

Edmonds South Snohomish County Historical Society (ESSCHS)
Preserving and Sharing Our Heritage

Minutes from August 6, 2018 Board Meeting
Approved at September 10, 2018 Board Meeting

These minutes include approval of revision to the membership section of the by-laws.

Jerry Freeland, Board President called the meeting to order and read the Mission Statement. Excused from this meeting were Linda Borofka and Theresa Wippel. 13 members were present and a quorum was established.

GOOD OF THE ORDER: Jerry reported that a donation of \$250 was sent to Idaho Conservation League as a memorial for Gloria Osberg. Over the years the Osbergs have been strong supporters and one of our largest donors. The executive board approved this gift as appropriate via emails last week. She also noted the beautiful planters currently enhancing the entrance and ask who was responsible. Katie indicated they had been provided by the City.

MINUTES: Barb Fahey, Secretary reported on a couple minor corrections to the draft minutes sent out on Saturday, August 4. A couple of additional correction/clarifications were given. The draft minutes will be corrected before final minutes are published.

APPROVAL: Ann Wood moved for approval of minutes as corrected. Larry Carpenter seconded motion. Motion unanimously approved.

FINANCIAL REPORT: Sandra Allbery, Treasurer reported that the balance sheet and budget report were sent prior to the meeting for review.

- Balance sheet shows slight change to Fire Fund due to raffle ticket sales and memorials coming in for Evelyn Nicholson. Other changes are related to normal business activities in the checking account and the addition of dividends and interest.
- Larry Carpenter, co-chair of the finance committee added that the Schwab account actually has a current market value of about \$53,000 more than is shown on the balance sheet. The Fidelity account is up about \$3500.
- The budget report reflects \$700 in new paver sales. There are still a few people planning on purchases but are working on their messages and haven't paid yet.
- Sandra then clarified the information requested at the last meeting regarding the markets misc. expenses item. \$1806 is for the black market bags and the art work printed on them. The art work can be used again. The canvas bags had no cost associated with them. An anonymous donor covered the cost of those bags. The vendors have provided \$1264 to date because of the names listed on the back of the bags. So far there has been \$576 in sales so at this time we have made a profit of \$34

and going forward all sales are clear profits. The balance in this item is for various small expenses that have no dedicated expenses line. The costs of all the signs that have been made this year for better recognition of our sponsorship of the markets is entered as advertising expense.

APPROVAL: Barb Fahey moved to accept the treasurer's report and Jan Flom seconded the motion. Motion was unanimously approve.

MARKET COMMITTEE REPORT: Dean Larson. Chair reported:

- He is still working on various problems with Sam Flaxman.
- A vendor had an accident and spilled cooking oil on the pavers in Centennial Plaza. Every effort has been made to clean up the residue. If the City raises the issue the vendor will pay any additional cost associated with further clean up.
- This last week the parking enforcement officer was active and several tickets were issues for exceeding the 3 hour parking limit. This is a problem for the volunteers. Some brainstorming took place about the possibility of tapping into local residential visitor parking permits. Some of the board live in the area and might be able to access these permits to help solve the problem.
- Vendor appreciation Day will be August 18.
- There will be no market August 11th due to the Taste of Edmonds.
- Getting the pedal car onsite continues to be a problem. Greg Jorgenson's son-in-law has agreed to take responsibility for this movement of the car from where it is on display during the week.
- In order to maintain clear access to all cross walks for disabled access one vendor stall has been eliminated. The individual who complained stopped by the info booth to thank us for the solution.
- Dealing with waste and recycle continues to cause minor headaches. There is confusion about what is recyclable. For example Starbucks plastic cups are recyclable, but not the cardboard ones. Efforts to get assistance from environmental group have not been successful as they have few volunteers. Sandra Butterfield will continue to explore options for working with local groups in return for their ability to distribute information, but nothing is expected to happen until next year.

DIRECTOR'S REPORT: Katie Kelly, Museum Director passed out a written report and expanded on some items

- The Where's Waldo contest brought in many families and children raising the visitor count greatly. Searchers numbered 564 and total visitor count was 835 in July. Many searchers stayed and looked around so the event did raise the profile of the museum.
- The event increased door donations for July which are reported at \$925 but this might include some donations from the last few days of June. Typical monthly amount is around \$450.
- The Wine Walk was also successful bringing in about 300 people. Thanks to all who helped out.
- Old Settler's Picnic will take place August 12.
- We have been invited to participating in the Volunteers Open House at the Library in October.
- Volunteers needed for the Haunted Museum and Tree Lighting event

- A key control policy has been developed with the help of Thom Sullivan from the city. It is being reviewed by some people. When ready each volunteer who has a key will be asked to sign a copy of the policy and that document will be kept in the volunteer's file as an additional security measure.
- The City will be removing all the South and West side windows starting sometime late September. City staff is doing this part of project to cut down on expenses. The Installation of the new windows will be handled by the company providing them. The project is expected to be completed by November 16. A timeline will be given when available as it will probably impact our schedule for opening on the main floor.
- The Shingle Mill has a new start button and is working very well.
- The train is also working again.
- There will be an exhibit of items from our collection at the Senior Center during August and September.
- The Historic Preservation Committee will be doing a free calendar again. It will be available sometime in November.
- Be sure to notify Katie about any important dates or plans scheduled for 2019 so they can be added to the Comprehensive City calendar to avoid conflicts.
- Katie and Briana will be working at the storage facility all week to organize and rehouse all the items moved because of the flood. Then they will continue to work on the inventory records. They also are continuing work on the comprehensive Collections policies and will have them ready for approval soon..

ORAL HISTORIES: Ann is working with Jim Magnusson who will be providing an oral history about his father OW Magnusson who was a dentist in Edmonds for many years. The interview is scheduled for September and Jim is very excited to be participating in this project to memorialize his family memories. 2 other people are being processed for this program as well.

RESOURCE DEVELOPMENT COMMITTEE: Kathleen Ihnken reported on Volunteer recruitment

- There are two new volunteers being trained. One came as a result of the spring volunteer recruitment open house. One is interested in working the Market. They are using the Beacon and the website as recruitment tools in addition to the information booth at the markets.
- There are only two unscheduled docent shifts left in August. The last Saturday of the month seems to be hard to fill. Over all the number of vacant slots each month is coming down.

Barb Fahey reported on event planning progress:

- The 45th Anniversary celebration and Donor Tower dedication is now scheduled for September 16th from 3 to 5 pm. It will take place outside on the plaza to avoid concerns about our limited occupancy numbers. Our first designated Volunteer of the Year, Wanda Pederson will be honored. Instead of a plaque or certificate, Wanda will be informed that the next exhibit will be dedicated to her and we will show her the dedication board that will be on display. A draft copy of the planned invitation was passed around which features two views of the tower so people will have a mental image of it even if they don't attend the event. Anyone listed on the tower will get a special notice that their support has been recognized. Invitation will go in mail by August 15th. Attendance is by invitation only. Members, donors and volunteers will be invited.

- Pictures will be taken at the event and every effort will be made to get follow up publicity for additional awareness of our anniversary and donor tower.
- Barb then showed a potential prototype for the mailing for the first annual appeal campaign scheduled for the fall. It would involve developing a type of brochure that would also celebrate the 45th anniversary. It would also feature the tower and acknowledge that it is only because of volunteers and donors that we have lasted so long. It would give a brief history, a financial report and information about the various ways donors can support the museum. A brief cover letter would accompany the information piece. Mailing will go out mid to late-October .
- The potential Steve Berry speaking event is progressing. A representative of his History Matters Foundation has been in contact with Barb and has expressed interest in the possibility of Steve's participation. The next step is to submit a proposal. However, the representative made it clear that Mr. Berry expects a strong financial benefit be one of the outcomes of his participation. Mr. Berry pays all his own expenses including air fare and does not charge a speakers fee. It is expected that sponsors will be found to underwrite our other costs so a large profit can be made to further the work of the host organization. We will have to develop a really major event that might include both a writer's conference and an evening Gala dinner event. After some initial exploration it has been determined that to get dates established at places where such events can be held will require planning for a 2020 event. Barb passed out a very rough draft of what the financials of such an event might look like. In her view it would require hiring some addition support staff and also enlisting one or more interns. Barb indicated that she felt this event should be used to establish a permanent staff position at least part time to work on development efforts after the event is over. She is willing to be the chairman of the event if there is agreement that funds raised can be allocated for this purpose. After some discussion she asked for official approval to continue to explore this possibility and develop a proposal to be submitted to Mr. Berry. The board indicated approval for her to continue moving forward with the proposal.

GOVERNANCE COMMITTEE Barb Fahey chair indicated that the draft of the rewrite of the membership section of the by-laws had been sent out about a week ago. She explained that she used wording that would give the membership committee as much latitude as possible to develop member benefits and donor recognition levels. She had received one question about the language in the first section. The wording "at least one year" was used to cover the plan to provide membership to the end of the following year to anyone joining after April of a given year as well as the plan to extend memberships to the end of the following year when donations to the annual appeal come in during October and November.

APPROVAL Ann Wood made the motion for approval of the revisions to the membership section of the by-laws and Dean Averill was the second. The motion was unanimously approved.

COLLECTIONS COMMITTEE Katie indicated that an exhibits schedule was being developed for the next three years. It will be reviewed at the committee meeting that will take place later in August and be

presented at the next meeting. Jerry emphasized the importance of good long range planning in order to solicit sponsors which is a new critical element of the budget.

LEAGUE OF SNOHOMISH HISTORICAL ORGANIZATIONS Jim Landers reported that the organization organized a history walk following the Centennial Trail that took place on July 21st. The trail is 29 miles long following old railroad tracks from the town of Snohomish to Arlington. It invited members of the organization to have booths to distribute information about themselves. A number of museum took part including us. Jim manned the booth which was located at the beginning of the trail in Snohomish. Bottled water was offered and one of our pop up banners was displayed but there was little interest by the participants in visiting the booths. They seemed much more interested in getting out on the trail to run, walk bike etc. However Jim found it a useful way to get better acquainted with the park rangers who oversee the trail and the other groups that participated. Jerry expressed appreciation to Jim for making sure we participated and showed our support of the effort.

OLD BUSINESS

Meeting time: Teresa Wippel has requested we consider moving back to the old meeting time of 4 to 6 because she has time conflicts and has to leave early each meeting. Dean Larson is now retired and can get to the meetings by 4 and Jan Flom and Kathleen Ihnken indicated it could work for them. A vote was taken and all agreed to return to the old meeting time. **Board meetings will start at 4 PM beginning in September.**

Jerry noted that the September meeting date is Labor Day and suggested we meet the following week. All agreed. **Next meeting will be September 10 at 4 pm.**

NEW BUSINESS

The matter of dealing with recycling continues to be a constant problem at the Markets. Sandra Butterfield had raised the question about enlisting the help of other organizations that deal with ecological and environmental issues to offer assistance in return for being able to distribute their materials. She wondered if our by-laws or policies would prevent such activates. Barb responded that the only concern would be related to our code of ethics and conflict of interest policies. We cannot be seen as favoring one group over another. As long as we make the same opportunity available to all such groups there would be no problem. An effort will be made to seek such assistance for next year.

There being no further business the meeting was adjourned at 7:05 pm.

Respectfully submitted,

Barbara Fahey, Secretary