

**W-PHS Minutes
Gates Hall
11/23/20 4:03pm-6:08pm**

Call to Order by Nan Hance, President 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, Perry Howland-Ex Officio Trustee, Debbie Parts-Treasurer

Guests: Amanda Hanlon Treasurer Elect

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

Reading/Acceptance 10/26/20 Board Meeting Minutes – **Recording Secretary**. A motion was made by, Perry, second by Dave that the minutes of 10/26/20 by accepted as circulated. All in agreement.

Correspondence/ Acknowledgements– Corresponding Secretary- I've sent out 3 letters of "thanks" to The Klines, The Parmelees, and The Howlands, for donations to W-PHS... for relief during these difficult times. The Howland's generous donation was actually in honor of Sue Jane & Peter Evans, for their support & work at Gates Hall. (sent a note to the Evans, letting them know of the Howland donation in their honor.) Also sent a "Thinking of You" note to Peter Evans, in lieu of his recent heart attack. **Next Steps- send also to Brown (sympathy), Julie (dog) Baller (link cost paid for ROC) Dixon (Trolley).**

Reports of Officers

President - Nanette Hance's report

Acknowledgements

- Outgoing Officers and Chairs- Treasurer (Deb Parts), Recording Secretary/Office Mgr. (Jackie Walker), Nominating Chair (Cherie Kline), Communications Chair (Sandra Zeman), Membership Chair (Kathy McCaig)
- Sympathy card (Peter Browne and family on Mibb's passing)

Collections Management

- Attended two meetings
- Facilitated acquisition of 6' hull from H.N. Throop and Throop 7 Generation Family History from David Higgs to appear in January Newsletter

Gates Hall Revitalization/Fund Raising

- Attended 2 contractor meetings
- Attended 1 lightning vendor meeting
- Have asked Property Chair to please address insulation and light while ceiling will be disturbed
- Costume closet cleaned out and working on light bar removal
- Requested rice to add donor icon and post info to web site for fundraising campaign

Annual Meeting November 4, at Gates Hall

- Election of 2 new Officers: Amanda Hanlon, Treasurer and Terry Sutherland, Recording Secretary

Phone Calls

- 5 phone calls- 3 for info and 2 possible acquisitions in progress

Fundraiser

- ROC City Ringers date TBD (Recording 12/8)
- Requested price to add to ticket sales to website and provide link to ticket holders

Wayne County Bicentennial

- Working with Loreen Jorgensen to identify and provide signature and accompanying info for Bicentennial Calendar

W-PHS Meeting Schedule

- Drafted 2021 Board Meeting Schedule

2021 Budget

- Attended Finance Committee budget meeting

Chair Position Solicitations

- Have contacted individuals for Membership Chair, Nominating Chair, Communications Chair, Possible Development Chair

Vice President –Florence reported on **GATES HALL PROJECT PHASE TWO:**

The intentions of W-PHS were to launch a fundraising campaign earlier this year, which was to include a community appeal and series of planned fundraising events, all of which were paused or cancelled due to COVID-19. It is now imperative that we move forward with fundraising to support the roof replacement and structural remediation. While our initial plans were to launch a \$300,000 all-inclusive campaign for the overall improvement of Gates Hall, the Board of Trustees voted to address only the most critical work at this time to stabilize Gates Hall while it is closed for public performances due to the pandemic.

We will be launching a fund-raising campaign after discussion with the Board on November 23, 2020. To date we have received a \$15,000 Grant from the Rochester Area Community Foundation. A letter will be going out after Thanksgiving asking for support and consideration for 2020 year-end giving. The letter indicates that we will rely on written communication with follow-up phone calls and email. Donors may contribute by returning an enclosed card or at www.w-phs.org online.

Discussion Points- Dave discussed lighting fixture (model shown), lighting bar coming down. Waiting for final estimates from Marcon who's original was 102K. Roth's was 122K. Nan inquired what figure should be given to public for fundraising. It was agreed figure for roof remediation cost for public would be 125K Public to be informed of grant of 15K and W-PHS contributing 57K. Difference would be publicly raised funds.

Treasurer – Debbie Parts. Account balances and bills paid reviewed. 2021 Budget 2021 presentation by Debbie. Questions for clarification answered. Motion to accept 2021 budget as clarified by Jackie second by Dave. Vote was unanimous.

Recording Secretary – Jackie Walker None

Corresponding Secretary – Linda Perkins. See above comment under corresponding officer report.

Reports of Standing Committee Chairs

Collections Management -Florence Doyle reported the following:

Activities & Accomplishments

(1) DHPSNY Planning & Assessment Services

F. Doyle followed up with the Program Manager, DHPSNY on November 9, 2020. These services continue to be on hold.

(2) Inventory Data Base (IDB) / Cloud Based Software

The responsibility and function of Collections Management is to foster the preservation, accessibility and utility of our collections and associated data. To advance our ability to meet today's challenges and position us for the future, we are in the process of obtaining a Collections Management System (CMS). A CMS is software designed to manage the collections of an organization. It digitizes and stores data, images, and documents to preserve information, give more control to those managing the collections, improve communication, and provide a platform to make collections accessible to the public.

Based on our exploration of the marketplace and benchmarking with other comparable organizations we are considering a web edition software which will enable:

- Operating with catalogs for sorting collections material. An archive catalog for storing documents; a photograph catalog for storing photos, tintypes, paintings, etc.; an objects catalog for storing three-dimensional artifacts; and a library catalog for storing books.
- Managing our collections utilizing technology that provides ease, timeliness and accessibility of information for constituents (i.e. archivists, members, community, researchers, public). This includes but is not limited to accession, acquisition source/date, catalog, category, classification, description, physical location, image management, deed of gift, condition, appraisals, insurance, preventive actions, maintenance, exhibition history, loans, and deaccession.
- Attaching images to records which allows for the ability to digitally search and view without actually touching fragile items. Further ability to enrich records by attaching audio or video files, PDFs, and website links.
- Including oral history records and transcripts which provides a live experience to the past.
- Searching our records easily through keywords and queries.
- Optimizing a contact management function for storing donors, members and volunteers. This includes posting donations, printing thank you letters, managing pledges, sending e-mails, mailings, printing letters and labels.
- Utilizing functionality that will ensure integrity and security of our data through password-protected user logins and user-level restrictions.
- Expanding the reach of our organization through public access. Designated collection records can be available in a searchable database for web visitors.
- Utilizing a web edition which is based on Microsoft SQL Server and a variety of cloud and web technologies. A web edition offers the ability to manage our collections and contacts using a web browser. There will be no need for W-PHS to install software, maintain in-house servers or advanced technical staff to support. Automatic backup of data occurs each night and is stored (i.e. Amazon Web Services). Updates are automatic which ensures utilization of the latest version of software as soon as it is available.

A Collections Management System will enhance our ability to contribute to our mission. We are requesting a \$1,245 Hoffman Grant for the CMS One-Time Setup cost for new users. The annual hosting, licensing, maintenance, and support of \$870 would be supported through the W-PHS's budget, which we requested for 2021. The System will allow for ten users, unlimited records, 100 GB of storage, and public access. At the point we are ready to go live with public access the annual hosting fee of \$375 would also be supported through the W-PHS budget. Any shortfall in awarded grant money would be supplemented through the W-PHS's budget using discretionary funds that are available.

(3) Accession/Scanning Focus

With the increase in Covid-19 numbers, it was agreed to restrict Collections Management staff to two at one time in the House with each of the two working in separate rooms, if needed. This could change at any time depending on information from New York State and Regulatory Agencies. Collections Management is looking at work that can be done on a remote basis from their homes. Work continues on Gates Hall and Theatre collections.

(4) Accessioning / Requests

Routine work continues on items that are donated and requests for information.

Key Discussion points- No decision on charges for researchers. **Next Step- Publisher software was not put into budget, Florence to check this and include if necessary. Needed for brochures**

Communication and Grants – Sandy Zeman

Information on Amazon Smile for donations going to W-PHS has been put on the W-PHS website, Facebook and an e-blast was sent to the membership. It will be in future newsletters as well.

Newsletter: The next newsletter will come out at the beginning of January. The submission deadline will be December 20.

Grants: An email was received regarding a Hoffman Foundation grant. It isn't known if there will be any money awarded at this time. It's suggested that an application be sent in by November 30 in case funding is available. **Next Step: List of Wayne County Historical Societies / grants. (Sue Jane and Linda)**

Discussion with Board: With this limited timeframe, one project that has already been considered is obtaining a Collections Management System (CMS). This software designed to manage the collections of an organization by digitizing and storing data, images, and documents to preserve information.

Exhibits – Sue Jane Evans reported in early November Perry Howland, Amy McConville and Sue-Jane Evans met to discuss exhibit possibilities for the future. They have begun the research and preliminary preparation for revisions and new topics and approaches for 2021.

Ex-Officio Trustee – Perry Howland

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

- Met with Sue-Jane Evans, Amy McConville and Dottie Howland on November 12 to

- discuss changes and additions to 2021 exhibit plans for WPHS, and how they might
- combine with any future programs
- Continued with wife Dottie to walk Pleasant View Cemetery in Williamson.
- 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.
- Continued to work with Wayne County Bicentennial Committee members on the Wayne County Challenge, an activity being put together for youth/young people using the Wayne Historians Organization (WHO) historic sites data base as a reference tool and guide. Sent Marion Town Historian Caryn Devlin 25 words associated with Williamson, as well as several photos, that she will utilize in a children's activity book featuring all towns in Wayne County.
- On-going clipping of obituaries and other items from newspapers/publications dealing with Williamson.
- Continued working with Williamson Town Supervisor Tony Verno to reach out to Williamson organizations for volunteers for the Town of Williamson/Wayne County Bicentennial Committee. Secretary Valarie Fowler has sent letters to all organizations, with Gary Dick of the East Williamson Fire Company, Debbie Parts from the Williamson-Pultneyville Historical Society, Williamson Free Library Director Kim Iraci and Williamson School Superintendent Marygrace Mazzullo, all responding in the affirmative at this time.

Finance – Debbie Parts. See Treasurer report.

Gates Hall Fundraising – Florence Doyle. see comment under Vice President report.

Membership – Kathy Mc Caig. Reported by email the following: We have 2 new business memberships - Pace Electronics and Orbaker's Farm Market. Current membership numbers:

117 Individual Memberships
40 Business Memberships
157 Total Memberships

Notices went out to all members asking for 2021 renewals. So far 50 have responded. A reminder email will be sent out in December to just those people who have not responded by December 7th. An updated membership list has been sent to the Board.

Programs – Dottie Howland reported a budget request for 2021 programs was submitted to the treasurer and budget committee. Now begins the planning for programs for this next year taking into account how they will be presented in this current pandemic. Ideas are always welcome.

Property –Dave Frohlich (see discussion under fundraising Gates Hall Project Phase 11)

Unfinished Business

W-PHS Trolley Storage Update-

Wayne County Bicentennial Update- see comments under Ex Officio Trustees report

ROC City Ringer Concert Update- 9date TBD; acknowledgement to Toni Baller)

New Business

Board Structure- Need for development chair. Nan has draft of responsibilities. **Next Steps: Nan to distribute frat, Jackie to send Nan previous job description.**

2021 Newsletter

2021 Meeting Schedule

January 25, 2021

February 22, 2021

April 26, 2021

May 24, 2021

June 28, 2021

August 23, 2021

September 27, 2021

October 25, 2021

November 22, 2021

Dates agreed to by all.

2021 Newsletter listing of Board, Chairs, Committees etc.

TBD Chairs (Communication, Membership, Nominating) Education Liaison, Office Manager

Master Schedule of Dates (including, but not limited to Board Meetings, Programs, Renewals, NYS and IRS Filings, Special Events, W-PHS House Open Dates, Day of Caring, Insurance, etc.)

Illumination 2020

Summary/Next Steps- Summarized by Jackie

Next Meeting: January 25, 2021 at Gates Hall 4pm

Adjournment: The meeting adjourned at 6:08 on a motion by Dave and second by Sue Jane with all in agreement.

Respectfully submitted,
Jackie Walker, Recording Secretary 11/24/20

