

JERICO HISTORICAL SOCIETY

BOARD MEETING MINUTES | JANUARY 11, 2024

Members present: Ann Squires, Sue Richardson, Keiko Williams, Betty Koshinsky, Stacie Griffiths, Shelly Dionne, Nancy Spier. Attending virtually: Cheryl Thomas. Guests: None

The meeting was called to order at 6:10 PM.

Community Comments: None

Officers Reports

Recording Secretary- Betty Koshinsky – Minutes for meetings of November and December are being sent to Board members by email for final approval before posting on Teams. Confirmed best contact email addresses for Nancy and Ann and will use those for future communications.

Corresponding Secretary – No Report

Treasurer Report – Stacie Griffiths

Year-end report for 2023 will be distributed via email. The P&L statement is not yet available, she is working on it with the accountant. Her accounting team is entering figures in QuickBooks for this purpose. Stacie plans to meet with Sue to develop the Craft Shop budget.

Other budget proposals from Board members (draft versions) can be discussed at this meeting. Sue 's note: creating the Craft Shop budget takes longer because of analysis of Square reports.

Vice President Report – Sue Richardson

1 – Mill renovations update: Elliot Lothrop visited on December 19 to evaluate Red Mill renovation /repair priorities. More evaluation is scheduled on January 12. Elliott's final report will provide recommendations for immediate and long-term maintenance. He will present a full report to the Board at a meeting this spring.

2 – Mill House: Insurance claim: Sue received the quote for repairs due to burst heating pipes in the first-floor rental. The total claim was \$4,350.74, less deductible of \$1,000. The policy paid \$3,350.74 to cover repairs.


3 - Rental apartment: The first-floor apartment is vacant, after the tenant left employment with JCAT and moved out of the area. The tenant's employer checked the apartment and reported that it was left in good condition. The board discussed using a rental management agent to screen tenants for next time and agreed that we will require a deposit and final month's rent and other terms.

4 - Town 911 address update: All JHS buildings now have new 911 addresses – we are looking for clarification from Laurie at the Post Office and Town Listers' office on effective date.

5 - security cameras: Sue obtained a quote of \$3,500 to upgrade security cameras that will better track movement. An objection to approving the expense was raised that this expense needed to be first approved in either the 2023 or 2024 budget.

Board discussion - The consensus was that this proposed expense was intended to be discussed prior to any firm decision and was not pre-approved. Objection: - Decision making should be based on mission-directed spending as a priority.

Recent and Upcoming events:

Sue held a Bently presentation in Milton,  Stowe HS presentation is scheduled in February. Next JHS event: A Snowflake Bentley presentation (Sue) is planned to commemorate Bentley's birthday, February 9.

Ann reported that the event will be held at DRML on a Sunday afternoon in February. Ann will arrange the date and produce flyers at the library for free. Cheryl will publicize on FPF and with the Mt. Gazette.

President's Report: See above.

Craft Shop:

Sue reported Craft Shop income. Her goal for 2023 sales was \$200,000.

Actual sales: Monthly – December 2023 \$70,602 – Increase of \$14,118 vs Dec. 2022 \$56,484.

Year-End – 2023 \$197,073 – Increase of \$34,199 vs. 2022 \$162,874.

Actions to increase sales: Added 3 new vendors; new products are in stock. Sue plans to expand Craft Shop hours during the week of 2/19/24 for winter vacation visitors.

Old Business

Budget Drafts:

Archives – Keiko reported that Ann, Nancy and Keiko met. They developed a 2024 budget proposal of \$2,500 for Archives. Needed items:

- Laptop – Cost \$1,000 – from Tech Soup/HP
- Printer & Ink
- Scanner – Large Format 350
- OCR Software

Archival Supplies & Misc. Supplies

Education – Nancy

Garden Bench dedicated to women founders of JHS; Interpretive signs (2) about Mill history.

Cost estimate \$560.00. Gary Irish is willing to work with Nancy on developing content. Nancy will ask for non-profit pricing on price quotes from printing vendors.

Old Business: (continued)

Riverbank restoration / Boulder removal

ECl crane equipment was at the riverbank site for one week to prepare for removing rocks from the river. No action was taken due to high water level due to rainy conditions. The crane had to be moved to another construction project site and the Town was not charged for crane transport due to timing of weather conditions. Community members with questions about the rock removal process should contact John Abbott for further information.

New Business:

Mill Pest control: Board members have seen evidence of small critters (?) if mice or squirrels and discussed removal options. Keiko and Nancy are willing to try trapping and removing them from the building. If their efforts don't work, a pest control company will be called in.

Extra Craft Shop Hours: The Craft Shop will be open for visitors on Monday Jan 15th, MLK Day.

Outside Signage: Sue would like to replace the Red Mill Craft Shop sign at the end of the driveway facing Route 15. The sign is weather-worn, and paint is faded. Nancy suggested speaking with VTrans about sign requirements and permitting.

Driveway: Potholes and driveway condition discussed. Nancy needs information from Stacie as she was looking into options for this repair. Ann felt that ECl may have to re-pave after the heavy equipment brought in damaged the pavement – the process will be expensive.

Motion to adjourn by Sue Richardson, second by Shelly Dionne. Meeting adjourned at 7:13 PM.

Respectfully Submitted,

Betty Koshinsky

Recording Secretary