

Freedom Historical Society Executive Board Meeting

February 23 2011

Present: Scott, Tom, Gale, Bonnie, Dottie, Peg, Sylvia

Absent: Dick, Art, Ellen

Minutes review and approval –The minutes from the January meeting were approved.

Treasurer's Report: Tom (see attachments)

Debit card status

Outcome: Not completed due to the bank returning it by mistake. Tom will resubmit .paper work
State annual report – Form was returned

Outcome: Tom will have to call for explanation of their comments saying the columns do not add up.

Review of balance from all accounts: see attached report

Outcome: \$1800 has been transferred to the checking account from the Henney Fund. This was done to cover the cost of producing the DVD.

Insurance

Outcome: This bill is due in March, and has gone up to \$1399. (\$30 more than last year)

Scott will contact the agent to clarify.

Annual Dues: Tom distributed a report of dues received to date.

Outcome: Appears we are tracking close to last years dues.

Improving financial record keeping/ tracking expenses:

Outcome: Tom will follow up with the Village Store to code our materials so we can track what is sold.

Tom will track cost of all merchandise income/expenses in a format that will allow us to evaluate profit/loss of merchandising efforts and stay within the confines of our 2011 budget.

2011 Income/Expense Budget Draft (see attached)

Outcome: the committee will review and make recommendations/corrections at the next meeting .

Willowbrook Pass

Outcome: Art has made the application and will get a check for \$120 to complete this transaction.

By-Laws Update –

Peg, Gale, Art and Bonnie met to review and brought their recommendation to the committee. Sylvia has retyped the by-laws.

Outcome:

Modifications to the “committee list” have been agreed to.

Membership Dues: Maintain current rates

Accession/de-accession - Additional research is needed to clarify our process for accepting donations.

Outcome: Bonnie will review policies/procedures from other historical societies. The committee will bring final recommendations to our April meeting. It was decided that we will utilize a disclaimer for

the receipt of donations that echoes our bylaws. (This section can be found under "Curator" paragraph in the bylaws). The hope is to avoid having unwanted donations just dropped off.

Proceeds as a result of de-accessioning:

Bonnie noted that any monies received from de-accessioning part of the collection must not be spent on general maintenance. She noted a worthy use for that money would be to reframe some of our pictures.

President Harrison Letter:

Outcome: Sylvia has left a copy with an antique dealer in No. Conway. She will contact him in a week if she has not heard back from him.

Shawtown DVD:

Sales Plan:

Goal -Sell 150 copies at \$15 each which will result in revenue of \$2250.

Marketing

(see attached list of potential sale locations and events).

Add an insert to back of case highlighting the Historical Society (who will write?)

Production:

Outcome:

Bonnie will ask Carol Foord to:

- Create a more eye catching insert for the DVD case,
- Write a promotional article to put in the newspaper
- Ask her to present at community club and or Danforth Camp Ground.

Sylvia reported she has made 66 copies, and will make a total of 150.

Total estimated cost is \$93.

Bonnie will try to get the labels printed at Staples if the cost is less than making them at home.

Label Cost?

Plastic DVD case cost?

Display rack cost?

Estimate total cost of production will be \$2200

Docent Training

Outcome: Bonnie reported that Carol Foord agreed to help with the training. She also mentioned that a review of the Presidents book will be helpful with the training.

Can we video the training to use to train others?

New Business

Programming Schedule;

Outcome: The committee agreed to sponsor the following events

- August 5 Old Home Week event at the Allard House (appraisal?)
- October 8 – Freedom Cooks
- October 18th event- dedication of the Thomson house replica – to be confirmed

2012 Calendar Update:

Outcome: Gale has almost completed the wording for the 2012 calendar.

Other Business

Security: Scott inquired about the status of planned security measures.

Outcome: Sorry missed this!!

Location for the Thomson House Replica

Outcome: We will get the dimensions of the house and evaluate both upper and lower levels of the barn as possible sites.

Next Meeting: Wed. April 20, 3PM at store

Adjourn: 4:57

TO DO LIST

Who	What	When
Tom	discuss FHS coding with Jeannie	March
Dick	Future Agenda Items April – Planning for Freedom Cooks (October 8.) April – finalize 2011 budget April – add to agenda - review volunteer list and potential candidates May – evaluate barn collection for auction May – plan advertising campaign for auction April – by-laws final review (see “contributions” section of by laws) April – Willowbrook pass promotion/monitor utilization	various
All	Plan an event for Aug 5 at the Allard house (appraisal?)	April
Sylvia	get the presidents book to look for maintenance jobs April for the purpose of developing a maintenance calendar. (include evaluate insect infestation at the Allard house in the Spring)	
Gale & Scott, Dick and Ellen	Annual appeal in March – separate from membership drive January Meet to finalize plans. May try to announce at Thomson event.	TBD
Art, Peg, Bonnie	The bylaws committee will bring recommendations to the exec. Board re. policy/procedure for accession/deaccession	April
Dick	Confirm plans for October event at the Thomson’s house – confirm date and their plans	?
Bonnie	Will call David and tell him we cannot keep the Works family stuff that was dropped off. Can we get rid of personal stuff the Works family left us? Bonnie reported that the stuff was not actually accepted into the Historical Society. Bonnie has tried to get the tel. number for David	April
Sylvia	Complete appraisal of President Harrison’s letter	April
Scott	Contact insurance agent re. cost for this year	March
All	Try to identify people who may be willing to take on a volunteer job. Please review Ellen’s list and write names in next to the potential job	April
Bonnie	Check cost of Staples to print labels	March
Scott	Check on cost of getting holders for dvd’s	April
Bonnie, Sylvia, Scott, John	Help clean out the barn	May
Bonnie	Ask Carol to write promotional material for papers and DVD case, do	March

	a presentation at community club or Danforth	
Bonnie	Will check with other societies to see how they manage accessions and de-accessioning	April
By-laws com	Create a written Procedure and disclaimer for accession and de-accession	April
?	Dimensions of Thomson House	May
Bonnie/Sylvia	Can we video the Carol Foord docent training?	