

**W-PHS Board Minutes  
8/31/ 2020 4pm-6:55 pm  
Reformed Church Pavilion**

**Call to Order**-Nan Hance called the meeting to order at 4:03 pm.

**Roll Call of Officers and Standing Committee Chairs** – Recording Secretary

Present: Nan Hance- President, Florence Doyle- Vice President, Jackie Walker- Recording Secretary, Linda Perkins-Corresponding Secretary, Sue Jane Evans- Exhibits Chair, Sandy Zeman-Communications Chair and Grants, Cheryl Kline-Nominating, Chair David Frohlich-Property Chair, Dottie Howland-Program Chair, Perry Howland-Ex Officio Trustee, Debbie Parts-Treasurer,

Absent: Kathy McCaig-Membership Chair, Kathy Fedick-Cemetery Event Chair

**Reading/Acceptance of July 27 Board Meeting Minutes** – Recording Secretary. A motion was made by Debbie second by Linda to accept the July 27, 2020 minutes as distributed. All in agreement.

**Reading of Correspondence** – Linda, Corresponding Secretary reported thank you note to Amy (supplies) Barbara Henry (donation), Amy Begy (sympathy), C. Serles (get well). Lou and Darlene Martino (welcome). Letter received re: having a member from our Society be part of the Wayne County Bicentennial planning group from Williamson. **(Next Step- Debbie Parts will join the group)**

**Reports of Officers**

President - Nanette Hance circulated the following report: **(Next Step: send report to Jackie)**

*Acknowledgements:* Requested Linda to send three (3); 1 sympathy, 1 get well, 1 welcome note

*Zoom meetings/webinars:* Three (3) Professional Development Sessions

*Phone calls:* Four (4) all related to Garage Sale

*New volunteer:* Arranged for meeting and met with Kendall Baller, Florence and Dan. Given Kendall's experience and course of college studies she is joining us in the Collections Management project as a volunteer and will be assigned projects by Florence and/or myself as we move forward.

*Newsletter:* President's Article for inclusion in Sept/Oct Newsletter /Research & Intro for Dunning Article for inclusion in Sept/Oct Newsletter

*Cemetery tour:* Collaborated with Kathy Fedick on recommendation

*W-PHS open house:* Have been tracking and following visitors and with a total of 12 visitors to date it appears that opening was the right decision and has resulted in at least one new membership at sustainer level. When following up on waiver addition to the visitor Form, I realized that info. requested does not coincide with info stated in plan. Needs to be adjusted to reflect plan.

*Collection/management/archives:* Attended three (3) Meetings with team to review work and drafts as sections continue to be a work in progress. It appears that our Continuous Improvement teamwork approach regarding this area is working as we prepare to enter the digital world. Collaborated with Florence on Benchmarking Strategy – list and questions

*Followed-up on next step items from 7/27/20 meeting:* Requested and confirmed location for 8/31/20 Meeting and displaying Women's Suffrage Flag with Charlotte

*Gates hall:* Requested that David seek bid and contractor availability in an effort to have project done this Fall while Hall is closed

*Gatesingers:* Had very productive meeting with new President of Gatesingers to discuss future direction, possibilities, opportunities and collaboration as well as to address possible commencement of roof project and to dispel myths that impact a positive working relationship. Discussion included: Gates Hall URL/web address, Storage, Roof Project, Removal//relocation of Gatesinger items during renovation, and Agreement/Use of Hall by both parties,

Vice President – Florence Doyle reported: (Next Step: send report to Jackie)

Gates hall project phase two: The Fundraising component continues to remain on pause.

Collections Management: As shared at the July Board Meeting, Nan Hance, myself and the members of the Collections Management Committee (Irene Bierer, Cheri Kline, Dan Montondo) continue to move forward on the Plan we developed to guide us in our process to *continuously improve and meet future needs of the Society and Community*.

*To date we have accomplished the following:*

(1) Participated in all six modules “INTRODUCTION DIGITIZATION 101 WEBINAR SERIES” by the Conservation Center for Art & Historic Artifacts.

(2) Developed a Draft W-PHS Acceptable Use Technology Policy which will be brought to the Board pending our benchmarking effort.

(3) Assessment and Benchmarking -  
DHPSNY

Executive Summary  
Findings & Recommendations for Administration  
Collections Management  
Building & Environment  
Security and Emergency Preparedness

Note that DHPSNY’s services are catered towards historical record and library research materials, they do not perform archival needs assessments for collections that are object-based.

*Benchmarking Questionnaire:* Committee developed a questionnaire to be utilized when benchmarking with other organizations.

*Benchmarking Other Organizations:* Nan Hance and myself have begun the process of interviews with a potential eight other organizations based on DHPSNY input and our knowledge.

(4) Continue to review/revise existing Collections Management Policy as we continuously improve.

(5) Committee is reviewing the elements of the Inventory Data Base to meet future needs. This review should be finalized in the next 2-3 weeks and more detail will be provided at the September Board meeting. Concurrently, we plan to review cloud-based software options as this is what we need and believe the cost will be reasonable, grant submission will be a consideration. An inventory data base is the backbone of a historical organization. It should be noted that the Macedon Historical Society recently secured an

archival software program and computer with the help of the Pomeroy Foundation and Museum Association of New York.

(6) Introduced Kendall Ballard to the Collections Committee as an interim member. She is an anthropology masters graduate with collections experience and a Museum Studies certificate. She has stated she is passionate about making collections accessible to researchers and the public and wants to leverage her education and experience to take on new challenges.

(7) As part of the Collections Management Plan, we need to review the inter functioning of Collections Management with areas such as Exhibits, Programs and Access (Visitors/Docents) to insure that we have a seamless process within the Society that is well functioning, transparent, and meets the needs of the Society in serving its mission.

Treasurer – Debbie Parts reported and reviewed account balances. Gates hall tree trim bill (1200) paid. Other insurance coverage deferred at this time. Reported on insurance-Directors and Officers-cost \$882/yr. for 1 million coverage. (Next Step clarify if this is coverage for entire Board.)

Recording Secretary – Jackie Walker. no report.

Corresponding Secretary – Linda Perkins. See above report under correspondence.

Ex-Officio Trustee- Perry Howland reported (Next step- send report to Jackie)

Working with Williamson-Pultneyville Historical Society on a variety of outreaches:

With wife Dottie, volunteered at WPHS house on Sunday, August 30.

Wrote up news release regarding the WPHS house being open that appeared in the WC Times of  
Submitted article to WPHS newsletter editor Sandy Zeman regarding walks Dottie and I  
Took in Ridge Chapel and Pleasant View cemeteries.

Participated in Wayne Historians Organization (WHO) Zoom meeting on August 19.

Have continued to create a listing of Williamson people, places, groups and other categories to submit to WHO members Loreen Jorgensen and Chris Davis, that will be used on a two-year Wayne County Bicentennial Calendar. Also looking for historic photos of Williamson to submit for the same project.

Answered several requests regarding photos of structures within Williamson.

Corresponded with Genesee Land Trust summer intern who was seeking out information on the Martin/Cornwall property that is now owned by the Genesee Land Trust. She was writing up a history of the Cornwall Preserve.

On-going clipping of obituaries and other items from newspapers/publications dealing with Williamson

Worked with Williamson Town Supervisor Tony Verno to create a list of organizations to reach out to for volunteers for the Town of Williamson/Wayne County Bicentennial Committee. Secretary Valarie Fowler then sent letters to all organizations, with Gary Dick of the East Williamson Fire Company responding in the affirmative.

Have not pursued any other storage sites for the WPHS trolley.

## Reports of Standing Committee Chairs

*Cemetery Tour* – Kathy Fedick reported to Nan she is recommending that the cemetery tour be held on Fri night with 2 tours. There will be not Gates Hall cider and donuts. She reported that she has solicited ample actors for spirits. The board agreed with her recommendation and left the detail of the planning to her. (Times, number of groups etc.) on one day-Fri

*Collections Management* – Cheri Kline reported:

The Committee is meeting regularly with Nan and Florence to review and update our Collections Policy and the functionality of the Collections Committee.

We are now back in the Archive room for a few hours per week, with attention to Social Distancing parameters.

We are fortunate to have Kendall Baller, who has moved home to be with her family, become a volunteer with us! Kendall holds a Graduate degree in Archaeology and recently completed a Museum Studies Certificate. She has acquired varied museum experience throughout her Undergraduate and Graduate education. Welcome, Kendall!

Our expanded options for data storage have prompted review of how we store and access our Collections. In addition to preservation of local history, a significant goal is ultimately making our Collections more accessible. Dan Montondo has been instrumental in this process.

There is a significant collection of Oral Histories in our Archive, most all are in the form of CDs. We are updating the information on hand, with the objective of re-starting that activity.

*Communication and Grants* – Sandy reported (Next Step- send Jackie report)

Communications –Publicity, a website update and a Facebook posting will put out for the public once the October Cemetery Tour plan is finalized. The September-October W- PHS newsletter will be out this week.

Grants – W-PHS was awarded a \$15,000 grant from the Rochester Area Community Foundation for the Gates Hall roof project.

*Exhibits/Other* –Sue Jane reported the house is open for 5 Sunday afternoons and visitors have come every week. There have been a total of 12 including new neighbors and new membership. We are continuing to adjust and improve our virus protection procedures. The opening is going smoothly with the new safety procedures. (Next Step-send Jackie report)

*Finance* – Debbie Parts. see Treasurer report.

*Gates Hall Fundraising* – Florence Doyle. see Vice President's report.

*Membership* – K. McCaig. no report. Report requested.

*Nominating* – Cheryl Kline. No report

*Programs* – Dottie Howland requested help with programs. Les Buell offered to do a sept walking tour of East Williamson and is recovering from surgery. The Board will keep its original cancellation schedule and no program will be held in sept. The Harvest dinner will not be held but the annual meeting will be planned and held Nov 4 7pm in Gates Hall at which time officers will be elected. A quorum of 10% of members in good standing is required for the meeting. (Next Steps- Dottie to communicated with Les Buell, Sandy to communicate annual meeting plan to membership.) The illumination is planned as an all outdoor event for December.2020 co-chairs are Terry Sutherland and Anne Ressler. It was suggested by the President that due Covid, W-PHS may want to consider combining the efforts with Illumination to participate in the outdoor event beingplanned by the Illumination committee because an indoor program might not be possible.

*Property* – Dave Frohlich. A lower level window at Gates Hall has been broken and repairs will be undertaken. A long discussion was held about the Gates Hall roof project with Dave reviewing costs for the group as follows: Roth estimate for the entire job (roof, deck, ceiling) \$122,300. Passaro engineering estimate for the same \$57,000. (a \$74,000 difference) Dave has approached Randy to let him know 57K has been authorized. He did not seem interested and has not given us a final quote. (Next step-Dave to get firm bid from Randy and determine his interest in project) Key points discussion points: resources who do this kind of remediation are hard to find, just doing roof without the ceiling remediation leaves the ceiling not addressed. There is a 9” ceiling dip. Lightening has contributed to this. The time to do the project is now since Gatesingers schedule has been cancelled for the season. If WPHS put in 57 K and the Grant from Rochester Area Foundation is 15K that totals 72K. If the cost is 112k from Randy we would have to raise 40K

### **Unfinished Business**

Safety plan revisions (Next Step- Sue Jane will follow up)

Brass Plaque Follow Up- was address by Debbie Parts and info was passed along to Charlotte Buehler.

Trolley Storage- addressed in Perry’s report

Minnehaha- The Vice President is following up on this.

### **New Business**

Annual Meeting- see comments under Programs. Annual Meeting Nov 4 Gates Hall 7pm.

Summary of Next Seps by Jackie

Next Meeting: September 28, 2020 Place and time TBD.

**Adjournment** The meeting adjourned at 6:55pm on a motion by Linda, second by Debbie with all in agreement.

Respectfully Submitted,  
Jackie Walker  
Recording Secretary 9/12/2020

**Summary/Next Steps-** Jackie summarized next steps.

**Next Meeting-** Pavilion. Next Steps-Contact Karen Manahan re:Pavilion availability.

**Adjournment-** The meeting adjourned at      pm on a motion by      and second by      with all in agreement.

Respectfully Submitted,

Jackie Walker, Recording Secretary