

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

**Minutes from July 9, 2018 Board Meeting**  
**Approved August 6, 2018**

**These minutes include the approval of:**

- 1. A new membership policy**
- 2. A gifts acceptance policy**
- 3. A Markets Financial Management Policy.**

The meeting was called to order by President Jerry Freeland followed by the reading of the mission statement.

An agenda had been sent in advance of the meeting noting that Linda Borofka, Jim Landers, and Jan Flom were excused due to conflicts arising with the change of meeting date. July 2, the regular meeting date conflicted with July 4<sup>th</sup> and preparations of the float for the parade. Theresa Wippel arrived shortly after the call to order. A quorum was present.

**MINUTES:** Barb Fahey, Secretary indicated the second draft of the June minutes had been sent electronically for review.

**APPROVAL:** With no concerns voiced, Dean Larson made a motion for approval and Dean Averill was the second. Minutes unanimously approved.

**TREASURER'S REPORTS:** Sandra Allbery, treasurer then referenced financial reports that had been sent out in advance for review. Little had changed on the balance sheet. She noted that

- All memorials that are arriving in honor of Evelyn Nicholson would be deposited in the Fire Safety Fund. Evelyn's family had notified us that this was requested by Evelyn who was a supporter of the Fire Foundation whose assets are now held by us. Evelyn's name will still be added to the memorials board.
- The income noted as white elephant is now actually income from the bags being sold at the market. We no longer have a white elephant booth so this was a good place to note bag income. The sales tax amount is not included in this income. Black bags provide \$4.37 in net income and canvas bags bring in \$9.07. To date she has not received an invoice for the cost of the bags. None was presented last year either. Dean Larson will clarify with Christine the market manager the details on how this expense is covered.

Larry Carpenter added some additional information on the balance sheet. The amounts shown do not reflect real time value of investments. As of this date the Schwab account is actual showing \$224,297 about \$50,000 more than on the balance sheet. The new Fidelity account is up about \$1500. This is money that had been in a saving account. Had it stayed there the income would have been only

about \$300. Sandra added we have received dividends of \$706 on this account. Clearly it was a good decision to create this account.

Related to the budget report, Barb asked about the status of bench sales. Do we still have some interested buyers? \$6,000 is expected in income this year and this might be another shortfall in the budget. Ann indicated that one bench is still available and there is currently no potential buyers. Sandra indicated that the pavers are still selling and there is new interest every market day so some of that income should be provided that way. It has been suggested that a sandwich style sign board be created to hold flyers with information about buying the bricks. There are two such boards available so an effort will be made to implement this idea by Dean Larson..

An inquiry was made regarding the miscellaneous Market expenses of \$2133. Sandra didn't have details but offered to provide a list. Basically anything that doesn't fit in the other categories lands there.

**APPROVAL:** There being no other questions Barb moved for approval of the report and Dean Larson seconded the motion. The motion was unanimously approved.

**MARKET COMMITTEE:** Dean Larson, Market Committee Chair reported that

- The 25<sup>th</sup> Anniversary Ribbon cutting went very well and resulted in a nice newspaper article. Everyone enjoyed the balloons, stickers and badges. It seemed to do a lot to raise awareness that the Museum sponsors this event.
- The long awaited signs are now being used to better identify us as sponsors the markets.
- The dog signs have helped some. Seems to be fewer dogs each week though there is still some push back from those who bring their dogs.
- Windy days cause havoc with some of the signs especially the restrooms signs which tend to tilt and point in the wrong direction.
- An additional restroom issue arose regarding restocking the toilet paper and maintenance, but Dean eventually got it resolved with the city,
- Sam Flaxman who is supposed to be helping with set up and take down is not working out as well as hoped. He needs more supervision than originally anticipated. Supervising volunteers are encouraged to give him the guidance he seems to need.
- A vendor is now working with Christina Martin, market manager to address traffic issues in the afternoon before he is able to move his set up. He will start on July 21 and work the rest of the season. He will be given a \$20 reduction in his vendor fees per Saturday for this help
- Notices are being given to all vendors that they must take all their trash with them. New problems have arisen with vendors filling up our dumpsters. Their contracts state this is not allowed. A \$40 fine will be assessed for violations.

Sandra Allbery brought up a concern about wheel chair accessibility along part of the sidewalk. This is a serious problem as the person who raised the issue is quite assertive about the problem and could lodge a complaint if a solution is not found. Dean indicated the problem is being addressed by Christina to insure sidewalks are not blocked.

**DIRECTOR'S REPORT:** Katie Kelley, Museum Director passed out a written report and expanded on some of the items.

- A crisis occurred at the storage facility in the form of a flood. A hot water tank that no one was aware of malfunctioned and produced huge amounts of water over several days before it was discovered. Many of our items were saturated. The owner of the building immediately provided assistance when the problem was found. He made several adjacent areas available to spread things out to dry and brought in equipment to remove the water and dry the place out. Several days were spent by Katie and Brianna working up there to selvedge our holding. Most things were saved and fortunately the really badly damaged items were not irreplaceable.
- The flood event hit while the museum was closed for the creation of the new exhibit. It cut into the time available for set up but somehow an outstanding exhibit was still ready for the July 27<sup>th</sup> soft opening. There has not been a members opening this time as they do not seem to attract enough people to make it worth the effort. Katie is planning something to replace it later in the summer.
- Once again the creation of the Float for the parade was complicated by another trailer snafu. However, with perseverance Dave found a replacement, the float was assembled and with Katie's help, decorated to recognize the 25<sup>th</sup> Anniversary of the Markets and won an Award.
- Upcoming events were noted. Each of them require volunteers and all were asked to assist if possible. Last year the Haunted Museum was done by a very small group. Unless more help is found this project may have to be reinvented or changed.
- Ann Woods is working on contacting potential participants for the oral history project via the revised contact letter. There are 2 people scheduled for interviews.
- The first meeting of the 50<sup>th</sup> anniversary planning committee took place. There was lots of brainstorming and big picture concepts suggested. They will be evaluated at future meetings.
- Two new volunteers have been fully trained and are providing assistance in many ways including covering docent hours. They are excited to work on various events and projects. In addition Tiffany, an occasional volunteer here over the last 10 years who has been working for the Alderwood Heritage Association is now retired and interested in doing more volunteer work for us. She is very familiar with past perfect and working with collections so her assistance will be of great value.
- Windows will be going in on the south and west sides of the main exhibit area starting sometime in September which could impact the final month of our current exhibit opening.
- The next exhibit featuring WWII memorabilia will open mid-November and be up until early January. It will include the project designed by the UW students last fall.

**DEVELOPMENT COMMITTEE REPORT:** Kathleen Ihnken, Committee Chair invited information from the various people who re working on projects in this area.

- Barb Fahey reported that her research has determined that Steve Berry’s last visit to this area as a speaker for MOHI was at least 5 years ago. They have no information in their records about the event. She has it on her to do list to reach out to him via the website this month and will bring more information to the next meeting.
- Kathleen report that as we add new volunteers the docent schedule is being more fully covered. Right now there are only 4 uncovered slots for July. She is scheduling two months out to ensure better planning and response time. August is already looking good with the new volunteers signing up for several shifts. She is making sure they all have keys and are knowledgeable on how to open and close the building.
- Sandra Butterfield indicated they are working on building a bigger volunteer group for the Markets. They have assembled a list of former volunteers and are contacting them about returning to help out. Each week there are inquiries from people about helping out. These names are carefully logged at the information booth and follow up contacts are made as quickly as possible.
- Ann Wood reported there have been some brick sales. 3 are paid for and several more people are trying to figure out what to say. Next install will be in September.
- Kathleen then addressed the membership issue. A committee of Linda, Ann, Barb, Sandra A, Kathleen and Katie met and created the proposal that was sent out for review a few days ago. Points of the proposal are:
  - Anyone making a donation of \$25 or more will be considered a member for at least one year.
  - All donations coming in after April 1<sup>st</sup> of a year will be granted membership until December 31 of the following year.
  - An annual Appeal letter will be sent mid-October to all members, donors and supporters. A donation coming from this appeal will extend or establish membership until Dec. 31 of the following year.
  - In January any member not responding to the annual appeal will be sent a membership renewal letter.
  - Businesses will be invoiced at that time as well.
  - Donor levels will be designated as \$1 to 249 Silver, 250 to 499 Gold, 500 to 999 Platinum and \$1,000 and above Diamond . These level are simply recognition tools to identify and acknowledge various levels of support in publications and on the website.
  - No matter what the level of donation membership benefits will be the same. Benefits will extend to all immediate family members for the \$25 or more donation.
  - Business members will have different types of benefits for their sponsorship levels as already approved and implemented.

**APPROVAL OF PROPOSAL:** After brief discussion to clarify some details Dave moved for approval of the new policy and Larry seconded the motion. Approval was unanimous.

In order to implement these new policies related to membership, changes will have to be made to the membership section of the By-laws. Barb has already rewritten that section for consideration. She will send out the new language for consideration and approval at the August meeting.

Dean L inquired about the Market volunteer schedule on Sign up Genius. It was established that all input is instantaneous. Whatever shows up is the current status of filled vs empty volunteer slots. Sandra B explained that after weekly reminders are sent each Tuesday to volunteers working the following Saturday, if slots are open, inquiries are sent to select volunteers to fill those positions.

**FINANCE COMMITTEE REPORT:** Dave Buelow co-chair deferred to Treasurer Sandra Allbery to address the proposed **Gift Acceptance Policy** that will become part of the overall financial policies of the organization. The proposal was sent in advance of the meeting for review. Sandra indicated it was developed from many policies they reviewed. An effort was made to keep it as simple as possible while addressing the various issues that can arise when accepting financial gifts of money, stock property etc. All agreed it was very well done.

**APPROVAL OF GIFT ACCEPTANCE POLICY:** Barb moved and Larry seconded a motion to adopt the new policy. Motion unanimously carried.

Sandra then introduced the **Market Management Policy** which had also been sent out in advance of the meeting for review. She explained that information was gathered from the Market Manager, Christina on how various financial matters were handled at the markets. Dave then developed the proposal giving definition to practices that are already in place to ensure appropriate checks and balances are implemented to protect the organization. These are governance matters and the final document has not been provided yet to Christina though she is aware it is being created. After passage it will be provided to her and everyone who handles money at the markets. This document deals only with the financial aspects of the Markets.

Barb inquired about item 5 which states “Consider standalone crime coverage.” Dave explained that our Society and Museum insurance policies have crime control coverage as a part of the policy. It covers employees. It does not cover volunteers or contractors. At this time the Market manager position cannot be included as an employee because she is a contract employee. To acquire standalone coverage for that position we have to provide information on what controls are in place to guard against loss. That is what this document is really about. When it is in place the insurance company can evaluate the controls and determine how much coverage for the market manager position would cost. We can then make a value judgement if the cost is justified based on the potential risk of loss. Larry indicated that usually the controls have to be so strong the risk is

eliminated and the insurance not really needed. Various forms of theft occur when someone thinks no one is watching. With good policies and cross checks in place the potential for mishandling of fund is lowered.

**APPROVAL OF MARKETS FINANCIAL MANAGEMENT POLICY:** Ann moved for approval and Sandra B seconded the motion. Motion passed unanimously.

Dave then brought forth some additional items to be placed on the record regarding policy creation. At the Board workshop this year action was taken to place all internal operation requirements under the purview of the Finance committee. The remaining items that require policy development are not areas where members of the committee have expertise. He enumerated:

- Human resource and personnel policies. Sandra Allbery and Jan Flom are working on these and expect to have a document prepared before the end of the year.
- Social Media Policy. Katie indicated she is researching this area to determine what our needs in this matter might be.
- Safety and Risk management policy. We have a superficial document in place but it needs to be refined and enhanced addressing the museum, the storage facility and the Markets. Katie indicated the collections committee is addressing the museum and the storage building as part of the collections policies document being developed. Someone needs to work on the Markets policies in this area.
- Development of a Business plan. A great deal of discussion took place about this item. Jerry indicated that a good business plan had to contain sections addressing operations, marketing and financial planning. She felt we needed a better strategic plan in order to create a business plan. Many good thoughts and ideas were offered. They will be summarized in a separate document to be used as a base for eventual creating the plan. It is not time sensitive and several components of our current strategic plan must be expanded in order to build a concrete business plan that addresses funding for current needs, expansion and a capitol campaign for better storage and possible second exhibit site and fire museum. Dave indicated the Finance committee would help with the financial elements as appropriate as the plan is devised.

Dave offered final thoughts regarding future development potential. He has had conversations with Patrick Doherty who is supervising economic development for the city. There are a number of large scale ideas floating around regarding redevelopment of different areas of the city. It is all brainstorming and concept development at this time but many potential opportunities could present themselves in the future. It is important that we stay involved with this planning process and make our needs and vision know every step of the way. Civic Field will be the next area for redevelopment and what happens there could impact us in many ways so we must stay engaged with that process.

**GOVERNANCE COMMITTEE REPORT:** Barb Fahey, committee chair noted again

- that the board would be receiving revised language to change the membership portion of the By-laws to allow for the new membership policies.
- She reported that the 2015 form 990 revisions were now complete and being reviewed by Sandra. The document now correctly identifies our fundraising activities for the year and recognizes the associated expenses. This lowers the cost assigned to administration and improves the picture on how we operate financially. The new numbers will now be incorporated into a revised 2016 form 990. It would be very costly to have these revisions filed on line so they will be printed and mailed to the IRS to be used as the basis for the 2017 report that will be done by Nancy Ekrem at Dewar and Meeks. Deadline for that report is November 27<sup>th</sup> 2018.
- The next thing on her to do list is to create the charter for the Markets Committee. It will define that the markets must be used to make people more aware of local history so it isn't identified as a non-associated business. It will also emphasize that no governance policies can be established by the committee. The committee can make all decisions regarding operations but must comply with all policies established by the board. This eliminates the need for minutes at committee meetings. Any committee that can approve policy must keep minutes so that authority is reserved for the board in this organization.

**COLLECTIONS COMMITTEE REPORT:** Jim Landers, committee chair was absent but had sent a written report to Jerry which she read to the board.

1. For the second year in a row, the National Model Railroaders Association-Seattle chapter included the Museum's Puget Junction layout on their June tour. We had 19 NMRA visitors. We got the layout operating just before they arrived. Dave Hikel, of Hikel O Gauge Trains in Lake Stevens, attended and said he is working on an appraisal of the layout. He said our current insurance for replacement value (\$50,000) is probably low. The cost of a new layout would run about \$750 to \$1,000 per square foot, and replacing the model buildings would average about \$1,000 apiece.

2. We had a collections committee meeting on June 11. We discussed the inventory needs at Mukilteo. We have a spreadsheet online and on paper of all items in the collection. We just don't know where in the storage building they are, who gave them to us and what condition they are in. Briana and Katie hope to spend a week on this, perhaps in August. We do have a good catalog of our fire equipment, some of which is now in storage at city hall. The committee plans to meet again sometime in August.

3. LOSCHO (League of Snohomish County Heritage Organizations) is urging our participation in the July 21 History Walk along Centennial Trail between Snohomish and Arlington. Museums in the county are setting up tables along the trail to describe and show some of their collections to encourage people to come visit. I

believe I am free and can be at a table on the trail during the walk (11 a.m. to 3 p.m.). I would need to get a table, umbrella and some stuff to show, which I think we could work out.

**EDMONDS FIRE DEPARTMENT MATTERS:** A complete inventory of all fire memorabilia from the now decommissioned Edmonds Fire Department now is finished. Everything is still owned by the city and is being stored by it. The Society has been provided with a copy of the inventory and can arrange for loan of items to be used in displays. When a fire museum is created the items could be made available for inclusion.

**VINTAGE FIRE TRUCKS AND POTENTIAL MUSEUM SITES:** Greg has determined that station 17 located in downtown Edmonds across from civic field is not an option for a possible museum. Extra space in that building is being used to store Support 7 gear and there is need for additional space for that purpose. In fact the District 1 Chief would like to see the 38 Ford truck moved out of the station to some other location. The truck is still owned by the City and so far the Chief has not requested the city find another place to store it. The District owns a 1925 REO (Oldsmobile) fire truck which is also causing storage issues. Unfortunately, that truck no longer functions. It has a flat tire that fits on a rim with wooden spokes. Some are broken and no one has the skills to repair the wheel. It also had a fuel leak that is not repairable because no parts are available. It will probably always have to ride on a trailer for display purposes. It would however be a great second exhibit item if a fire museum is ever developed.

**OLD BUSINESS:** The matter of developing an event to introduce the donor tower was again addressed. After a full discussion of the matter and the defining of some goals we wished to accomplish by hosting a dedication event Kathleen, Ann and Barb agreed work on the planning of the event.

**NEW BUSSINESS:** Jerry informed the Board that she has learned that John Osberg is interested in funding the development of the North Plaza area if it could contain a Native American exhibit. Jerry plans to put John in touch with Jim Landers when he returns in the hopes they might be able to come up with some more definitive concepts on what might be appropriate. Dave mentioned that Rick Steves has also express interest in seeing that area completed and would help fund the project as long as war was not a component of the display. With the war memorial now relocated it seems the redevelopment of that area might be feasible with funding available.

There being no further business the meeting was adjourned at 7:10 pm.

Respectfully Submitted

Barbara Fahey. Secretary