

JERICHO HISTORICAL SOCIETY BOARD MEETING MINUTES | MARCH 9, 2022

Board members present: Ann Squires, Sue Richardson, Stacie Griffiths, Nancy Spier, Shelly Dionne, Betty Koshinsky. Attending virtually: Cheryl Thomas. Guests present: Keiko Williams.

The meeting was called to order at 6:03 PM. Guests were welcomed via Zoom link.

Agenda: Annual Meeting - Slate of executive board and board members to be voted for 2023-24 term; Board reports; Old Business; New Business; Comments/Questions from Zoom attendees.

Secretary's Report: Betty Koshinsky Motion to approve February minutes as written was made by Sue Richardson, second by Stacie Griffiths. Motion passed unanimously.

Introductions by Board Members – each current member and proposed board member Keiko Williams presented a brief statement of their background/time served on JHS board and roles held.

Vote on JHS Board Slate: Each board member on the slate was approved with one member abstaining. Slate approved: Ann Squires, President | Sue Richardson, Vice President | Stacie Griffiths, Treasurer | Betty Koshinsky, Recording Secretary | Shelly Dionne, Advertising Manager | Cheryl Thomas, Craft Shop and Volunteer Manager Nancy Spier, Education & Historical Presentations | Keiko Williams, Webmaster & Member At Large

Advertising report: Shelly Dionne presented a proposal for an advertising budget for the 2023 season (Addendum)

Treasurer's Report: (Addendum) Stacie Griffiths presented a summary of process and recordkeeping upgrades for 2022-2023 year. The Board hired GDP as auditor in 2022, to complete 3 years' audit. IRS 990 report for 2021 was filed with an extension request. 990 report filing for calendar year 2022 will be filed timely by 5/05/23 with no extension needed. All financial reporting is done in QuickBooks and is sent electronically to the auditing firm monthly.

- Payables: Mill House basement repair bill was paid to Northern Basement Systems: \$28,191.51
- Enrolled as member with Tech Soup, library of nonprofit governance resources. Benefits included in the \$75.00 annual fee include - Zoom meeting recording with no time limits; free MS 365 platform for website management, email accounts for Board members and Teams tools.

Reduced operating costs: changed trash hauler to locally based business at lower monthly cost; changed liability insurance policy carrier.

Expense and cash flow report: (Addendum) 2022 Year-end cash position overall: \$155,426.95, including renovation funds in CD account set aside for repairs. Payments from craft vendors: \$46,399

Visitor donations: \$4,200. Historical Education grant was completed – the grant was initiated by Louise, and we are grateful for her contribution. Grant funded visitor access to videos about Chittenden Mill history and significance.

Motion to accept Treasurer's report as presented: Motion passed unanimously.

Property report:

Sue Richardson reported on projects in the planning stage with the goal of improving rental safety. Repairs to Mill House will go out for bids if the Board approves. Sue obtained an estimate for upgrades to the heating system from Maheux: \$14,000 for replacing radiators & plumbing upgrades.

Sue suggested investigating a solar installation on land behind the Archives building, reducing energy cost, and moving toward sustainability. The board agreed to outreach to contractors who offer solar energy consultation at no cost.

Grant funds for riverbank repairs/lowering river water level, will be held by the Town until a contractor is hired for the work, as stated in the engineer/consultant's report.

Craft Shop report - Cheryl Thomas: Craft shop sales in January & February '23 was \$4,000 and \$3,500. *Shop was only open 12 days per month during winter months. 2023 sales to date were higher than same months in 2022- \$3,500 and \$3,400. Cheryl will post on FPF to recruit Craft Shop volunteers – expanded hours for spring start on April 3.

Technology - New Initiatives: POS (Point of Sale) payment platform will be set up with Square. Volunteers will be trained on process for taking payments when internet is down.

Public Relations Programs - Sue Richardson - Sue presented a summary of presentations for 2022 year (addendum).

Website report: Keiko Williams Keiko reported that a Governance Page was added to the JHS website. Keiko built the new website including content provided by Louise Miglionico and Gary Irish.

New Business:

VT Snowflakes contract: Sue, Ann and Stacie are working on completion of a contract with Ray for Vermont Snowflakes. The Board issued a response to community concerns re- Article VII on the Town Meeting Warning. Guests attending via Zoom were invited to share feedback questions or comments. Audio quality of Zoom meeting was identified as a problem. Tech issues will be addressed before next Board meeting.

Goals for upcoming year: Organization goals for 223-2024 were summarized. Purpose and Mission Statement: The Mission Statement will be updated for 2023-24 year. JHS Bylaws will be reviewed for updates if needed. The Board identified the need to create a clear and updated mission statement for JHS. It will be prominently featured on the website and will direct the activities and initiatives that the JHS Board undertakes. One idea discussed was to revisit our Mission Statement at the start of every Board meeting. The purpose is to keep focus for all involved on what JHS is doing and why.

Cleaning services: Sue and Keiko will identify the role and job description for a cleaner, per JHS bylaws. The person/cleaning service will be a resource for craft shop personnel when maintenance issues arise. Administration: The Board will formalize the process for hiring an employee (not an independent contractor) and the person hired will be paid wages documented on a W-2 form. Motion to adjourn by Keiko Williams, second by Sue Richardson. The meeting adjourned at 7:38 PM.

Respectfully submitted,

Betty Koshinsky Recording Secretary

Minutes Finalized / approved 04/13/2023