



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

Boas, Keith (2025)  
DeMeis, Jane (2024)  
Joslyn, Kay (2025) ABSENT  
Lee, Suzanne (2025)  
McCormick, Lucy (2023)  
Poray, Bill (2023)  
Profitt, Vicki (2023)  
Slaybaugh, Nancy (2025)  
Unckless, Jim (2024) ABSENT  
Wiener, Linda (2024)

**Others Present**

Doris Davis-Fritsch

**PHS Board of Trustees Minutes**  
November 22, 2022

A regular meeting of the Board of Trustees was held on November 22, 2022 via Zoom. The meeting was called to order at 7:01 by Vicki Profitt.

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

Minutes from the regular meeting from October 25 were presented for approval. *All minutes were accepted on a motion made, seconded, and carried.*

**Treasurer's Report.** Linda Wiener

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

**Balance sheet** – Total assets and equity = \$162,616. Total cash of \$73,826 (an increase of \$8,454 from September).

**Profit and Loss for month:** Net income for October of \$582.

**Profit and Loss actual compared to budget:** Year-to-date through August 31, 2023:

Income \$21,876 compared to \$23,841 budgeted for 2022-2023 (92% of budgeted amount).

Expenses \$4,944 compared to \$17,949 budgeted for 2022-2023 (28% of budgeted amount).

Net Income \$16,931 compared to \$5,929 budgeted for 2022-2023.

*October's Treasurer's report was approved on a motion made, seconded, and carried.*

Signatures at Lyons Bank have been updated. We removed Bob Hunt and added Nancy Slaybaugh. Suzanne Lee and Linda Wiener remain on all accounts, and Vicki Profitt remains on the gift shop account.

## **COMMITTEES**

### **Website – Doris Davis-Fritsch**

Unique visitors for 2022 are up over last year. So far this year, we already have almost 4,000 more unique visitors than last year.

### **Volunteers – Vicki Profitt**

I met with John Bowley on September 27 to see how everything is going. October was a rough month for volunteer coverage with several people out-of-town or ill, but John was able to cover the shifts. He will take the lead on setting up and implementing the volunteer Zoom sessions in January and February. We are working together to get up and running on Square when we are closed for the holidays.

### **Property – Vicki Profitt**

- Thanks to Nancy Slaybaugh and Bill Poray for taking care of the leaves in the yard.
- Greenbrier Garden Club hired someone to do the backyard clean up.
- Ongoing Paul Feeley discussion list:
  - Front door issues with closing and insulation.
  - Replacement of hot water heater pipes and heater.
  - Crumbling bottom section of steps leading up to the museum front door
  - Remediation of the foundation surrounding the program room. The lack of sealant is contributing to the paint bubbling on the walls.
  - Repainting the program room.
  - Gutter cleaning should be maintained by the village, not PHS.
- Revisit the idea of having the village clear the snow in front of the museum steps.

### **Technology – Vicki Profitt**

- Charles Profitt configured the new laptop and it is up and running. We still need to transfer the PastPerfect program to it.

### **Thursday Morning Crew – Lucy McCormick**

- The group has had 8 volunteers in attendance most weeks.
- Five Museum/PHS notebooks have recently been compiled. Topics include history, previous museum sites, logos, statements/bills, correspondence, books published, Greenbrier Garden Club, gift shop, fourth graders, directors/curators,

historians, events, and exhibits, including an exhibit notebook compiled by Adelaide Clarke.

- Projects in progress include cross-referencing, Civil War files, and bridges and trolleys.

### **House Tour** – Lucy McCormick

The committee is considering two areas for next year's tour: Forest Hills and West Church Street.

### **Yuletide** – Lucy McCormick

- This year we have 24 donors and 33 items donated.
- Past years' donors range from 30 to 51, and past years' items range from 45 to 70.
- FPMA is sponsoring a gnome home event. We are planning children's events around the home we will receive from them in late November. Coloring pages are out, and Suzanne Lee and Lucy will work on a craft for Saturday, December 3.

### **Strategic Planning Committee** – Jane DeMeis

- The Strategic Planning Committee met on November 9<sup>th</sup>. Mary Ellen Capineri presented a fantastic overview of different tools for doing surveys. The group then brainstormed ideas and drafted several questions for the first survey. We are meeting via zoom on Dec 14<sup>th</sup> to review survey tools and continue with drafting the survey.

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

#### **Programs and Events:**

- November 10 – Greenbrier Garden Club held their meeting in the museum's South Wing. 17 attendees.
- November 15 & November 16 – Bill Poray presentations. 102 attendees.
- Upcoming Yuletide Traditions special events:
  - Saturday, November 26 – organ grinder Tim Wagner at 10:30am
  - Saturday, December 3 – “Gnome for the Holidays” special children's activities & Santa (Joe DeMeis), GRITWORX Designs sells their wares
  - Sunday, December 4 – Dominic Sherony presents “Lift Bridge Reconstruction”
  - Tuesday, December 6 – YT finale / PHS holiday party
- Upcoming December 13 – PHS Board Christmas Party
- Upcoming January 17 – Rochester Theatre Organ Society presentation at the Fairport Library. Registration begins December 1 through the library

**News:**

- November 15 – I accepted a donation from the FPMA for \$1,000, which is double the amount I requested.

**Gift Shop:**

- Three out-of-town members contacted us to purchase the 2022 lift bridge ornaments and have them shipped. Nancy Slaybaugh handled the sales and shipping.
- We have sold two trivets and a canal plaque created by GRITWORX. More are on order.

**Communications – Jane DeMeis**

PR was sent out to the local Facebook groups, Nextdoor, and several digital media for Yuletide events.

**Membership – Jim Unckless via email**

- We have 542 memberships, which is 82 more memberships than we had this time last year. Income from dues is up, as are extra donations.
- 86 members from last year have not yet renewed. Postcards have been sent.

**Historigram – Bill Poray**

- The current issue is ready to be printed, and will be folded next week.
- There is no January issue, as usual; the next issue will be February.
- We should add information from various committees, especially the Thursday morning crew. We can highlight collections and information that they have recently organized.

**Old Business**

- None.

**New Business**

- The PHS Board Christmas party will be a potluck at the Museum, beginning at 6:00 pm. A sign-up sheet will be sent around.
- At our programs, we should be giving a safety overview of exits before each meeting.
- Curtains in various places around the building need to be replaced. This is a great potential volunteer project.

**Next meeting:** The next regular Board of Trustees meeting is scheduled for Tuesday December 13<sup>th</sup> at 6:00 pm at the Museum.

*The meeting was adjourned at 7:43 pm.*

Respectfully submitted,  
Suzanne Lee, Secretary