

Minutes from May 7, 2018 Board Meeting

Approved June 4, 2018

The meeting was called to order by vice-president Dean Averill followed by the reading of the mission statement.

Excused board members were Jerry Freeland and Dave Buelow due to travel schedules and Sandra Butterfield due to illness. Museum Director Katie Kelley was attending the AMA conference so collections manager Briana Brenner attended on her behalf.

12 members were in attendance establishing a quorum. It was noted that Treasurer Sandra Allbery would have to be excused shortly so the treasurer's report was presented ahead of the minutes.

TREASURER'S REPORT: Budget and balance sheet ending April 30, 2018 (copy attached to approved minutes) The reports had been emailed prior to the meeting for review.

Sandra gave additional information in response to clarifying questions:

- 1) Funds will continue to flow in from Garden Market vendors until June and continue to come in for the summer markets until October 6. Budgeted revenue projection is on target.
- 2) Expenses related to the annual meeting were entered under membership which is why there is no expense item yet noted under hospitality.
- 3) The expense for the Old Settlers Picnic is for the reservation of the "shelter" at City Park. It had to be done early though the event is in August
- 4) The donor tower as originally created came in at the budgeted amount of \$10,000. The additional \$800 expense is for a few corrections, and some revisions, and additions due to the inclusion of the raise the paddle donations from the 2017 Heritage dinner. There will be added costs every time we modify the tower to recognize new donors.

Sandra also indicated that our monthly rental cost for the Mukilteo storage facility has gone up due to the roof on the building being replaced. That cost is prorated over 20 years among the tenants of the building. It is anticipated that the storage expense for 2018 will be \$864 over the budgeted amount.

Approval: Motion by Ann Wood, second by Jan Flom. Motion unanimously approved.

Sandra then shared a letter from Char Garrett CPA which indicated she wishes to withdraw from her pro bono service of preparing the society's 990 report. She has been offering this service for several years but feels she can no longer do so due in part to the growing complexity of the information needed. She indicated she will continue to be a supporter of our work.

Sandra reported that this works out well for us since we had already determined we needed to seek these services from another provider. Barb Fahey then explained that she had contacted Dewar, Meeks and Ekrem to enlist their services. Nancy Ekrem is a specialist in 990's and does the one for ECA. She will file the request for extension form for the 2017 report on our behalf. Sandra and Barb will have to meet with her and bring

in our records for review in order to get an estimate on what we would be charged to have her take us on as a client. She has been assured that our books are in good order and the information she will need to do the 2017 report is well organized. Sandra has already started working on the form so we have all the information she will need to properly provide the information requested. The firm typically gives non-profits a 50% reduction in fees but the amount charged is dependent on the quality of the financial records of each organization. There is no one size fits all formula.

Barb explained to the board that the 990 is not a tax document since we don't pay income tax. It is both an information and financial reporting form. Its primary purpose is to demonstrate what benefit we are providing to the community that allows us to keep our 501C3 status. It is a public document that should extoll the many programs and services provided to the public. The Financial part is to demonstrate we are raising and spending money appropriately to fulfill our mission.

The discussion ended with agreement that a letter should be sent to Ms. Garret thanking her for her years of service and expressing our appreciation for the fact that she will continue to support our work as she indicated in her letter.

Sandra then excused herself. A quorum still existed with 11 members present.

MINUTES FROM APRIL 2,2018 Secretary Barb Fahey indicated that draft minutes had been sent out early in April. Some corrections had been sent to her and a new draft document was sent reflecting the changes and corrections. With no additional corrections offered she requested approval of the second draft of the minutes.

Approval: Ann Woods made the motion, Kathleen Ihnken seconded. Motion carried unanimously.

A clean copy of the approved minutes will be sent out to the board and posted in the website.

MARKET COMMITTEE REPORT: Dean Larson, chair of the Markets committee reported that:

- 1) The first market went well with lots of energy. Christina does her job well. This last week there were 2 no-shows, so she sold her goods in one of the vacant spots. She only vends her goods when vendors who reserved a spot fail to show up.
- 2) There has been a problem with Dean's and others' personal phone numbers had been given out. This is prohibited. All communication must go through the museum phone system or through the website. The only way for vendors to secure a location in the markets is by signing up on the website. Docents and others should provide this information in response to any inquiries.
- 3) There have been a few issues related to types of vendors allowed at the Markets. A food truck wanted to participate and we are not that type of Market. There is a question if Cannabidiol (CBD) products {products made from hemp oil and now being sold as pain reducing products} can be sold at the markets. The committee is awaiting guidance from the police department about that.
- 4) Katie is working to get A- frame signage made to better identify us as the sponsors of the Markets. She is working with Randy Hutchins at Snoking Signs. They will say: Edmonds Museum Garden and Summer Markets Saturdays May to October.

- 5) It is anticipated that May 12th may be more complicated due to Spring fest Urban Craft Fair taking place at Civic Field and a Tibetan Group appearing at ECA making a ritual March in the area during the day. Extra help with traffic control will be needed.
- 6) 3 people, Greg Jorgenson, Larry Carpenter and Dean Larson, are now authorized to drive the vintage 1938 Ford fire truck to put it on display at the markets. More drivers are needed.
- 7) One person has expressed interest in the new paid position being offered to provide assistance with set up and take down of the barriers etc. needed at each market event. Dean will be meeting with him soon.
- 8) The WSU Extension program has a specialist on recycling and composting available for consultation. Heather Teagarden has offered assistance at the Waterfront festival and other events. Dean plans to seek her guidance on how to deal with this ongoing challenge.

DIRECTOR'S REPORT: In Katie's absences, Briana passed out a written report prepared by Katie and addressed some of the items in the report. (Copy attached to printed approved minutes)

- 1) Volunteer Job descriptions are being finalized.
- 2) The new application form is complete. Everyone is asked to fill out a new form.
- 3) Everyone should turn in the date they began volunteering with the organization so it can be included on the new badges being created to better identify people at all functions and events.
- 4) 5 volunteers are working on special projects such as achieving the society's records and digitizing documents.
- 5) Some progress has been made related to the collection of veteran's oral histories "project". It is considered a project since it focuses on a specific group of people and has a set life span, the length of time Sara will be working on it. However, the overall collection of oral histories is considered a program of the museum. The most important news is that board member Ann Wood is going to work with Katie to coordinate the Oral History Program in an effort to make the extensive process of collecting these histories move more swiftly. This will further one of our stated goals for 2018.
- 6) The upper level will be closed starting May 14th for the dismantling of the current exhibit and the creation of the next one. Many of the items currently on loan for this exhibit may be accessioned into the collection.
- 7) The next exhibit will focus on the prohibition era. The upper level is scheduled to reopen May 30th. Plans must be made for the membership open house. (Larry Vogel mentioned that Betty Lou Gaeng is working on research regarding road houses along highway 99 during that era that might tie into the exhibit.)
- 8) The fall exhibit will be a loaned exhibit from the Secretary of State regarding Washington State during World War II. UW students are working on plans to incorporate items from our collection.
- 9) Volunteers are needed to staff our booth at the Waterfront festival. Sign up through sign up genius.

RESOURCE DEVELOPMENT COMMITTEE:

MEMBERSHIP: Donors are now getting the newsletter. The possibility of all donors being considered members is still being discussed. We need to get our numbers up to at least 200 as that is the required number of pieces needed to do a bulk mailing. Katie has indicated she has new information from a work session on membership at the AMA meetings. The committee will meet after her return.

VOLUNTEERS: lots of effort is being made to recruit new volunteers. One new person has become a docent but many more are needed. A decision has been made to change the name from docents to Ambassadors. The sign up Genius program will be used until after the markets end in October.

FUNDRAISING: Barb reported that at the membership meeting a discussion about fundraising took place. The committee decided that it was not feasible to orchestrate a large Heritage Day event this fall. In its place we will do an annual appeal with great emphasis on large donors who have raised the paddle at the event or contributed to other fundraising efforts like the Plaza tile sales. We will go back into our donation records for the past five years to try and enlist donors we have lost.

In addition some other events are being discussed. Bringing in a speaker that gives a presentation on the importance historic records preservation is for writers and students is under consideration. Some smaller more social events are also under possible mainly to keep people engaged. More information on these will come soon.

Greg gave an update on the plans for raffle ticket sales for the pedal car. Caldwell Banker is limiting the time they will sell tickets for us during the summer weeks. Taki Tiki has offered to host the car as well but more locations are needed. It will be brought back on Saturdays during the summer market season.

Greg also indicated he has enlisted the help of his nephew to fabricate a metal stand for the unclaimed pedal car from last year. This will enable us to display it for children to enjoy with the pedals disengaged from the wheel so it is stationery. It will become part of the fire service display being added to the lower level.

GOVERNANCE COMMITTEE:

Vision plan: Barb edited the vision plan as requested at the last meeting. She sent a draft copy via email and received a few additional comments and corrections. The biggest change was to reassign the responsibility for developing a plan to establish a permanent storage location (which had been assigned to an ad hoc committee), to the collections committee. At the time the vision plan was created we did not have an active collections committee but now we do and it has the best knowledge about what is needed. A second draft was sent to all members. After receiving no addition suggestions for changes Barb requested a motion for approval.

Approval: Kathleen Ihnken moved and Dean Averill seconded a motion to adopt the 2018 vision plan as our working document for the year. Motion carried unanimously.

Collections Committee Charter: Barb then introduced the charter for the collections committee. A draft of it had also been sent out in advance. She explained she had worked with Katie and Jim Landers to create the document before sending it out to the board. She invited Jim to share his response to the document. He indicated he felt it would help define the way the committee works with staff and especially the board to be assured we are using the collection to fulfill our mission and protect and safe guard it.

Barb then asked for a motion to adopt the charter.

Approval: Jim Landers made the motion to adopt the charter and Dean Averill seconded it. Motion carried unanimously.

THE LEAGUE OF SNOHOMISH COUNTY HISTORICAL ORGANIZATIONS: Jim Landers is our representative to this organization. He was not able to attend the recent meeting however Tom Thorleifen, the League president, filled him in on the highlights of the meeting and Jim shared them with the Board.

- 1) Snohomish county government has developed a list of 12000 historic locations that exist throughout the county. They have hired an archeologist to document them
- 2) Through the county 2018 historic preservation granting process 13 grants have been awarded for a total of \$200,000. There had been 38 applicants. The grant we requested did not get funded.
- 3) Jim has raised the matter of our storage limitations and is having discussions with the county about any potential locations they might have available. Nothing has been identified yet.
- 4) Jim mentioned that-Tom Thorleison's aunt is our new docent Amy Thorleison. It is a helpful relationship.

OLD BUSSINESS

Electrical issues: Barb was contacted by Thom Sullivan, the city's facilities manager, regarding the grant application he was preparing to submit to the state for this year's historic preservation grants to fund the rewiring of the building. He estimates it is a \$100,000 project. She worked with him to design a comprehensive preservation package that included the work already done on the cupola and windows so the total grant request would provide an adequate amount to pay for the rewiring of the building. By framing the grant in this manner what the city has already spent on the preservation of the building becomes the required matching funds the state requires. The grant will be submitted by the May 15th deadline. If the grant is approved, the building will have to continue as a museum for at least 13 years after completion of the project. This should give us greater stability regarding the extension of our lease in the future.

Insurance issues: Larry Carpenter reviewed a discussion we had a few months ago regarding the amount of liability insurance we carried on the market events. He has determined it will cost only \$25 to raise the amount of insurance from \$1 million to \$2 million dollars. The board agreed this was a good idea and directed Larry to increase the insurance package.

He then addressed the matter of our current insurance on the contents of the museum. Our total coverage is now \$185,000 for replacement of items. However, it is believed the train layout has a minimum value of \$150,000 alone. The bell and other items on the outdoor plaza are covered separately. The cost to increase our coverage would be \$237 for an additional \$50,000 and \$477 for an added \$100,000.

Approval: Jim Landers made a motion to increase the coverage by \$50,000. Ann Wood seconded. Motion carried unanimously.

Our insurance broker, John McDonald, has already provided certificates of insurance to the city of Edmonds and the county. Larry has additional file copies and can provide more if needed for other activities.

There being no further business, the meeting was adjourned at 6:50 pm.

Respectfully submitted

Barbara Fahey, Secretary