



Board Members (in attendance unless noted as absent):

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

Others Present

Kay Joslyn

PHS Board of Trustees Meeting Minutes
 April 26, 2022

A regular meeting of the Board of Trustees was held on April 26th, 2022 at the Museum. The meeting was called to order at 6:56 PM by President Vicki Profitt.

Secretary's Report and Minutes. Suzanne Lee

Minutes of the regular Board of Trustees meeting from March 22nd and the Executive Session of the Board of Trustees meeting from March 22nd were presented for approval. *Minutes were accepted on a motion made, seconded, and carried.*

Treasurer's Report. Linda Wiener

- **Treasurer's report for March 2022** was presented as follows:

Balance sheet – Total assets and equity = \$172,821. Total cash of \$58,603 (a decrease of \$3,847 from February).

Profit and Loss for month: Net loss for March of \$1,821.

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

Income \$29,991 compared to \$30,921 budgeted for 2021-2022 (106% of budgeted amount)

Expenses \$24,350 compared to \$24,272 budgeted for 2021-2022 (100% of budgeted amount)

Net Income \$6,571 compared to \$4,851 budgeted for 2021-2022.

We have \$1,855 in savings reserved for museum improvement. Linda would like to use that towards the new carpet for the meeting room we are purchasing.

The museum improvements funds were approved for use to help pay for the new carpet on a motion made, seconded, and carried.

Linda would like to move QuickBooks to the online version for \$99/year.

Linda has resolved the payment issue from Amazon Smile. They were still sending it to Fairport Savings, not Lyons Bank.

Doug and Jean Whitney reviewed the books. They could not find several deposit slips, or any documentation of Vicki's salary. The salary is in the minutes from a previous board meeting, and the deposit slips were deemed to be inconsequential in those few cases. *The reviewers' report was accepted on a motion made, seconded, and carried.*

A check for the carpet was given to Vicki at this meeting to pay Messner's. The carpet will be installed tomorrow morning.

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

Committees

Website - Doris Davis-Fritsch

- House tour information has been added to the website.
- Unique Visitors: 2022
 - Jan. – 1,601
 - Feb. – 1,591
 - Mar. 20 - 1,860
 - Apr. 25 – 1,494

Volunteers – Vicki Profitt

- No report.

Property – Vicki Profitt

- No report.

Technology – Vicki Profitt

- Microsoft 365 training is on hold.

House Tour – Lucy McCormick & Kay Joslyn

- Plans are progressing well for the October 2 house tour: “Strolling South Main.” Five homes are currently on board; a sixth home is being pursued. Committee members are in the process of setting up interviews with the homeowners.
- We have reserved a booth at the Farmer’s Market September 17th to sell memberships and promote the house tour.

Thursday Morning Crew – Lucy McCormick

- Much progress has been made in organizing the Reference Library and files. Several projects are near completion, including compiling notebooks on the Fairport Historical Museum and the Perinton Historical Society and designated properties. The “People” files are being moved to the new file cabinets; photographs from the Environmental Room are being added to these files. The group will break mid-May until the fall.
- Binders have been made for both the Museum and the Historical Society. Karen Junker has done a great job gathering this information.

Colonial Belle Cruise – Kay Joslyn

- We are arranging for a PHS fundraising cruise on Saturday, July 16th from 2:30 to 5:30 pm. All food and beverages must go through the Colonial Belle. There is a minimum fee for 60 people. The maximum for covered seating is 90 people. Our cost is \$20 per person plus food and service charge. We plan to sell tickets for \$50 per person.
- Tickets will be available to members only at Canal Days at our booth. If there are still tickets left, they will be made available to the general public.
- *The contract for the July 16th cruise was approved on a motion made, seconded, and carried.*

President/Director’s Report – Vicki Profitt

Programs and Events:

- Our April speaker, Cynthia Howk, canceled her April 19 presentation due to a family emergency. Chris Brandt and Free Harris substituted with a Zoom about Rochester’s first black architect Thomas W. Boyde, Jr. co-hosted by Fairport Library; there were 56 attendees.
- The in-person encore of Rob and Carole Lillis’ Historic U.S. Route 20 presentation will take place Wednesday, April 27 at the Fairport Library.
- Greenbrier Garden Club annual plant sale is Saturday, May 7 from 9-12 on the steps of the museum.
- I was asked to give a talk to the First Congregational Church morning circle about PHS on Tuesday, May 10.

- The Erie Canal Bicentennial Cemetery Tour will take place at the museum on Tuesday, May 17.
- Wendy Murray will give an Underground Railroad talk on Sunday, May 29 at the museum.
- Plans are moving forward for the museum to host Barry Childs' Gyros Men's Club luncheon on Thursday, June 9. I will give a PowerPoint about PHS/museum/local history and a brief tour of the museum.
- Tuesday, June 21 is the PHS Members-only open house. I need help planning it.
- July 16 Colonial Belle cruise is on the calendar. We need to approve the contract and send in the deposit by the end of April.
- Sue Templeton asked me to give a Carl W. Peters talk to her Methodist Church group on Thursday, September 8.

News:

- Orville's delivered the new refrigerator and the old one was carted away.
- The program room carpet will be installed on Wednesday, April 27.
- Sheila Tulloch and Wendy Murray have joined the newly-formed program planning committee. We will meet soon to schedule the 2022-2023 programs.

Exhibits:

- No change.

Collections & Donations:

- Nancy Slaybaugh and I continue to work on collections management.

Gift Shop:

- The Christmas ornaments are on order. They feature the lift bridge, new mule sculpture and the box factory.

Communications – Jane DeMeis

- Publicity for upcoming programs has been sent out. The upcoming encore presentation of the Route 20 program by the Lillises is already full.
- Our brochure needs to be on heavier cardstock so it doesn't curl when in kiosk holders.
- There is a COVID expenses grant available; Linda will look into it.

Membership – Jim Unckless

- We have 500 memberships year to date. Both memberships and dues are up over last year, although extra donations are down.
- We have had 78 new memberships so far this year. Last year, we had 14 new memberships at this point in the year.
- Fifty memberships have been paid using PayPal, including 19 new memberships.
- When we reprint the Membership brochure, we need to add “Membership” as an area in which volunteers can offer to help.
- The font on the brochure needs to be bigger.
- Lucy will revise the accompanying letter for this year’s membership drive.

Historigram – Keith Boas

- The May issue has been mailed/emailed. We are still limited by Road Runner (Spectrum) when doing mass emailings; Jim has to send about 70 newsletters in groups of 10 to get through to Road Runner customers.
- There is no June issue; the deadline for the July issue is June 15th.

Old Business

- **Refrigerator** – The fridge downstairs has been replaced. The new white one makes the kitchen look much brighter.

New Business

- **June 21st Members-only event:**
 - We need a musical act, an artist, and an author. Various suggestions were made; Vicki and Jane will follow up. Linda will look into a demonstration of Wildlife Defenders (Bridges for Brain Injuries group).
 - Suzanne Lee will once again host a “What is it?” table. If anyone has items for this, please contact Suzanne.
- **Canal Bicentennial Event – May 20th**
 - Bill Poray will host walking tours.
 - We will have an electronic slide show (created by Jean Whitney) going (Suzanne Lee will lend a TV for this). We will put the tent up by Kennelly Park for our events.
 - Lucy will have a children’s game, a costume box, and Canal artifacts and documents available.

- Bob and Cindy Hunt will be costumed and available to discuss life on a packet boat. They will have a Canal Horn from the museum available.
- **Drew Saum** is moving to Florida this summer and will no longer be able to help on the finance committee.

Next meeting: The next regular Board of Trustees meeting is scheduled for Tuesday May 24th at 7:00 pm at the Museum.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,
Suzanne Lee, Secretary