

**Gilboa Historical Society
Board of Directors Meeting Minutes
March 27, 2024**

President Gerry Stoner called the meeting to order at 1:01 p.m. Present were Directors Lee Hudson, Linda Karlsen, Janette Reynolds, Christl Riedman, Val Riedman, Paul Russell, Michael Shiffer, Gerry Stoner, Linda Stratigos (left 2:45), Ellen Thorn, Kristen Wyckoff (via Zoom).

Discussion relating to hiring a consultant

Linda S introduced a draft job description for Board review before offering it to Patrick Barnes. Linda S explained that Patrick understands that raising money — at least enough to pay his expense — is top priority. The Board agreed (motion by Michael; second by Linda K) to accept Linda's job description and that Linda should prepare a letter of understanding for him to sign, detailing terms and goals. As an independent contractor, he'll get paid on a hourly basis and earn no benefits. He'll report to the Board President.

Discussion relating to property transfer

Linda S, Paul, and Michael went to a meeting with the Town on March 20. Michael told the Town we accepted the Town's terms. Michael followed up with GHS lawyer Tal Rappleyea but still hasn't heard back from him, after telling him that our Board agrees to the Town's terms. The Board asked Michael to write again to Rappleyea, with a cc to Town's attorney, Joanne Crum. The Board agreed by a show of hands to withhold a press release until after official notification.

Discussion relating to construction

Lee and Paul met with Rich Tait to review a proposal for new space of 36 × 24 or 36 × 26 feet if our primary purpose is for a meeting room and to clean up the records room. We will need a site plan, which will require a topographical survey; the board approved (motion by Lee; second by Ellen) spending up to \$10,000 for such a survey. Tait also said that he could likely do some site work this year and that construction in the area away from the current History Center will not interfere with ongoing activities at the museum during the summer season.

Tait said costs have increased, so that his previous estimate is outdated.

The Board agreed that the Construction committee, using the original plan and modifying as needed, will get cost estimates construction, for cleaning out the Records room, re-siding and other long-term benefits (motion by Gerry; second by

Linda K). The Board agreed (Lee proposed; Ellen seconded), to authorize up to \$10,000 from the construction budget for a site plan (with topo survey).

Secretary's report

Ellen prepared and distributed revised minutes from the February 28, 2024, Board meeting and the March 18, 2024, Special meeting for review and approval.

The board approved both sets of minutes (motion by Gerry; second by Linda K).

Treasurer's report

Michael provided the NBT bank statement balances ending February 29, 2024.

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|--|---------------------|
| • Checking (account ending #7602) | \$ 5,933.15 |
| • Savings (MMA account ending #3502) | \$ 13,226.96 |
| • <i>Catskill Tri-County Historical Views</i> (account ending #4542) | \$ 500.00 |
| • Fundraising (checking account ending #2298) | \$ <u>1,000.00</u> |
| | \$ 20,660.11 |

In addition, the bank has CDs as a building fund:

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|--|---------------------|
| • CD 0290 maturity 11/9/2024 (APR 4.75%) | \$ 52,019.36 |
| • CD 4952 maturity 5/27/2024 (APR 5.05%) | \$449,495.36 |
| | <u>\$501,314.72</u> |

The total value through February of these accounts is \$521,974.83, up from \$521,724.11 in January.

A maintenance fee/service charge of \$20 was charged again in February against this account (MMA #3502). Because Michael was not informed of a \$20 monthly charge and no interest is earned when the balance falls below \$25,000, Sean at NBT agreed to refund this service charge each month.

Michael supplied a year-to-date P&L report. Total income through February 2024 was \$3,016.09. Total expense through February 2024 was \$2,550.60, resulting in a net income of \$465.49.

The Board asked Michael to send bank statements and the P&Ls to all Board members each month, so directors can fulfill their fiduciary responsibility.

The Board accepted Michael's report (motion by Ellen; second by Paul).

Committees reporting

Exhibits committee

In addition to other new exhibits described at our last Board meeting, there will be a small loom displayed for the new textiles exhibit in the Lifestyles corner of the Cultural History center. And the Natural History area will display Devonian fish and a framed 3-dimensional printing of a fossil from the New York State Museum.

Michael suggested moving the flag in the Schoolroom exhibit to reduce the distraction of the wrinkled mural.

The board approved (motion by Paul; second by Linda K) the exhibits report.

Financial committee

The committee (Lee, Michael, Gerry, Linda S, and Ellen) needs to schedule a meeting to work on a 2024 budget for Board approval. Costs for projected events need to populate the expense budget.

The group would like Patrick to participate on this committee, to help him become more familiar with Society operations.

Fundraising committee

Linda K asked Board members to donate a bottle for a summer Basket of Cheer raffle. She also plans to raffle off a collection of gift cards.

The Board voted (motion by Paul; second by Michael) to support these raffles.

Marketing committee

We expect Patrick to be doing marketing tasks, especially in the area of social media, as well as grant writing.

Gerry asked that more pictures be added to a social media library, so they can be shared and reposted.

The Board agreed to place ads in the *Catskill Mountain Guide* monthly issues in May, June, July, and August, for a cost of \$135 per month. Kristen will get copies of these space ads for our records.

The total Advertising budget for 2024 is \$4,500.

A motion was made (motion by Paul; second by Christl) to accept the report.

Adjournment: 2:55 p.m. (motion by Christl; second by Kristen).

Upcoming meetings

Monday, April 8, 6:30 p.m.: Gilboa Town board

Wednesday, April 17, 6 p.m.: General meeting: Kevin Berner on Bluebirds

Wednesday, April 24, 1 p.m.: Board meeting

Monday, May 13, 6:30 p.m.: Gilboa Town board

Wednesday, May 15, 6 p.m.: General meeting

Wednesday, May 29, 1 p.m.: Board meeting

As an adjunct to these minutes, we will maintain a full up-to-date calendar and a list of reorganization details.

Respectfully submitted,

Ellen Thorn, Secretary