

**W-PHS Minutes  
Gates Hall  
10/26/20 4:01 pm- 6:03 pm**

**Call to Order** by Nan Hance, President at 4:01 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

Absent: Kathy McCaig-Membership Chair, Kathy Fedick-Cemetery Event Chair, Dottie Howland-Program Chair

**Reading/Acceptance of 9/28/20 Board Meeting Minutes – Recording Secretary.** A motion was made by Perry, second by Debbie that the minutes of 9/28/20 be accepted as circulated. All in agreement.

**Correspondence/ Acknowledgements– Corresponding Secretary-** Notes sent to Kendal Baller for volunteer efforts, Kathy Fedick thank you for cemetery tour, Jeremy Cummings for participation. **Next Step. Check with Kathy to see that spirit players are sent thank you notes.**

**Reports of Officers**

President - Nanette Hance reported the following:

**Acknowledgements**

Cemetery Tour – Thank You to characters and helpers who assisted with tickets sales and parking (confirm info with Kathy Fedick)

**Annual meeting**

Drafted Agenda

President's Report

**Phone calls**

2 phone calls for possible donations - referred to Irene for followup

6 calls confirming that Cemetery event was on rain or shine

1 phone call for use of Gates Hall

1 phone call regarding historic Hitching Post repair

**Collections management**

Requested that Florence accept title of Interim Chair to guide and direct the continuous improvement efforts being made to align our work software, technology and best practices until the roles of a Chair is redefined to meet new direction.

2 Archives Team Meetings

1 meeting with Florence and Kendall

**Newsletter**

Arranged for Troop House article

Submitted President's article

Submitted Gates Hall Project Update

**Benchmarking interviews**

2 Con Calls

Oyster Bay, Mystic River

#### Nominations

Identified and solicited Recording Secretary Candidate – Terry Sutherland.

#### Cemetery tour

Created Contact Tracing Form which all attendees signed. **A copy is on file in the W-PHS office.**

#### Membership

Collaborated with Kathy on new donor category. Form and letter are in “DRAFT” stage. Will finalize with Kathy this week.

#### Gates hall ceiling remediation and roof project

Attended Gatesinger Lighting Meeting on 10/24/2020

#### Gates hall/gatesingers

Reviewed Gatesinger Reopening Plan and made revision suggestions which are bring finalized.

Passed along request to Grounds Committee to trim bush in front of Gates Hall sign

#### Special opportunity/roccity ringers

ROCCity ringers has offered an opportunity for W-PHS to acquire a link to their Holiday Concert for a one time fee of \$25. which we could post on our website, Facebook page and distribute in blast message to our membership. We could in turn, sell tickets to this concert, They may be interested in recording the concert at Gates Hall so it could be presented as a “Live from Historic Gates Hall” Holiday Concert.

#### Genesee land trust

October 16<sup>th</sup> meeting with Gay Mills regarding possible partnership or collaboration project with the Genesee Land Trust in 2021 that focuses on the early history of the Cornwall Preserve property prior to Cornwall ownership. Possibility also exists for W-PHS to partner or play a role in the land, buildings and contents on property between Klines and McConvilles.

#### Programs

Spoke with Dottie in regards to programs and how we might offer Virtual programming,

#### Other/misc.

Meeting with member of Ledyard family canceled. Postponed until 2021 (Date TBD). Will donate early map of Pultneyville.

Vice President – Florence Doyle reported *Gates hall project phase two*: The Fundraising component continues to be on pause. *Pultneyville historic holiday stroll*: The Board was supportive of such an initiative at the September meeting. After further discussion by N. Hance and F. Doyle it was determined that there was not sufficient time to plan such an initial event for December 2020.

Treasurer – Debbie Parts. Account balances and bills paid reviewed. Officers and directors insurance implemented.

Recording Secretary – Jackie Walker None

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

### **Reports of Standing Committee Chairs**

*Cemetery Tour* –Kathy Fedick reported by email the following:

Williamson-Pultneyville Historical Society “Meet the Spirits “at Pultneyville Lakeview Cemetery Tours Friday October 2, 2020.1 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 required reservations due to Covid-19 and social distancing rules. \$547 was collected. A Covid tracking form was signed by all who attend the event and is appended to these minutes. **Next Step: In the future set up a committee to handle the tour.**

*Collections Management* -Florence Doyle reported the following:

The responsibility and function of Collection Management is to foster the preservation, accessibility and utility of our collections and associated data. Our current work is focused on benchmarking, a software solution, and enhancing the existing inventory data base. Concurrently, we are reviewing existing policy to insure continuous improvement in our procedures.

Collections Management is reviewing 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. We are also reviewing the guidelines of Museum Registration Methods which is a standard published by the American Association of Museums. Our benchmarking with other organizations has enabled us to learn from others, understand what we do well, where we have opportunity to improve and to gauge where others see the future.

These efforts will provide a foundation for where we envision the future of Collections Management to foster the preservation, accessibility and utility of our collections and associated data.

### **Activities & Accomplishments:**

#### **(1) Assessment and Benchmarking**

##### **DHPSNY Assessment -**

Awaiting response.

##### **Benchmarking Other Organizations**

Completed interviews with other organizations

Mystic River Historical Society  
Oyster Bay Historical Society  
Sodus Bay Historical Society & Lighthouse Museum  
South Street Seaport Museum  
Town of Ontario Historical & Landmark Preservation Society  
Wayne County Museum  
Williamson Public Library

#### **(2) Inventory Data Base (IDB) / Software**

Beta test of the IDB is in process. Important to note that information in the "excel" IDB 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 IDB.

In process of exploring Software option for Collections Management. Options being explored are based on information provided by DHPSNY, benchmarking of other organizations, and knowledge of CM staff. **Next Step: Expect to have a recommendation to Board by November meeting.**

Grant opportunities, if appropriate, will be explored once we have a better understanding of the cloud-based software we want to pursue.

### **(3) Review/Revise existing Collections Management Policy** Underway

### **(4) Inter Functioning of Collections Management, Exhibits, Programs and Access (Visitors/Docents)** **Next Step: Nan Hance and I will be setting up a meeting with Dottie Howland.**

### **(5) Oral Histories**

Collections Management Committee has reviewed oral histories completed to date, oral histories transcribed to date, and oral histories indexed to date. The list of individuals to do an oral history with has been reviewed and revised. Collections Management is in the process of exploring technology that will allow this process to be more effective and efficient.

### **(6) Accession/Scanning Focus**

Collections Management is actively working to complete by year end all Gates Hall items.

### **(7) Minnehaha**

F. Doyle visited the Finger Lakes Boating Museum and was able to view the boat along with talking to leadership. In process of validating W-PHS Minnehaha file on loan agreements. W-PHS has documentation (copies) in a binder thanks to the assistance of Sue DeNagel. Examples of documentation include: Time Line, Last Will And Testament of Dale D. Tassell, Letter from co-executor July 1, 2015, State of Florida Department of Natural Resources Assignment of Hull Identification Decal, State of Florida Vessel Certificate of Title, Pictures, Article from Pultneyville Homecoming 2002, Article from Classic Boating September/October 1966, Article from Orlando Sentinel March 22, 1990, Article Chris Craft Newsletter 1998, Obituary of Dale Douglas Tassell. **Next steps: (1) Determine appraised value (2) Validate insurance**

### *Communication and Grants – Sandy Zeman*

Newsletter - currently working on the November-December 2020 newsletter. **Next step: Publish interim collection chair in newsletter.**

Grants - Hoffman Foundation will be requesting grant submissions soon.

W-PHS should have a project or need for a grant request. Nan Hance had suggested software for the Archives. **Next Step: Requesting any additional ideas to consider**

### *Exhibits – Sue Jane Evans. The WPHS*

The House was open for eleven Sunday afternoons during this unusual year. October 11 was the last afternoon of our abbreviated season. More than 40 visitors enjoyed our exhibits and talked with our volunteers. While this was an unusual season, we hope that we can apply some of the things we have learned to be more effective in future years. We had good volunteers.

### *Ex-Officio Trustee – Perry Howland*

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

- With wife Dottie, portrayed former owners of the house we currently live in, Julia Hackley Moore and Carlton Moore, during annual Cemetery Tour on October 2. This sister and brother were the third generation of Moore's to live in this house.
- Wrote piece for upcoming WPHS newsletter on Williamson women's activities during the suffrage initiative in the early 20th century

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.

Continue 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.

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

Talked with Sodus resident Tim Belknap regarding cannon shot found on North Centenary Road.

Continue 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

*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: 1 new membership. 116 individual, 38 business-total 154.

*Nominating* – Cheryl Kline reported

The election of W-PHS Board members for the following two-year Terms will be held at the Annual Meeting on Wednesday, November 4, 7:00 pm, in Gates Hall: Vice President, Treasurer and Recording Secretary.

The Nominating Chair slate includes: (2 yr. terms)

Vice President - Florence Doyle  
Treasurer - Debra Parts  
Recording Secretary - Terry Sutherland

**Next Step: Sandy email blast membership the slate for annual meeting.**

*Programs* – Dottie Howland reported by email the following: The December program at Gates Hall is cancelled. Working with the President exploring ideas for Facebook.

*Property* – Dave Frohlich reported two bids submitted for Gates Hall: 122,600 from Roth and 105,600 from Marcon. Todd Barr agreed to manage project oversight. Will meet with Todd this week to go over plans to see what might be approached differently to bring costs down. Lighting needs to be part of package.

### **Unfinished Business**

Annual Meeting/Quorum. November 4, 2020 7pm Gates Hall. Quorum required 16. Nan will give acknowledgements and overview of year. **Next Steps: Jackie will have handout of reports for those that wish it. or if members wish she will send an electronic copy. We then will have election of officers and adjourn.**

Cancellation Notice in Newsletter **Next Step: Sandy publish in news letter**

W-PHS Trolley Storage-Discussion on different approaches: change door on garage, tarp. **Next Steps: Dave look at door and evaluate (needs to be 10'w x18'longx 12' high minimum to accommodate trolley.) Perry to contact Jim re: storage.**

Wayne County Bicentennial Town of Williamson Committee (see Historian's report)

### **New Business**

Volunteer to arrange/initiate electronic meetings in event of cancellation. **Next Steps: Debbie to set up zoom if needed.**

2021 Meeting Schedule and Time- included in January Newsletter

2021 Education Liaison **Next Steps: Nan to follow up.**

**Summary/Next Steps**-Summarized by Jackie

**Next Meeting November 23 Gates Hall 4pm**

**Adjournment** The meeting adjourned at 6:03 pm on a motion by Dave second by Cheryl with all in agreement.

Respectfully submitted,

Jackie Walker, Recording Secretary 10/27/2020