**Minutes W-PHS Board Meeting**

**February 26, 2018**

**Present**: N Hance, K. McCaig, J. McCaig, P. Howland, L. Youngman, S. Zeman, D. Frohlich, D. Howland, J. Walker, A. Vanderbyl (guest)

Meeting called to order by J. Walker at 6:58pm Lenore volunteered to take minutes in L. Parmalee’s absence.

Minutes of Jan 22, 2018- Accepted unanimously on a motion by D. Frohlich, second by L. Youngman.

**Officers Reports**- **Treasurer report** deferred till next meeting, **Corresponding Secretary** - J. Walker reported card sent to N. Hance and thank you note and pizza certificate sent to Vicki Pawlick for fixing phone line. **Recording Secretary** absent – no report.

N. Hance (Chair of Homecoming) reported: 2 idea generation meetings were held with various community members at The Up Pub. The first regular **Homecoming committee meeting is Mar 3**, 9:30 AM, in the Up Pub. Invitations have been sent out to various organization leaders in community, to foster inclusiveness and attract a larger crowd and retain that crowd throughout the day. The following changes and additions are being planned:

 **.**WPHS is the sponsoring organization of the 5K race this year given that the previous sponsoring organizations will no longer be doing the race. Nicole Cole from the Pultneyville Deli is chairing the 2018 5K. The committee is seeking sponsorships and is exploring sanctioning the race.

* The Mariners Club will hold “Bonding Fire” in evening following 5k
* Parade will begin at 2PMSat.
* Antique Show will expand into Open Air Market, food and beverages will be sold (will not be advertised as antique show as in the past)
* There be a Quilt Show at the Reformed Church on Saturday, 9-4
* A self-guided Scavenger Hunt has been proposed-history oriented beginning and ending at the house
* Musical events on two different stages through out the day

**Cemetery Tour** fees: J. Walker reported she had followed up with K. Fedick on suggestions from January meeting. Motion by L. Youngman, Second by D. Frohlich proposing fees to be; under 6 years-free, 6-18years - $1.00, over 18years - $5.00. Passed unanimously.

D. Frohlich presented response from Bero Associates regarding their cost for a study recommending approaches to **handicapped access** **for Gates Hall**. It would include drawings and renderings and a preliminary construction budget. Cost for their consult would be $4500. The Board authorized the work on a motion by L. Youngman, second by D. Frohlich, unanimously approved. D. Frohlich to contact Bero for next steps to begin work. J. Walker signed Engagement Letter provided by D. Frohlich.

**Continuing Assignments:** S.J. Evans is working on a **docent orientation**, **Bylaws**-G. Buehler will participate in May, and L. Youngman wishes to join that group, **Long term asset policy** not started yet. J. Walker will schedule meeting with D. Parts to work on **Chart of Accounts** definitions.

Policy/procedure for **event cancellation**: J. Walker proposed a draft. After discussion and modifications, the following was accepted unanimously on a motion by N. Hance, Second by D. Frohlich.

*“From time to time there may be a need to cancel a program, event, or meeting because of weather.* ***Program Cancellation Criteria****: Schools are closed and/or after school events are cancelled due to weather (Williamson/Wayne County). W-PHS Programs and /events will be cancelled by Program Chair communications: The Program Chair will notify the President/Vice President and Publicity Chair. The Publicity Chair will disseminate the information on the web site, and social media. The Program Chair will notify presenters of the event. The Program Chair will reschedule the program (if possible) and the Publicity Chair will disseminate the rescheduled time and date when it is available. The President/Vice President will ensure this procedure is followed.”*

**Grants:** S. Zeman reported that WPHS received $700 from The Hoffman Foundation for the kiosk for the St. Peter Exhibit. J. Walker circulated a picture of the kiosk and reported that the VHS conversion to digital is complete. Software has to be loaded into device and kiosk should be ready very soon. S. Zeman reported WPHS $750 received from the Wayne County Antique Dealers Association for repair of the Samuel Cuyler portrait. L. Youngman indicated costs expected to be $1500. Discussion ensued about the difference between the amount of the grant and the actual cost. The Board unanimously passed a motion by D. Frohlich and Second by S. Zeman to have WPHS provide funding for $750 difference.

Other Committees round robin reports:

**Programs**: D. Howland reviewed the program for the remainder of the year. Jackie read Sue Jane’s P**roperty report**-thanks to P. Howland for clearing trees and brush, D. Frohlich and she are not finished evaluating **insurance proposals**. Suggestions for D**ay of Caring** go to Sue Jane who is in the planning process.

 **Membership**- K. McCaig reported 104 individual memberships (21 renewals pending) 31 business memberships (2 renewals pending) May solicitation will be going out to all members asking them to invite one new person to participate, with program list for yr. **Nominations** C. Kline would like L. Parmalee to sit on the committee. J. Walker and N. Hance will also join the committee.

**Donations**: D. Howland had a concern that donation amounts were published on the web site minutes. The Board agreed unanimously, that *“Donations will be noted in the minutes but the amount of the donation will not be included or published on the web site.”*

**Copy machine**: J. Walker reported copies are faded and blotchy. Machine has been cleaned and toner changed. The machine is at least 10 yrs. ol;l, and she cannot find a repair source. Discussion ensued about getting a new machine because they are fairly inexpensive. She will follow-up.

Other: A. VanderByl reported the **Gatesingers**  play in April, will be *Pippin*. She noted that with the changes in the Homecoming schedule we need to work out parking for the actors who will be performing in *“Princess Ida.”*

WPHS **gift shop** will be ordering a few new items with limited amounts. Items under consideration are T-shirts and magnets. It will be open for the 2018 season, as reported by L. Youngman.

The meeting adjourned at 8:27pm on a motion by N. Hance second by D. Frohlich, with all in agreement.

Respectfully Submitted, Lenore Youngman 2/27/2018