order at 7:00 PM by President Robert Hunt.

Election of Officers for 2021-2022

The annual election of officers was held by the Board of Trustees. Bob Hunt is stepping down as President, but will fill out his remaining one year on his term as a Trustee. *We thank him for his eleven years as President of the Society.*

Bill Poray presented the following slate of candidates for officers on behalf of the nominating committee:

President: Vicki Profitt
Vice President: OPEN
Treasurer: Linda Wiener
Secretary: Suzanne Lee
Communications: Jane DeMeis

Officers were elected on a motion made, seconded, and carried.

The board, led by Bob Hunt, will recruit additional board members. **We would like to see 5 Trustees elected in each year, instead of the current 3.** We would also like Trustees to be on each committee, such as property, technology, etc. We will use the membership list, which shows areas members are interested in helping, to see if we can recruit both new Trustees and additional committee members. Bob has a list of open positions and will work to present suggestions to the board in the next few weeks. *The Board of Trustees was expanded from 3 to 5 Trustees elected per year on a motion made, seconded, and carried.*

Secretary's Report and Minutes. Suzanne Lee

Minutes of the regular Board of Trustees meeting from August 24, 2021 were presented.
Minutes were accepted on a motion made, seconded, and carried.

Treasurer's Report. Linda Wiener

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

Balance sheet – Total assets and equity = \$172,310. Total cash of \$60,843 (an increase of \$1,401 from July an increase of \$3,623 from PY cash).

Profit and Loss for month: net loss for July of \$1,249. YTD profit is \$10,728.

Profit and Loss actual compared to budget: Year-to-date through August 31, 2021

Income \$28,998 compared to \$24,965 budgeted for 2020-2021 (116% of budgeted amount)

Expenses \$18,720 compared to \$24,403 budgeted for 2020-2021 (75% of budgeted amount)

August's report was accepted on a motion made, seconded, and carried.

2021-2022 Budget

The 2021-2022 Budget was accepted on a motion made, seconded, and carried.

Taxes

- The Society's 990 tax form has been filed with the IRS. We currently have to file quarterly, but are hoping that will change to a yearly requirement going forward.

Accepting Credit Cards

- Vicki and Linda have been researching options for accepting credit cards from donors and gift shop purchasers. There are two options: buy a terminal outright, which costs around \$800, or lease a reader for \$40/month. There is a 2.6% plus \$.10 fee per transaction whichever way we go.

Linda and Vicki suggested purchasing a terminal, but need to clarify a few more details first. *A motion to authorize spending up to \$1,000 on a terminal for accepting credit cards was accepted on a motion made, seconded, and carried.*

Committees

Curator – Nancy Slaybaugh

Nancy, Vicki Profitt, and Lucy McCormick have been in the process of culling the Museum's collection to free up space and focus more closely on our mission's stated purpose of preserving Fairport/Perinton history. They have found numerous items that do not fit our mission and/or are duplicate items, or which are in disrepair. Many of these items are books. Although we are keeping many local history books related to surrounding towns, the group deemed it wise to free up space by deaccessioning items like President Grant's memoirs and other books on general history topics. These are items people can readily get out of the library.

All in all, 159 objects and over 230 books have been removed from the collection, of which 67 remain to be disposed of. The items have been offered first to other historical societies, as required by state law; then the remaining items have been donated, sold, or auctioned off. As required, all proceeds will be used to enhance our collection of items related to Fairport/Perinton local history.

Property – Bob Hunt

- We are still waiting on Alberti & Sons to fix the bathroom faucet.

Website - Doris Davis-Fritsch

- Added Historigram, Yuletide information, updated events.
- Unique Visitors 2021:
 - Jan. – 791
 - Feb. 21 – 918
 - March - 1,686
 - April – 1,844
 - May – 2264
 - June – 1460
 - July - 1,700
 - August – 1,788

Technology – Vicki Profitt

- Charles Profitt called Spectrum and requested an upgrade. Spectrum installed a new modem on September 7. Our new Spectrum cost is \$119.99 per month. If we bundle telephone in, that would be an additional \$19.99 per month. We did not choose the bundle option at this time.

Volunteers – John Laurence

- Bethlehem Lutheran is holding a scavenger hunt on October 16th, and the Museum is one of the stops, at which participants must compare costs of various items from 1910 to now. The Museum will be open from 1-5 (outside our normal hours) that day to accommodate this event.

House Tour (Virtual; Fall) – Lucy McCormick

- The house tour has had some great publicity this month:
 - a very nice full-page article in the 9/17 PennySaver and a brief notice in the PennySaver events column
 - an interview with Kay Joslyn, house tour chair, and Vicki on Spectrum news
 - a booth at the Farmers Market was staffed by the house tour committee on September 11. Three memberships were sold and 30+ PHS brochures and notices about the house tour were distributed.
- The House Tour 2021 Premiere is Friday, October 1 at the museum. The virtual tour will be available for viewing during the month of October, with two opportunities to see the tour at the museum, Tuesday, Oct. 19, 7 pm and Sunday, Oct. 24, 2 pm.

Scarecrow Festival – Lucy McCormick

- Kudos to Vicki, Jordyn Bagley, Cindy Bagley, Lexi , and Karen Buchenwald for creating this year's scarecrow honoring 100 years of town historians. Charlotte Clapp took center stage as the first historian, but the crew really nailed our current historian! Check it out in front of the library until October 11.

Yuletide – Lucy McCormick

- There will be a shortened schedule this year.
- We are trying to discourage donation of decorative items, and focus more on items/services, and gift cards, which seem to be the most popular items
- We are going to host an ugly sweater contest, as well. Details to follow.
- Next year, we may forego the auction in favor of a Colonial Belle dinner tour.

Vice President's Report – Vicki Profit

Events

- The new local history group, The History Network, met on Zoom on September 15. It was initially slated to be held at the museum, but organizers switched to Zoom due to pandemic concerns.
- Tuesday, September 21 program - Don Shilling presented "The Seven Cs of Fairport; we had 39 attendees.
- Yuletide Traditions registration to take place October 9 – October 31. Drop off to take place November 13. Auctions run November 16-December 7.

- Tuesday, October 19 at 7:00 pm and Sunday, October 24 at 2:00 pm, the 2021 virtual house tour will be shown to PHS members.
- Tuesday, November 16 at 7:00 pm, Bill Poray will present about the Potter family. We are still trying to determine whether to require registration or to present the program twice to accommodate the expected numbers of attendees.
- Tuesday, December 7 at 7:00 pm is our December meeting (subject is to be determined). Please note that we moved the date up by one week to better coincide with Yuletide Traditions.
- Sunday, December 12 is the Museum's last day open in 2021.

Gift Shop:

- Nancy Slaybaugh and I completed the gift shop inventory on September 10.

Miscellaneous:

- I updated our Community Wishbook listing on September 11. This is a listing of area not-for-profits which allows us to provide a wish list of items needed for our organization.
- Fairport Historical Club met at the museum on September 13 with 22 attendees
- The History Network meeting scheduled to take place at the museum on September 15 was changed to a Zoom meeting by the organizers due to COVID concerns. I recommend we pay \$75 to History Network to be on their museum tour brochure. *A motion to participate in this network and pay the membership fee was made, seconded, and approved.*
- Kay Joslyn and I did an interview with Spectrum News on September 17 regarding the house tour.
- The museum was professionally cleaned on September 19 at a cost of \$800. This was reduced from the initial estimate of \$1,140 due to the fact that the four cleaners had the museum done in 2.5 hours. Owner Perry Donnelly of Reliable Cleaning suggests we get the floors waxed again next year.
- The PHS scarecrow for the Scarecrow Festival was created and placed on September 19. It will be on display through October 11 and celebrates 100 years of town historians.
- I registered for ROC the Day on September 22.

Communications – Jane DeMeis

- Sent out publicity on Don Shilling.
- Worked with the House Tour Committee and Joyce Hawkinson to plan out House Tour Publicity. Also Talked with Jordyn to plan Instagram information going out on the House Tour. Scheduled an interview with Wendy Mills at

Spectrum News who did an interview with Kay and Vicki on the House Tour. It ran for a day Tuesday 9/21 from 6 am until 10 am.

- Sent out event info to various outlets.
- Penny Saver ran a full-page article on the House Tour.

Membership – Jim Unckless

- We currently have 375 members, including 40 new members.
- Membership applications have been dropped of at the Library and the Town Hall ahead of the House Tour.

Historigram – Bill Poray

- The November issue's deadline is October 9th. This will be an 8-page issue.

Old Business

- The private parties policy is on hold due to pandemic.

New Business

- Organization Chart- showing areas of need. Bob Hunt will present suggestions of members to recruit to help fill these areas. We also need to come up with a succession plan for the various officer positions, especially President and Treasurer.
- The list of potential volunteers from the Membership list will be reviewed to help fill the organizational needs outlined above.

Next meeting: The next meeting is scheduled for October 26th, 2021 at 7:00 pm at the Museum.

The meeting was adjourned at 8:12 pm.

Respectfully submitted,

Suzanne Lee, Secretary