

LITTLE FALLS HISTORICAL SOCIETY

Wednesday September 7, 2016

BOARD OF DIRECTORS MEETING

Historical Society Museum

ATTENDING:

Heather Dawes, Jeffery Gressler, Scott Kinville, Robin Prinzhorn

Rocco Scarano **ABSENT:** Louis Baum, Esther Brown

1. SECRETARY'S MINUTES FROM AUGUST 2016 MEETING

Scott moved to accept the minutes from the August 2016 board meeting as written, Robin seconded. The motion passed and a copy is on file.

2. TREASURER'S REPORT

Copies of the August 2016 Treasurer's Report were distributed and reviewed with some questions about the following expense items: "Archive Rental", "Sister City Dues", and "Decals". Jeff will get clarification from the treasurer and e-mail board members with the results. Robin moved to accept the Treasurer's Report with clarification, Rocco seconded. The motion was passed and a copy of the report will be on file, pending clarification.

3. PETTY CASH POLICY

A new petty cash policy was written by Jeff and David Krutz, as was discussed at the August meeting. After review, it was decided to make the following changes: expenses over \$20.00, (replacing the original \$10.00), will require Board or President pre-approval and a master petty cash voucher will be kept in a mutually agreed upon location. Scott moved to accept the policy as amended, seconded by Robin, the motion was carried with one "no" vote. The policy will take effect and can be revisited at any time if needed. Rocco asked about other policies, Heather suggested attaching policies to the by-laws. Robin will send by-laws to everyone. A copy of the petty cash policy will be on file, taped to the petty cash box, and added to the Docent notebook, along with any other and future policies and directives. The secretary discussed purchasing of supplies for the copier as was discussed at the August meeting. Robin made a motion giving Anita and Allison responsibility to purchase office supplies with attention to needs and costs, Scott seconded and the motion carried.

4. DOCENT SCHEDULE FOR SEPTMBER

Louis has completed the September schedule with Missy & Mike on Mondays, Heather & Rusty on Tuesdays, Jeff & Pat alternating with Louis & Terry on Wednesdays and Barbara & Jack Connor on Thursdays with Pat Stock filling in on some Thursdays. Eileen Zack will work Third Thursday, September 15th. There was discussion about filling the Saturday slots for September and how to develop new docents. Robin and Scott will coordinate docent/training information for the website and Facebook page. Jeff will check Maddy Blask's availability. Anita will work one Saturday and schedule it with Louis. The official closing date for the museum will be determined closer to or at the October board meeting.

5. FALL SPEAKERS/PRESENTERS & 6. NOVEMBER ELECTIONS

Scott said the September speaker will be Dave Van Meter, talking about the Cheese Market. In October, Mike Potter will present his slide project with technical help from Scott and Robin. In November, Tom Ryan will talk about the history of Lock 17. Heather said the November meeting should focus on the election and should be a business meeting. There was a discussion about the November 2016 elections with the board positions currently held by Robin, Heather and Esther open. Robin expressed interest in continuing, Heather said she would need to think about it, Esther will need to be contacted. Heather suggested that a new nominating committee may be considered as well. There was a discussion about the qualifications of some possible candidates for the board and the nominating committee. After further discussion, Jeff said that prior to the September membership meeting he will speak with the current nominating committee about their availability to continue and expects to have an answer from Heather. At the September meeting, open positions will be announced and all possible candidates will be considered.

7. SOCIETY/SCHOOL DISTRICT PARTNERSHIP UPDATE

Rocco said that the next meeting with school officials is scheduled for October 4th at the museum. Keith Levatino, Maria Lindsay and LeAnne Dooley will attend along with Martin Babinec. Jeff said this partnership will create a more formal presence in the school system. Rocco will keep everyone posted on their progress. Jeff also spoke about the Viking ship at Rotary Park as one of our memorable historic events, the Historical Society as an integral part of these activities and the far reaching effects of social networking.

8. OFF-SITE STORAGE

As reported in the August Treasurer's Report, Fred Urich has been paid \$200.00 for rental of storage space for 5 months. Jeff said we can begin to look at items for relocating to this site and after the meeting adjourns we can look at things currently stored in the basement. Heather said she took down the POW & MIA table and asked about items missing from the accession area in the office, the green gym suit in particular. Jeff suggested she leave a note asking docents if they may have moved anything.

9. WARD SQUARE SIGN

Jeff said the Myjava signs have all been erected and one of 3 planned cheese market signs are done, the remaining 2 will be completed in the spring. Louis spent additional time and effort creating a scale model of Ward Square Park with a proposed sign in 2 sizes to help the board make an informed choice with the idea that Ward Square, being a larger park, may need a larger sign. After careful consideration and thoughtful discussion, it was unanimously decided to go with the smaller of the 2 signs allowing for both parks to have similar signage.

10. BUILDING AND GROUNDS – PRE-WINTER

Jeff asked Heather to contact Stan Bush to assess the condition of the museum roof. Heather said the storm windows and air conditioners should be checked and some light bulbs need replacing, Robin will look into replacing the “Open” flag. Jeff and Mike Smith protected the front and back doors with spar varnish in the spring. Rocco suggested that a “checklist” for buildings & grounds would be useful and possibly someday look into solar power options. Jeff complimented Dave Bureson on the great job he did taking care of the building and said that along with announcing openings for the board and nominating committee, he will also ask if anyone in the membership would consider helping with building and grounds.

11. 2017 EXHIBITS

Jeff introduced some possible topics to consider for the 2017 exhibits, including a Canal/River focus, as the canal was built between 1817 and 1825. He said some additional considerations are: which exhibits should come down, which should be downsized, and what should remain on permanent display. Rocco suggested coming to the next meeting with some ideas. Scott and Heather talked about a “Music in Little Falls” theme, and explored research and display possibilities. Jeff said that we will continue to discuss the 2017 theme at the next few meetings and should be looking at early January to begin work on the new exhibit.

12. OTHER

Heather and Rocco discussed fundraising possibilities at Overlook Mansion. Some options are: holding the holiday luncheon there, a membership meeting with a tour, using a caterer, having an April meeting with the Cheese Market presentation. Jeff asked Heather and Rocco to work together, getting additional information and costs, and report back. A suggested date for the holiday luncheon is: Tuesday, December 6.

Jeff said that John Grabowski wants to donate a collection of 78s from his father’s Sunday morning radio show.

Scott said he was asked by Folts Home to do a program on the Little Falls Fire Department and he would like to do so on behalf of the Historical Society. The Depression Boys invited Jeff & Louis to give a presentation on lock 17 in November.

Increasing visitor information was mentioned at the September meeting and space again is a major consideration. Heather suggested looking at office supplies catalogues. Jeff said this is something to work on during the winter.

Rocco said he has an additional quote for funeral parlor envelopes. He also asked if the Historical Society continues to record Little Falls history.

Jeff and David Krutz will be collaborating on a writing project based on prohibition and bootlegging in Little Falls with newspaper articles to follow.

Adjournment:

Scott moved to adjourn the meeting, Rocco seconded. The meeting was adjourned at 11:42 AM.

Next meeting: Wednesday, October 5th at 9:30 AM

Submitted by:
Anita Dulak, secretary