

JERICHO HISTORICAL SOCIETY

BOARD MEETING MINUTES | November 9, 2023

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

The meeting was called to order at 6:14 PM.

Agenda – As posted by Cheryl Thomas.

Correspondence Secretary – No report. Discussion – Cheryl can now view community input and feedback on the info@jhs.org web page. Cheryl will reply to general inquiries and will forward email comments to the appropriate Board member. Sue would like Thank You notes for donations and customer visit notes to come from her.

Community Comments: No community members in attendance.

Officers Reports

Recording Secretary – Betty Koshinsky presented corrected October meeting minutes for approval: Motion to accept minutes as edited by Stacie Griffiths, second by Shelly Dionne. Motion passed with no amendments. Cheryl will include revised minutes to be voted for approval in the Correspondence Secretary's report.

Treasurers Report: Stacie Griffiths

1. Monthly Profit & Loss Statement

P&L is not available to date because Square and QuickBooks integration is not working as needed. Stacie hopes to have reporting for September and October completed by this weekend. All accounts are expected to be reconciled except Craft Shop.

Overall notes: Stacie reports that the budget numbers are in good shape.

Renovation Fund: CD Account at Union Bank was renewed for a 1 Year term at 4.5%. Interest earned for the prior term was \$1,591.35.

Square system: Stacie chose not to use the Square Retail platform (fee \$60 per month). She learned that the Square system does not produce reports compatible with QuickBooks, which we use to pay consignment earnings. The process to pay vendors still requires Sue to input sales numbers in an Excel spreadsheet. The spreadsheet produces the sales figures and consignment pay for each vendor. Stacie then enters the numbers into QuickBooks.

New Account: A checking account has been set up at Union Bank for Mill House income (tenant rents) and expenses. The Recording Secretary will serve as an authorized signer.

Treasurers Report (continued):

Mill House repairs summary: The receipts for repair/renovation expense to the Mill House totaled about \$11,000, not including receipts submitted between 10/24 and 10/31. Estimated over-budget costs were \$2,100. Costs will be recovered from rental income. Trash and recycling pickup is estimated at \$46 per month.

Stacie added an amendment to October's Treasurer's Report: She paid renewal of the Officers & Directors liability insurance policy for one year at the same premium as 2022, \$460.50.

Vice Presidents Report: Sue Richardson

1. Riverbank:

Sue spoke with John Abbott and learned that work on the riverbank by ECI is set to begin the week of Nov.11. ECI will assess the plan to break up boulders in the river channel. Once this work is done, we will not likely see more work until construction season in spring 2024.

2. Fire alarm system: The fire alarm system was upgraded to 5G cellular service working off 2 towers for dial outs, including twice daily test signals, at a cost of \$695. This upgrade will save JHS the cost of a Comcast landline fee (\$50/ month) and we are no longer reliant on landline notifications.

3. Other:

Exterior lighting upgrade, including lampposts, will be completed soon by Michael Dionne. The malfunctioning electrical outlet in the Bentley Room will be repaired or replaced.

Sue received a \$25.00 donation to JHS from a recent Mill visitor.

President's Report: None

Craft Shop Report: Sue Richardson

- Sales – October 2023, \$23,938.77 (2022, \$18,322) Year over year increase \$5,618. October YTD Sales were \$99,230 (2022, \$83,000). YOY increase \$16,000.
- Sue has brought in new consignment items and visited local craft shows to seek out new vendors whose work would fit in well with items popular at the Craft Shop.

Committee Reports:

Events Report: Keiko Williams

Keiko reported on the October 29th Joe Citro talk. The turnout was about 35 people in attendance. Those attending felt the event was a success. Terry Hook sent a note to apologize for missing the October event. December open house plans are TBD – Keiko and Shelly are not available to participate in December events.

Advertising Report: Shelly Dionne

- We are running 2 ads that rotate on air at WVMT – 150 ad spots will run from now through Dec.22nd. Stacie will record 2 commercials. Shelly worked with Priscila Eberling at Smuggler’s Notch. Their magazine staff will design and ad for free and its placement in Smuggs’ magazine will be larger than ¼ page. Shelly agreed to accept the ad.
- Priscilla also suggested that we arrange a partnership with JCAT to offer a discount for dining paired with a JHS craft shop visit.
- Open house concept – Shelly suggested offering a gift as an enticement to visit. Event date is TBD. We don’t want to overlap with the Jericho Ctr tree lighting event.
- Shelly reported that from Board members’ feedback we want to continue using BFP ads, which gives us a wide digital footprint.

Old Business:

Riverbank boulder removal updates: See Vice President – Item #1 above.

New Business:

- Annual Meeting Discussion – Board discussed the idea of holding the JHS Annual Meeting as early in the new year as possible. Members agreed that holding a meeting sooner is better. Meeting goals discussed: Setting Advertising Budget, Building Security, Building repairs. Stacie noted that the JHS Fiscal Year is January – December.
- Budget Proposals: Keiko proposed that a draft budget plan be presented to the Board for discussion in December. This timeline would allow for modifications to be completed by March ‘24 for approval at the Annual Meeting. Board members should compile their “wish lists” for budget items ahead of December’s meeting for consideration.
- Keiko would like budget expenditures on the list to include Mill House repairs to fix wood rot in eaves and porch posts on the back side of the house.
- Board Membership: There was discussion of a proposal to add new Board members to broaden its range of perspectives and areas of expertise among Board membership. Suggestions included adding a person with a deeper interest in history, a person with Jericho Center connections, and someone representing the arts community.

Next steps: Cheryl will post a notification in Front Porch Forum and on Facebook, after consulting first with Board members on their individual recommendations.

Executive Session – met at 7:18 pm, Adjourned at 8:25 PM.

Next Board Meeting: Thursday, December 14, 2023, 6:00 PM

Respectfully submitted,

Betty Koshinsky, Recording Secretary