



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

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

**Others Present**

Bowley, John

**PHS Board of Trustees Minutes**  
 February 28, 2023

A regular meeting of the Board of Trustees was held on Feb 28, 2023, at the Museum. The meeting was called to order at 7:00 by Vicki Profitt.

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

Minutes from the regular meeting from January 24, 2023 were presented for approval. *All minutes were accepted on a motion made, seconded, and carried.*

**Treasurer's Report.** Linda Wiener

- **Treasurer's report for January 2023** was presented as follows:

**Balance sheet** – Total assets and equity = \$173,354. Total cash of \$78,355 (an increase of \$2,861 from December).

**Profit and Loss for month:** Net income for December of \$2,861 (YTD \$21,412).

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

Income \$31,575 compared to \$23,841 budgeted for 2022-2023 (132% of budgeted amount).

Expenses \$23,232 compared to \$17,949 budgeted for 2022-2023 (68% of budgeted amount).

Net Income \$19,239 compared to \$5,929 budgeted for 2022-2023.

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

## **COMMITTEES**

### **Colonial Belle Cruise 2023 – Kay Joslyn and Nadine Fiero**

We have signed a contract for July 15<sup>th</sup> and submitted a deposit. Kay and Nadine requested that board members email them suggestions for a theme and/or entertainment for this cruise.

### **House Tour – Kay Joslyn**

The House Tour is October 1<sup>st</sup>.

Letters to the first pool of homeowners are going out March 9<sup>th</sup>. Based on the response from that round, additional letters will be sent.

### **Website – Doris Davis-Fritsch**

Our URL was renewed for 5 years.

**Unique Visitors: 2022**

**Total: 25,481**

Unique Visitors: 2023

**Jan. – 2,914** (compared to 1,601 last January)

### **Volunteers – John Bowley**

Volunteer Orientation took place Saturday, February 25 from 10:00 am-12:00 pm. John & Nancy Bowley did a wonderful job facilitating the event for 32 attendees. In addition to training on the new Square system, volunteers were given training on the resource library and the file cabinets.

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

No report.

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

The committee has drafted a member survey; the board provided some feedback. They will revise it and send it to the membership in April.

### **Property – Vicki Profit**

The cleaning crew was scheduled for February 26, but company owner Perry Donnelly died recently, so we need to find a new cleaning company.

Bill Poray and Nancy Slaybaugh will meet with Paul Feeley. 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.
- The lock on the door to the basement stairs in the main entryway is not working properly.

#### **Technology – Vicki Profitt**

- Nancy and Vicki are reevaluating PastPerfect for artifact management.

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

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

- February 21 – Chief Mike Hoskins presented “Perinton Ambulance Then & Now” at the Fairport Library, 7:00pm. 37 attendees
- Upcoming March 4 – Fairport Museum opens for the season
- Upcoming March 21 – Sharon Dwyer Buzard presents a program about Rochester artist Maud Humphrey at the museum, 7:00pm
- Upcoming April 18 – Fairport Historic Preservation Commission program at the museum, 7:00pm

##### **News:**

- I renewed the FPMA membership. Cost was \$50
- I registered PHS for a Canal Days booth on February 8. Cost was \$75

##### **Exhibits:**

- New - Odd Fellows exhibit in the atrium
- New – Fairport Savings Bank exhibit in the South Wing
- New – outfit on Maggie the Mannequin and a mini-exhibit of peach colored dresses
- Upcoming – Nancy and I will revise the transportation exhibit to include a full bay about trains and trolleys

##### **Collections:**

- Nothing new to report

### **Gift Shop:**

- Two garden flags are on order from Anley.com. They feature the mule sculpture, lift bridge and box factory
- Train engineer caps have arrived in the gift shop. Additional train items will be ordered to coincide with the addition of the caboose to Fairport Junction. The caboose was placed on February 24.

### **Communications – Jane DeMeis**

Publicity was sent out for the Museum's reopening and for the upcoming program about Maud Humphrey.

### **Membership – Jim Unckless**

- We have over 65 more memberships than last year.
- Extra donation income is down from last year, but overall income is up.

### **Historigram – Bill Poray**

- The March issue will be folded tomorrow morning and mailed out.
- The deadline for the April issue is March 15<sup>th</sup>.

### **Old Business**

- **Updating membership forms and brochures:** the board agreed that we should outsource this work to get these updated before membership season is upon us. Vicki will work with the FPMA to find potential free or reduced-cost design help.
- **Museum cleaning:** our cleaning company can no longer provide for us. We need to find someone to clean regularly and wax the floors every other year. Send suggestions to Nancy Slaybaugh.

### **New Business**

- **FPMA liaison:** Jane can no longer be our liaison the the Merchants' Association. They meet the 4<sup>th</sup> Tuesday morning at 8:30 am. Lucy McCormick is willing to do it, with the exception times of when she is traveling.

**Next meeting:** The next regular Board of Trustees meeting is scheduled for Tuesday March 28<sup>th</sup> at 7:00 pm at the Museum.

*The meeting was adjourned at 8:19 pm.*

Respectfully submitted,

Suzanne Lee, Secretary