

JERICHO HISTORICAL SOCIETY

BOARD MEETING MINUTES | AUGUST 10, 2023

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

The meeting was called to order at 6:02 PM.

Agenda: Posted by Cheryl Thomas, Correspondence Secretary

Community Comments – None reported

Secretary's Report: Minutes for July 13 (rescheduled to July 18) meeting were presented by Betty. Motion to approve minutes for July, as recorded, by Sue Richardson, second by Cheryl Thomas. Motion passed. Finalized documents will be posted to Teams and to the JHS website.

Treasurers Report: Stacie reported the P&L for Q2 is not yet complete. A new QuickBooks account was set up as part of Tech Soup enrollment. All accounts are reconciled, except for the craft shop account (Community Bank). A discrepancy going back to March is being researched.

Q2 CS Sales: Trending – Year-over-year Increase: Final numbers will be reported in September.

April 2022; \$4393; May 2022: \$4,496; June 2022: \$7653; July 2022: \$10,135.

Comparison: Gross Revenue for 2023, same period:

April 2023: \$4,467; May 2023 \$7,562.91 - up \$3,100; June 2023: \$11,032.84 - up \$4,000; July 2023: \$12,975 – up \$3,000. Completed P&L figures will provide the net revenue figures.

Profits & expenses will be allocated using cross-accounting, broken down by category.

Vice President's Report / Craft Shop Update – Sue Richardson

Sue reported on initiatives including increased customer engagement in Craft Shop to contribute to sales profitability. Recent updates:

- Craft shop is ready to roll out Square processing tomorrow (8/10). The payment system will be linked to Square's Hub and Sue will be in the shop 8/10 & 8/11 to troubleshoot.
- Inventory Spreadsheet has been developed
- Craft Shop inventory items were taken off the Milling Machinery
- Outdated inventory has been removed and was returned to vendors
- New Intake Form for receipt of consignment items is in use, along with Vendor Policy*

* Form and Policy will be posted in Teams for Board member reference.

The Board agreed that vendors need flexibility to "swap out" their own Craft Shop inventory for other craft shows/ customer purchases based on their inventory needs.

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The policy was clarified to confirm that a vendor may take an item of their own, with notice to a shop volunteer, without Sue's approval. Vendor policy communications from Sue will be recorded on the Teams page for future reference.

President's Report: None

Committee Reports:

Mill House update: Keiko Williams

Keiko reported on progress toward completion of Mill House renovations.

Bedroom closet construction by contractor Dan M. is nearly done. The board needs to record W-9 and liability insurance proof prior to payment.

Most rooms have been repainted. The living room space is painted purple. An extra coat of paint will require a color match or repainting in a neutral shade.

Electrical – hookup for kitchen appliances will be done by a licensed electrician for a total cost of \$600 – 4 hours labor for the electrician and a helper. Cost also includes removing floor outlets that are out of code. Motion to approve expense for electrical work by Betty Koshinsky; second by Sue Richardson. Motion carried for the work to go ahead.

Room-by-room "to-do" list will be updated. Outstanding items include cleaning shed/back closet and garage.

Parking update: Nancy Spier

Nancy has been working on improving access to the Mill exhibit and craft shop, and inquired about why the handicap parking sign was covered by a bag. Her recommendation is to move the handicap parking sign to the first parking space next to the Mill entry door, and to use the 2nd space for a Reserved for JHS Staff sign. Her next initiative is contact with leaders at WVPD so that spaces may be reserved for Old Red Mill customers. Reserved spaces will be marked with existing metal signs.

Nancy's goal is to complete parking space updates after August 20th. She will work for the next week on cleanup of the garden areas outside of the Red Mill building. The Board agreed that Nancy may move forward with painting lines on the space to be used as handicap parking, making it easier for visitors to identify. The board also agreed no vote is necessary for parking space changes.

The Board discussed whether the former Ice Cream shop ramp should be removed; if the ramp is removed, its parts should be saved and stored in the Mill House barn for repurposing.

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Red Mill Maintenance: Sue Richardson

Sue's contact efforts to bring in a preservation expert have been successful. The Board received a report from VT Preservation Trust, which connected JHS with Elliott Lothrop. Mr. Lothrop is a preservation specialist, currently working on the Monitor Barn project in Richmond.

Sue reported that Mr. Lothrop is looking forward to doing an assessment and will provide the Board with a condition report that will prioritize what needs to be done.

Water use permitting: Sue reported that per an email from Tom Joslin, he heard back from the State about water use allocation permit; we are not changing the expected volume of water use, so do not need to file a new permit. The permitting fee of \$150 will be refunded to Tom within 90 days.

Selectboard progress on riverbank: John Abbott is waiting for an engineering report from Dubois & King. We send regular reminders for notification when the report is in.

New business: Square processing for sales will start this month. Update in September.

Old Business: Keiko Williams

Events – Walking Tour of Jericho Corners, hosted by Gary Irish, will take place on Sunday 8/20/23, 1:00 – 2:30 PM. Tour will meet at Town Office and end at the Red Mill, with refreshments to follow. Craft Shop is open for visitors from 1 – 3 PM. A token gift will be presented to Gary, with Nancy and Shelly in charge of recognition. MMCTV will record the presentation – Keiko will manage contact with their rep.

Next planned event will be a lecture/book talk on October 28 (Tentative date), by author Joe Citro. A Jericho location is TBD. Keiko is working on completing details and planning for the author's requirements.

We may need an estimated number of attendees to reserve a local event venue. More details will be worked out at the September Board meeting.

Suggested ideas for a December event: Open House / choral group? / Visit with Santa in the Holiday Room. Betty will lead planning for the December program.

Publicity – Keiko Williams

Post news from JHS and other local Historical Societies to the Mountain Gazette. We need to know the Gazette's deadline for publicizing our October lecture series event Ideas – drafting an article for each event; publishing a photo for each event; posting articles on Jericho historic homes, etc. Keiko is emailing other local Historical Society reps to share events and news.

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New Business – Craft Shop Manager 90 Day Review

The hiring committee requested discussion of a 90-day review for Craft Shop Manager Sue Richardson. Keiko asked that the review is deferred to formalize review procedures.

Discussion: the Board needs to develop a set of performance standards, to use in connection with the approved Job Description. Board members discussed work done during the past year to establish a policy and procedure for overseeing the Craft Shop Manager position. Any new review should be based on performance standards.

The committee will need time to draft a set of standards, approved by the full Board, before completing a review of progress to date. The review standards will be discussed in September.

New Business – Operations

Nancy brought a request before the Board to allow a dehumidifier to be used in the Mill craft shop and Archives room spaces, with the goal to improve air quality and circulation of cleaner air in the spaces where humidity is likely to affect condition of collections. Sue felt that the space is too large to effectively be managed by a dehumidifier, and she had concerns about emptying the water daily. Ann asked about a problem with an outlet in the Archives Room causing the dehumidifier to malfunction. Stacie asked to table the discussion of the dehumidifier to September's meeting. In the interim, more research will be done on dehumidifier use in similar historical archive spaces.

New Business: Correspondence Secretary – Cheryl Thomas

Cheryl will publish a new, combined Board Meeting Agenda prior to each monthly meeting. When Minutes from the earlier meeting are posted, Cheryl will include Minutes under Old Business. New Business items for discussion should be communicated in advance to the Correspondence Secretary to be included in the next meeting's agenda.

New Business: Red Mill Video presentation room

The Board asked for an update from Sue on how to run the television installed for visitors to view the Red Mill video. Board member volunteers requested instructions for how to turn on the system and make the video available to viewers. A cheat sheet would be helpful.

Motion to adjourn by Cheryl, second by Sue Richardson. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Betty Koshinsky

Recording Secretary