

## JERICO HISTORICAL SOCIETY

### BOARD MEETING MINUTES | December 14, 2023

Board members present: Ann Squires, Keiko Williams, Betty Koshinsky (arriving late), Stacie Griffiths, Sue Richardson, Nancy Spier. Attending remotely: Cheryl Thomas. Absent: Shelly Dionne. Keiko recorded meeting audio and took notes for minutes prior to Betty's arrival.

The meeting was called to order at 6:00 PM.

Agenda – As posted by Cheryl Thomas.

Correspondence Secretary – No report.

Community Comments: No community members in attendance.

#### Officers Reports

Recording Secretary – Present corrected minutes for approval: Minutes not available. Several Board members commented on the need for faster turnaround for Minutes. All understood the busy nature of the season. The Board agreed to try recording meetings as a backup mechanism so those who must miss meetings can catch up, and we can review the record when there are discrepancies of recollection.

Treasurers Report: Stacie Griffiths

#### 1. Monthly Profit & Loss Statement

P&L is not available to date because Square and QuickBooks integration isn't working as needed. Stacie solved the problem so that reporting going forward should be easier.

Overall, she sees finances in solid shape based on data, as is reflected in the draft Cash Needs spreadsheet sent to the Board in late November (attached). All accounts have been reconciled except the Craft Shop account, which requires further reconciliation of Square deposit reports to Sue's deposits from CS receipts. Stacie expects December sales for 2023 to exceed \$77K, compared to same period 2022 sales, which were in the range of \$56K to \$59K.

Most figures on the 2024 Cash Needs report were slightly inflated from 2023 spending.

Some known differences from 2023 were incorporated: fire alarm monitoring increase and savings from reducing phone lines. We will need to cover some utility expenses because the sublet tenant in the Archive building (7A) is leaving (more below). Sue will talk with the 4A tenant to see if he intends to use trash service.

Vendor payments: Stacie verified that a large October payment to vendors was a YTD consolidation.

Board members should submit proposed cash expenditure needs to Stacie by Jan. 5<sup>th</sup> for presentation and discussion at the January 11 Board meeting. Sue will investigate climate control cost estimates for the Bentley Room and the Archives building.

Sue will include the Archives team in discussions. Stacie will get snow removal and parking lot patch cost estimates to Nancy within the week for discussion with Winooski Valley Park District. There is recollection that WVPD agreed to pay for repaving the whole parking lot.

Vice Presidents Report: Sue Richardson

1. Mill projects review:

Elliott will visit the Mill on Tuesday 12/19/23 for his first site visit. He's the project manager for the Monitor Barn (Richmond) restoration and was referred to JHS through Preservation Trust of Vermont. He will do a top to bottom full-site assessment condition report on the Mill and will help us to prioritize projects.

2. Riverbank:

Sue learned from John Abbott that ECI was here during the week of Nov. 11<sup>th</sup>, to assess what they need to do to remove the boulders from the river channel. Based on an email forwarded by John to Sue from ECI, ECI still plans to try to move the boulders by the end of this month. ECI also is likely to bid on the welded beam and support structure for the interior side of the Mill foundation.

3. Archives Building:

The Archives Building sublet tenant will be moving out at the end of December. Sue and Ann propose that we take over the vacant space to expand Archives workspace. Tom Joslin will pay \$500 (down from \$1,000) and will receive \$100 credit monthly for utilities from JHS. He will continue to pay \$50 per month for WIFI access.

4. Other:

Exterior lighting upgrade is complete. Sue placed advertising in Sunday Burlington Free Press – cost \$400 for 25,000 digital impressions and an ad on the website; Radio ads read by Sue are ongoing; Sue was a guest on the morning radio show at WVMT. Sue presented a program at Milton Historical Society (resulting in donations received). Sue is scheduled to conduct tours and outside talks during January.

President's Report: See Archives Report below.

Craft Shop:

- Sales – November 2023, \$27,241.47 (2022, \$23,325), November YTD Sales \$126,471 (2022, \$106,390). December MTD sales to date: \$32,841.
- A couple of new vendors have been added.

- Sue's cards and snowflake sweatshirts are selling well
- Insurance claim has been filed for Mill House damage from burst heating pipe. JHS will pay \$1000 deductible on advice from insurance agent – No premium increase will result from claim under \$10,000. Estimate on claim is \$8,000.
- Discussed what steps are needed to handle uncleared check paid to a deceased vendor – efforts to reach estate executor/administrator have so far been unsuccessful.

Committee Reports:

Events: December open house event cancelled. Sue will work with Ann and Betty to organize a February Snowflake Bentley event. Keiko clarified that she is not officially responsible for events (notes that there is no committee) and she envisions Board members taking turns overseeing event planning.

Archives: Ann proposes that we take over the soon-to be-vacant space in the archives building for archives expansion. Initially the space could be used for cleaning, sorting, or moving larger objects out of the way. She proposes that Nancy leads the archives team. Nancy needs to consider but is interested. The committee (Nancy, Ann, Keiko) agrees that a meeting is required to discuss and clarify accession policy and plans, including collaboration with Sue on climate control project.

Advertising: (Stacie reporting for Shelly)

- We are running a full campaign on WVMT – 150 spots that have been running since mid-November.
- Ads are running in Seven Days, Smuggler's Notch magazine winter edition, and Sunday BFP Print edition, plus 25K digital impressions. Overall advertising spending is still well under budget.

Old Business:

Riverbank boulder removal updates: See Vice President – Item #2 above.

New Business:

2024 Budget (first draft) schedule set for presentation January 11<sup>th</sup>.

Executive Session – convened at 7:02 pm, Adjourned at 7:31 pm.

Next Board Meeting: Thursday, January 11, 2024, 6:00 PM

Respectfully Submitted,

Betty Koshinsky

Recording Secretary