

W-PHS ANNUAL MEETING MINUTES

NOVEMBER 4, 2020 7:02PM-7:24 PM

GATES HALL

Call to Order- The meeting was called to order by Nan Hance, President at 7:02pm

Attendance: 18 Quorum needed 16. Quorum Satisfied.

Welcome: Nan Hance, President

2020 Highlights: Nan Hance presented the following 2020 highlights. Detailed report of committee activities is available to members at conclusion of meeting, appended to these minutes and placed on web site. Nan reported:

“Despite the many consequences associated with COVID 19,
that resulted in the cancellation of our programs and events which included:

- Our 31st Annual Garage and Pie Sale,
- The September Tour of Homes,
- Our planned monthly Programs from March through the end of the year
- Our 1st ever Annual Golf Tournament
- 4th Grade Walking Tour
- 62nd Annual Homecoming
- All planned fundraising events to support the Gates Hall Revitalization Project

However, W-PHS has much to celebrate which includes, but is not limited to, the following highlights:

- ✓ A very generous donation of a Computer given in honor of Irene Bierer
- ✓ A scanner funded by Hoffman Grant
- ✓ Internet in the W-PHS house
- ✓ Received \$15,000. RACF Grant to support the Gates Hall revitalization Project
- ✓ W-PHS front porch was repaired, 2 trees trimmed at Gates Hall
- ✓ While bittersweet, thanks to Kathy McCaig, W-PHS was the beneficiary of memorial donations in the amount of nearly \$1,500. in memory of our friend and member, Jim McCaig
- ✓ Generous Donation in the amount of \$200. from ice cream sales given by the Tuesday Night Car Tour Group that met at Pat and Paul’s for ice cream
- ✓ Meticulously cared for grounds at not only the W-PHS House, but Gates Hall and Centennial Park also
- ✓ Reopening Plan which coincides with CDC, state and county guidelines to guide the safe reopening of our properties
- ✓ Generous Donation totaling \$650 from Dynalec, K. M. Davies and Christopher Brower to cover touch-free dispenser equipment and supplies needed for reopening
- ✓ Successful reopening of W-PHS House to the public, and Gates Hall for our use and Gatesinger use so they can offer small group workshops and virtual programming

- ✓ A very successful season with W-PHS house being open to the public with visitors every weekend from August 1st through Columbus Day weekend, who were very respectful of our safety requirements and appreciative of our efforts to provide an opportunity to visit our exhibits
- ✓ Archives received a donation which consisted of a collection of 33 bound volumes of Williamson Suns covering the time period from 1958-2003, as well as a number of other donations this year
- ✓ Board Meetings - despite consequences of COVID, the officers and our full board continued to meet via conference calls, zoom meetings, and in-person meetings in the Pavilion at PRC, or at Gates Hall A very successful Moonlight Cemetery Tour which was a sold-out one night socially distanced event with 90 attendees who all made advance reservations. All were cooperative with signing our Contact Tracing Form and also with signing a statement holding W-PHS and the Lakeview Cemetery Association harmless should unintentional illness result
- ✓ Directors and Officers Insurance
- ✓ Increase in membership
- ✓ Appointed our first-ever W-PHS Audit Committee
- ✓ Name change from PHS to W-PHS has been finalized - a long and lengthy process needed for continuity when filing IRS documents and needed for Grants Gateway applications
- ✓ Our number of W-PHS Facebook followers has increased from 350 to 989. This alone tells us that social media does play a critical role in our communication and outreach efforts and is also a viable “edutainment” tool.
- ✓ While Gates Hall cannot be open to the public for Gatesinger performances which have an audience due to social distancing requirements, we can celebrate that the Gatesingers, our artists in residence in the Hall have reopened with a socially distanced Youth Theatre workshop and a socially distanced virtual performance of Steel Magnolias. To their credit, they are doing everything possible to honor their rental agreement with W-PHS and we are most grateful for that and look forward to future virtual productions
- ✓ And, most recently, as recent as this morning, W-PHS was gifted a 6ft mounted half hull that once belonged to Captain Throop which is now in our possession with the understanding that it may be made available on loan to current and future owners of Captain Throop Home as circumstances permit or when not in a planned W-PHS exhibit, providing home owners agree to the terms and conditions of the society’s loan agreement.

I think that you will agree that this is a pretty impressive list given the pandemic we have experienced this year, which we can be very proud of.

In addition to the highlights I have mentioned, we have one true cause for celebration that we can collectively take pride in. To date, we have NOT received any notices of illness or requests for contact tracing information from meeting, having the house open or from the cemetery tour event, and we are well beyond any two week periods of exposure.

And, I want to take a moment at this time to acknowledge our board members, our membership and our volunteers for ensuring that the safety measures that we put in place were enforced. That in itself, is deserving of a standing ovation and I THANK each of YOU . . . together, let’s give each other a round of applause! “

Treasurers Report- Debbie Parts presented a synopsis of finances which included: no fundraising this year, donations, grants, financial balances, savings of expenses due to covid

restrictions, costs not budget due to covid guidelines for a house reopening, results of audit, and commented on investments.

Election of Officers: Cheryl Kline nominating Chairperson presented the following slate of officers to be elected:

Florence Doyle- Vice President 2 year term

Terry Sutherland- Recording Secretary 2 year term

Debbie Parts- Treasurer 2 year term

Cheryl asked for any nominations from the floor. Sandy Zeman nominated Amanda Hanlon as Treasurer. Nomination second by Jackie Walker. Discussion-Cheryl reviewed Terry and Amanda's background. In view of the nomination of Amanda for Treasurer, Debbie requested her name be removed form the slate. The slate was revised as follows: Florence Doyle Vice President, Terry Sutherland Recording secretary, Amanda Hanlon Treasurer. (each for a 2 year term) The slate was accepted unanimously on a motion by Peter Parts and second by Linda Perkins.

Adjournment: There being no further business Nan Hance adjourned by meeting at 7:24pm on a motion by Florence and second by Linda with all in agreement.

Respectfully Submitted,

Jackie Walker, Recording Secretary

11/5/2020

Attachment: Officers and Committees Detailed Reports Annual Meeting November 4, 2020

**W-PHS ANNUAL MEETING NOVEMBER 4, 2020
OFFICERS AND COMMITTEES DETAILED REPORTS**

PRESIDENT- NAN HANCE

NEWSLETTER

- Wrote Six (6) “From the President “article

E-NEWS/E-BLASTS (COVID focus

- Wrote Six (6) to stay connected to membership

GIFT SHOP

- Recruited and appointed new Gift Shop Chair

FUNDRAISING

- Served on GH Revitalization Fundraising Committee
- Established 1st Annual W-PHS Golf Tournament; appointed Chair
- Coordinated Gates Hall Revitalization Fundraising Brochure
- Developed Fundraising Communication Plan
- Developed prospect donor list

REOPENING SAFETY PLAN

- Established Reopening Safety Plan Committee to open house
- Drafted Safety Plan
- Solicited gifts to cover cost of reopening equipment and supplies in the amount of \$650.
- Solicited complimentary NYS Hand Sanitizer from Senator Helming’s office
- Developed SIGN IN/SIGN OUT FORM for W-PHS and Gates Hall

WAYNE HISTORIAN’S ORGANIZATION

- Provided list of unique characteristics of Williamson for the Wayne County Bicentennial Committee.
- Attended 2 regular Meetings
- Attended 3 Zoom Meetings

EDUCATIONAL PARTNERSHIP

- Established dates and format for 2020 4th Grade Walking Tour with School District and Educational Liaison

W-PHS PHONE CALLS and EMAILS

- Managed responses to inquiries for information

COLLECTIONS MANAGEMENT

- Appointed Interim Chair
- Served on Archives Team Committee and attended meetings
- Benchmarked Six (6) Societies/Museums with Interim Chair

TECHNOLOGY

- Provided oversight for installation of computer and internet
- Appointed Network Administrator

GRANTS

- Wrote Cover Letter for RACF and Pomeroy Grant Requests

HOMECOMING CHAIR

- Held 2 meetings
- Managed Cancellation of Events due to COVID

MUSEUM ASSOCIATION OF NEW YORK (MANY) MEMBER

- Attended 4 Zoom Meetings

CEMETERY SPIRIT TOUR

- Provided background info for three (3) spirits
- Created COVID Contact Tracing Form to collect attendee contact
- Information and signature holding W-PHS and Lakeview Cemetery Association harmless in the event someone tested positive.

COVID-19

- Managed and Coordinated Cancellations and Events

PROPERTY

- Identified and arranged for two (2) contractor meetings

GATES HALL/GATESINGERS

- Collaborated with Gatesingers President to reopen building for small group use by Gatesingers only (no public performances).

- Provided input and revisions for Gatesingers reopening plan in accordance with W-PHS requirements.
- Met with Gatesingers regarding lighting plan

NOMINATING COMMITTEE

- Recruited candidate for 2021-23 Recording Secretary

W-PHS VICE PRESIDENT- FLORENCE DOYLE

Fundraising

Beginning April 2020, the Fundraising component of the Gates Hall Project Phase Two was placed on hold due to Covid-19.

Collections Management (see Collection Management Committee report)

FINANCE COMMITTEE- DEBBIE PARTS, TREASURER AND CHAIRPERSON

The year 2020 proved to be a challenging year financially for W-PHS, with nearly all of our fund-raising events cancelled. Fortunately, we did not incur the associated expenses for those events and were also able to curb expenses in other areas to maintain financial stability. We were also the recipient of generous donations to pay for COVID-19 safety supplies so that we could open the house to visitors. The Society was also the beneficiary of many memorial donations totaling \$1430 to honor James McCaig. It was greatly appreciated that Jim's wife, Kathy, felt Jim would want us to use this for operating expenses in this trying year.

We also received a \$15,000 grant from the Rochester Area Community Foundation for Phase 2, roof and ceiling remediation, at Gates Hall. Together with funds from our investments and community donations, we hope to complete this project in the spring of 2021.

The newly established Audit Committee met with the treasurer in January of 2020 to review financial data from 2019 and found our records to be in order. This was reported to the Board of Trustees.

The treasurer reviewed our investments with Joe Crispino, our Wells-Fargo representative. Because we are appropriately diversified and conservative in our risk, no changes were made at this time. Quarterly sales tax returns and Form 990, the required tax return for non-profits, were properly filed. The Finance Committee will also meet later this month to prepare the 2021 operating budget.

CORRESPONDING SECRETARY- LINDA PERKINS

Various forms of correspondence have been sent throughout the year, such as thank you notes for donations & thanks for support for various Historical activities and programs. Letters of caring and sympathy have also been sent to those in our community.

RECORDING SECRETARY- JACKIE WALKER

Minutes taken for each Board/ Officer meetings, reviewed by President, distributed to Board members, posted on web site and filed. Reports compiled for annual meeting, copies available for members, posted on web site and filed.

MEMBERSHIP COMMITTEE- KATHY MCCAIG, CHAIRPERSON

W-PHS membership started the year at 152 memberships (112 individual memberships and 40 business memberships). The year ended with 154 memberships (116 individual memberships and 38 business memberships). There were 17 new memberships in 2020. However, there were 16 unrenewed memberships.

There are four basic categories for individual memberships and two for business memberships. The breakdown within these categories is as follows:

2	Lifetime Memberships
3	Benefactor Memberships
28	Sustainer Memberships
21	Patron Memberships
62	Friend Memberships
1	Complimentary Business Membership
4	Business Benefactor Memberships
33	Business Friend Memberships

EXHIBITS COMMITTEE- SUE JANE EVANS, CHAIRPERSON

In this year of the Covid19 pandemic, potential exhibit plans were deferred by virus prevention precautions.

Plans for a WPHS exhibit at the Williamson Central School Wellness Fair were cancelled when the schools were closed and all events cancelled.

When the W-PHS buildings were closed plans for new or revised exhibits were deferred.

Careful plans were prepared for opening the WPHS House under all relevant pandemic requirements for an abbreviated season. With President Hance's leadership protocols were established and supplies procured. Perry and Dottie Howland, Amy and Colin McConville and Sue-Jane and Peter Evans worked to open the House for visitors by August 2, 2020. The House was open on Sunday afternoons from 1:00-4:00 from August 2 – October 11. Visitors came on every one of the days we were open. 41 visitors enjoyed reviewing or discovering our local history.

Volunteers who made this work: Deborah and Paul Arndt, Toni and Kendall Baller, Irene Bierer, Florence Doyle, Sue-Jane and Peter Evans, Kim and John Garlock, Carol and Bob Hopkins, Dottie and Perry Howland, Amy and Colin McConville

COLLECTIONS MANAGEMENT COMMITTEE- FLORENCE DOYLE, INTERIM CHAIRPERSON

In July 2020, Collections Management began efforts to develop a plan to provide a foundation for where we envision the future to *foster the preservation, accessibility and utility of our collections and associated data*. While managing in a Covid-19 environment, Collections Management initiated the following key elements of the plan:

- *Assessment and Benchmarking*

Contacted the Program Chair at DHPSNY regarding an Assessment of W-PHS Collections Management. Completed benchmarking with seven organizations (i.e. regional and non-regional)

which enabled us to learn from others, understand what we do well, understand where we have opportunity to improve, and to gauge where others see the future.

- *Inventory Data Base / Software*

The current excel data base was revised to include approximately 42 data elements with “defined lists” for 15 of the data elements to promote consistency. A Beta test of the revised data base is underway. Efforts have started to explore a cloud-based software solution. Grant options will be explored.

Important to note that information in the excel data base will be able to be uploaded into any cloud-based software we may select. We will not lose any of the effort that has been done to date or that we begin entering into the revised data base.

- *Review/Revise Policy*

In the process of reviewing to insure continuous improvement in our procedures. For references we are utilizing the “Official Compilation of Codes, Rules and Regulations of the State of New York” (current through March 15, 2020) for chartering and registration of museums and historical societies with collections; the guidelines of Museum Registration Methods which is a standard published by the American Association of Museums; and policies provided by organizations we benchmarked with.

- *Accession/Scanning Focus*

Objective is to focus on accession, scanning and detailed inventory data base information for items in our Collection. The target is to complete by year end all Gates Hall items and recently acquired items.

Special recognition and thanks to KENDALL BALLER, IRENE BIERER, CHERI KLINE and DAN MONTONDO for their enthusiasm, commitment, knowledge and passion.

COLLECTIONS MANAGEMENT COMMITTEE (ARCHIVES)-CHERYL KLINE

Several things have occurred this year that have allowed the Collections Committee of W-PHS to take significant steps forward in management of our Archive.

In February, a new Computer was given to the Society in honor of Irene Bierer, by her brother, John Kosboth. John knew how involved Irene has been in researching and preserving information and artifacts, and appreciated our need for new equipment.

About the same time, Dan Montondo decided to donate some of his retirement time and energy to the Collections Committee, bringing significant computer skills to the effort. The Board decided to acquire Internet access and Dan was instrumental in facilitating this installation during COVID.

A Grant was applied for and received from the Hoffman Foundation, for a scanner compatible with the new computer. All of these steps positioned W-PHS to begin the transition to electronic storage of our primary source material, photographic collection, and other topics specific to the community history. In addition, technology was changed to Microsoft 360 allowing for storage and use of cloud.

As you can see in her report, Florence Doyle has brought her managerial experience to bear on a process designed to help us choose the best methods and resources moving forward with Collections Management.

PROGRAM COMMITTEE- DOTTIE HOWLAND, CHAIRPERSON

W-PHS programs for 2020 began as always on February 5 at the Pultneyville Reformed Church with the Dutch Dinner followed by Carol Bailey and Pat Van Lare sharing their memories of the Holland American Festival. March 4 the Society traveled to the Williamson Fire Company Hall for an extensive history of the fire company given by John Manahan. Unfortunately, the rest of the 2020 program schedule was canceled because of the COVID 19 pandemic.

EVENTS: HOMECOMING AND COMMUNITY GARAGE SALE- CANCELLED DUE TO COVID

CEMETERY TOUR EVENT- KATHY FEDICK, CHAIRPERSON

Williamson-Pultneyville Historical Society “Meet the Spirits “at Pultneyville Lakeview Cemetery Tours Friday October 2, 2020: one evening Friday with 3 tours at 7pm, 8pm and 9pm.

Spirit lives presented: Samuel Ledyard presented by John Irwin, Russel Whipple presented by Jeremy Cummings, Matthew Martin presented by Peter Evans, Carlton and Julia Moore presented by Perry and Dottie Howland, Civil War Monument presented by Larry Neal, Taps was performed by Jonah Sharp and his dad, Professor Henry Lawrence presented by Dan Montondo, Fred H Teats presented by Paul Naliwajek

Each tour was well attended. This year’s tours were held all in one night at 7pm, 8pm, and 9pm required reservations due to Covid-19 and social distancing rules. \$547 was collected. A COVID-19 permission form was implemented prior to the tour.

COMMUNICATIONS AND GRANTS COMMITTEE- SANDRA ZEMAN, CHAIRPERSON

Due to the Pandemic (COVID-19), this year the Communications Committee was charged with keeping the membership and public updated on program cancellations and changes.

Publicity

- Programs and events notices were sent out to a media list as needed. This year information about the W-PHS House being open for visitors and the Cemetery Tour were key announcements.

Website

- Updated calendar for W-PHS programs and events.
- Updated “Our Business Partners” listing as required.
- Posted W-PHS newsletters on the website.
- Posted the President’s COVID-19 messages on the website.

Facebook

- This year the role of Facebook changed somewhat in that the Facebook Coordinator did posts related to events and regular programing. COVID-19 made a dramatic difference in regular programs, special fund-raising, and special events since March of 2020.
- There was a total of 43 posts related to programs and annual events that occurred and those that could have been, where the Program Chair provided information on the topic.
- Photos and information about the organization’s activities were posted, such as the Gardening Group paying tribute to the women who worked for the right to vote and celebrating the 100th anniversary of the 19th Amendment to the Constitution of the United States, with a flag and planting flowers with the colors of the National Woman’s Party.

Newsletter

During 2020, six newsletters were sent electronically to all members (business and regular membership). E-blasts went out to the membership through the newsletter distribution list for COVID notices from the President; opening of the W-PHS House from August 2 to October 11; and program updates/cancellations.

Grants

The Hoffman Foundation awarded \$1,000 for a scanner for the W-PHS Archives.

The Rochester Area Community Foundation awarded a \$15,000 grant for the Gates Hall Roof Project.

Committee Membership included: Communications Chair: Sandra Zeman, Publicity: Kelly Klaritch, Website: Amy Begy, Facebook: Charlotte Buehler Newsletter: Sandra Zeman, Grants: Sandra Zeman

PROPERTY COMMITTEE- DAVE FROHLICH, CHAIRPERSON

Worked with ITCLIX to produce add for fund raising

Worked on Grant writing

Met with Town of Williamson Bldg. Inspector for annual inspection

Arranged for front porch repairs at WPHS House

Numerous conference calls with Leo J Roth arranging/ facilitating quote for Gates Hall restoration project

Met with 4 additional contractors to obtain quotes on Gates Hall restoration project.

Numerous conference calls with 4 contractors regarding bids

Numerous conference calls with Passero firm regarding bid variance

Arranged for window repair at Gates Hall

Met with Todd LaBarr, construction manager, regarding any possibilities of economizing Gates Hall job.

Arranged visual inspection of Gates Hall for Maracon contractors for possible bid revisions

Compiled by: Jackie Walker, Recording Secretary

11/1/2020