

Edmonds South Snohomish County Historical Society (ESSCHS)

Preserving and Sharing Our Heritage

Minutes from June 4, 2018 Board Meeting

Approved July 9, 2018

The meeting was called to order by President Jerry Freeland at 5 PM followed by the reading of the mission statement.

Jerry reported Sandra Butterflied was excused due to travel and Jan Flom would be arriving later. All other board members were present and a quorum was established.

MINUTES: Secretary Barb Fahey presented the second draft of the minutes from the May 6th meeting which reflected some changes from the first draft and had been sent via email for review the previous week. She called for any further corrections or questions.

APPROVAL: There being no corrections, a motion to approve the 2nd draft was made by Sandra Allbery and seconded by Kathleen Ilnkan. Motion passed unanimously. A clean copy will be sent to board and posted on the website.

TREASURER'S REPORT: Treasurer Sandra Allbery noted that both the Balance Sheet and the monthly budget report had been sent via email for review. Some additional information was given:

INCOME: \$450 was received for memberships. This was from 2 renewing members and 2 new memberships. One was a business supporter. The total amount included donations over the dues amount made by the members.

EXPENSES: The largest expense for the month was insurance. This reflects several increases caused by recent board approved decisions made since insurance was paid last year and a new fee assessment by the company:

- An increase in our liability umbrella policy from \$1 million to \$2 million and the same increase for the Markets insurance
- The a 50-50 split of the cost of insurance on the truck between the Markets and the Society so the truck will be insured and usable year round
- An increase in the total personal property insurance to better protect the valuable train layout. There is now have a blanket policy in the amount of \$230,250. In addition the bell on the plaza is covered for \$77,250.
- A new terrorism risk fee of \$75 is being added to all commercial insurance policies.

Related to advertising, we now have ads in the Beacon every other week, a Daily presence on the My Edmonds News website, and the theater advertising has started again with a focus on the Markets. The monthly billings come through on the visa card so the amounts will be reflected on the next report when the bill is paid. Other advertising expenses relate to the market including the \$100 fee for putting up the street banner and the cost of printing of brochures.

Regarding the balance sheet, the numbers remain consistent. Small changes reflect month income received and expenses paid out of the checking account. The Schwab account reflects the base amount of the investments. The current market value is much higher but fluctuates constantly. Since that amount is unrealized gains and ever changing it can't be reflected in the report but the investment accounts are performing well.

APPROVAL: Dean Larson moved to accept the treasurer's report and Theresa Wippel made the second. Motion carried unanimously.

990 REPORTS: Sandra additionally reported that the extension for filing the 2017 990 report was made prior to May 15th and notification of acceptance was received. We have until Nov. 15, 2018 to file the report. Barb Fahey will be working on the revised 2015 report so it can become the basis for the new filings. Once it is finished Sandra is ready to plug the information into the 2016 report to get that finished. Both will be filed as amended reports. The 2017 report will then be prepared and filed by Nancy Ekrem. Sandra also noted we had received some additional communications related to the 2016 report and is trying to get that resolved.

MARKET COMMITTEE REPORT: Dean Larson, Markets committee chair reported:

- That the markets are going very well. Christine is doing an excellent job managing the vendors and resolving the logistical problems and various issues that come up.
- The new canvas bags may be ready by June 9th and will definitely be available for June 16th when the summer market season begins.
- There will be a ribbon cutting event on the 16th that will be explained during Katie's report.
- The additional help being sought for set up and take down is being provided by Sam Flaxman. He is very enthusiastic and willing to do anything needed under the supervisor's request. It had been expected that this would be a paid position, but Scott is doing it to full fill a community service requirement and can't be paid. It is expected that he will assisted at the markets the entire season.
- The A frame signs are still not done. They have been on order for 5 weeks but Snoking Signs has been tied up with the needs of Rotary and the Waterfront Festival. Now that it is over, it is expected the order will be completed for next week. These signs will identify the Museum as the sponsor of the markets. Dave inquired if any signs are being created to address the problem of dog owners bringing their dogs into the area. It is difficult to enforce the ban based on the minimal signage currently being posted. The matter of better signage will be addressed by the committee.
- Dean has referred a couple new non-profits to Jerry who manages the reservations for that booth.

MUSEUM DIRECTOR'S REPORT: Katie passed out a written report (copy attached to printed copy of these minutes). Of note:

- A ribbon cutting will occur at 11 AM, Saturday June 16th at 5th and Main to open the summer market season. This is to celebrate the 25th anniversary of the Markets. Mayor Dave Earling will be on hand to cut the ribbon and receive acknowledgement for the City's support of this ongoing event. Valued volunteers Betty Bell, Wanda Pederson and Margaret Wilcox will also be on hand to be recognized for their dedication and years of service. In addition to a reproduction of last year's canvas bags, there will be commemorative 25th anniversary bags as well as balloons and stickers. Efforts are being made to do an advance interview with Betty Bell about the history of the market by King 5 TV so it can be aired in advance of the event.
 - It was suggested that there should be signage at the Markets expressing thanks to all who make the Markets possible each week.
- The grant request made to the County historic preservation committee for funds to digitize oversized items did not receive funding this year. A new grant request will be submitted next year.
- Archeology night was a great success. The volunteer specialists really enjoyed themselves and have already committed to doing it again next year. 118 people attended. The event also resulted in a new volunteer. She helped staff our booth at the Waterfront Festival. Thanks to Emily Scott who headed up

archeology night, some of the concepts were featured at our booth at the Waterfront Festival. This was very helpful as the traveling trunk we used last year is currently on loan to a school.

- Volunteers are still needed to reconstruct the July 4th float. It is planned that the construction will take place at the Mukilteo storage site and brought down fully built.
- There was no special membership open house for the opening of the new exhibit. Attendance has been low for other openings so Katie is switching it up a bit. A special event is scheduled for July 27th. More info will be provided next month.
- Interviews with five new potential volunteers are scheduled. This is the new procedure being implemented to make sure we are utilizing volunteers in ways that will give them satisfaction. Few people are comfortable being docents, but enjoy being involved in special events and other activities.
- There was a discussion regarding the ongoing problem with having docents for all shifts. At the moment it is nearly impossible to find staffing for Sundays. This is a serious matter and solutions must be found which may include changing our hours of availability to the public.
- Thom Sullivan, facilities manager for the city submitted the grant request for funding the electrical rewiring of the building to the State Heritage grants program May 18th. The committee will take an entire year to consider all the submitted requests and awards will be made know in July of 2019. This timeline is much longer than anticipated, but the best possibility to get this major project done.
- The new exhibit features many items on loan from Brad Holden. He is a valued supporter of the museum and has a very large collection of items like those currently on display. He is in the process of writing a book about the time period reflected in our exhibit.
- An effort is being made to establish a set calendar of annual reoccurring events to facilitate better planning. Please notify Katie of anything you feel should be on the calendar.

ADDITIONAL ITEMS BROUGHT UP BY THE BOARD:

- Barb Fahey inquired on the status of the saw mill on the lower level. Katie indicated that all of the mechanisms are working fine. It is the push button starter that must be replaced and efforts are under way to find one. The mill will operate by using the switch on the side. The dime slot is not to be used any more. Additional instructions revealed that the switch by the elevator marked saw mill must be turned on too. It was suggested this is information some docents may not have and should be included in a set of instructions on how to make the mill work.
- A phone system with menus is now fully functional. It has been in service for several months and is working well. A caller may now select a mail box to leave a message in. One is for the Director and one is for the markets. It will be possible to segment calls related to the Scare Crow Festival to a separate mail box as well.

COLLECTIONS COMMITTEE REPORT: Jim Landers, Committee co-chair reported he has been spending time at the storage site and feels the records are in better shape than he had anticipated. There are five boxes of information regarding what artifacts are in our collection. This compendium of items documents what has been acquired over the years. The inventory now underway is actually more like an audit to add more detail to the information of record. Because of several moves, the process of assuring that all the items listed in the compendium are still part of the collection and creating a system establishing where they are located in the storage facility is of critical importance.

Katie reported that the next exhibit will be put up after October 31st. This is later than originally scheduled due to a delegation visit from our sister City Hekinan Japan. The theme of the next exhibit is World Wars and Conflicts. It will feature a traveling exhibit provided by the Secretary of State entitled "Washington Remembers World War II".

It will be supplemented with items from our own collections in a display designed by U of W students and items loaned to us by local veterans who served in other conflicts. In an effort to be sensitive to the visitors from Japan the current exhibit will be left in place until they depart. Fortunately, Katie was able to adjust the scheduling of the traveling exhibit to accommodate this change.

Oral History Project: Ann Wood has been meeting with Sara Jane to learn about the processes required to finalize a history after the oral/videotaping occurs. It is a complex process and the end result must be approved by the contributor before it can be made public. The UW has additional requirements for the histories placed in their collection. Brad Holden has committed to take over the orchestrating of the interview process.

RESOURCE DEVELOPMENT COMMITTEE REPORT: Chair Kathleen Ihnken reported that Volunteer recruitment had been discussed in the Directors report. She then deferred to sub-committee chairs and members...

Fundraising: Barb indicated she had not had the opportunity to follow up the possibility of engaging Steve Berry as a speaker. She will work on it this coming month.

Membership: Linda Borofka reported there had been a meeting with Katie since her return from the conference to gain insight into what she had learned. It seems that in today's world people are not inclined to become members of organization for numerous reasons, but are willing to provide financial assistance through donations. Because the Society was incorporated as a membership organization there must be members who participate in the election of the Board members to give them the authority to govern the organization. However, how membership is established is a matter that can be defined by the board. The need to redefine and simplify the membership process is apparent. After some discussion it was decided that the committee would present a more simplified method of establishing membership in the organization.

Donor Tower event: Through emails Dave Buelow had asked that the Donor Tower Event be discussed during the meeting as it seems to have fallen off the grid. Since it falls under the purview of this committee it was discussed at this point in the meeting. Sandra and Ann reported that most of the work of getting a comprehensive list of donor names established has been completed. A list of invitees can now be developed. Barb suggested that it might make sense to host an event in early August to combine it with a celebration of the 45th anniversary of the opening of the museum. It could be framed as a donor recognition and volunteer appreciation event since those are the two elements that have allowed the museum to exist all these year. Unfortunately, when reviewing the calendar, a conflict with the Taste of Edmonds impacted that date. The RDC was tasked with developing an approach to developing this event. It must provide for the recognition of Greg Hoff for his donation of the actual tower and the person who will be our first annual volunteer of the year honoree.

FINANCE COMMITTEE REPORT: Dave Buelow addressed a concern related to possible gaps in the budget. As approved, the Heritage Day event was expected to net \$20,000. If it is dropped, this amount must be raised in some other way. In addition, there is an anticipated income amount of \$10,000 expected from sponsorships. There doesn't seem to be any current plan to garner those sponsorships. While things look good right now this missing fall income could cause serious budget problems and cause us to have to use reserves.

Barb Fahey responded that there is a plan to replace the Heritage Day event with an annual appeal. It is hoped that the generous donors who raise the paddle each year at the dinner will donate the same amount without attending an event. This will be a risk the first year but every effort will be made through personal contacts to try to bring in close to the same amount raised at the event.

GOVERNANCE COMMITTEE: Chair Barb Fahey indicated there was not much to report. She has several things on the list to be addressed as soon as possible. She will be creating a clean copy of the vision statement that was approved last month and then she will be preparing the amended 2015 990 report. The Charter for the Market Committee must also be created and then all committee charters will be in place.

LEAGUE OF SNOHOMISH HISTORICAL ORGANIZATIONS: Jim Landers, our representative to this organization reported there are no meetings in the summer. The next scheduled meeting will be in September in Index.

OLD BUSSINESS:

Greg Jorgenson reported the pedal car raffle is about to kick into gear. Tickets will be sold at all the Market Day events. The 1938 Ford Fire Engine will be displayed at the Markets starting on June 16th. A volunteer is needed to sell tickets each Saturday until October. He is still looking for locations in the downtown business core where the car could be displayed and tickets sold during the week.

NEW BUSSINESS:

Dave Buelow indicated it is time to start getting organized for the Scarecrow Festival. Everything that was done last year seems to have been well received. The addition of a recognition award for best first time creator and the historical depiction award brought in some new entrants. He intends to replicate it all this year and plans to do most coordination by email. The biggest need is volunteers to distribute posters and signs. He feels this is one of our great outreach opportunities. It gives us a reason to visit with previous and potential new participants to encourage them to take part in the festival again and raise awareness of all we do for the community. He will be sending out information on dates soon so Richard Lawrence can work on the link on our website.

Greg Jorgenson shared that he is initiating conversations with Fire District 1 regarding the possibility of having a second vintage fire truck, referred to as the RIO brought down and stored in the sixth avenue fire station where the vintage Ford engine is kept. It could establish the beginnings of a mini fire museum if both rigs are housed together. Obviously many details would have to be worked out including getting the City of Edmonds to take over responsibility for the RIO similar to its ownership of the Ford.

By consensus, the date for the next meeting was changed to July 9th due to July 2nd being so close to the 4th of July and preparations for the parade. Jan Flom indicated she had a conflict on that date and will be excused.

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

Respectfully submitted,

Barbara Fahey, Secretary