

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

**Approved Minutes from September 10, 2018 Board Meeting**

NOTES: These minutes include the **approval of the Markets Committee Charter**. The meeting was held on the second Monday of the month instead of the first Monday due to Labor Day.

President Jerry Freeland called the meeting to order at 4 PM, the newly established meeting time, and read the Mission Statement.

QUORUM ESTABLISHED: Jerry indicated Dave Buelow, Dean Averill, Sandra Allbery, and Sandra Butterfield were excused. Eleven board members were present and a quorum was established.

GOOD OF THE ORDER: Jerry expressed great appreciation to the “awesome” board members who had provided extraordinary service to the Farmer’s Markets in the last couple of weeks covering shifts that had gone vacant on short notice. She also expressed appreciation to Sandra Butterfield who spent the entire day of the Vintage Car Show out in front of the museum providing information about our work and selling raffle tickets for the peddle fire truck and to Greg Jorgenson for bringing the vintage fire truck to display in front of the museum.

APPROVAL OF MINUTES: Barb Fahey, Secretary, had sent draft minutes for the August meeting to the board prior to the meeting. There being no corrections, a motion was made by Dean Larson and seconded by Greg Jorgenson to approve the minutes. Motion carried unanimously.

APPROVAL OF TREASURER’S REPORT: Sandra Allbery had sent out the Balance Sheet and the Budget Report ending August 31<sup>st</sup> 2018 for review in advance of the meeting. Larry Carpenter, Co-Chair of the Finance Committee noted that the actual balance in the Schwab Account was actually about \$54,000 higher and the Fidelity investment account about \$4,000 higher than the report shows due to unrealized gains. There being no additional questions about the monthly report, Barb Fahey moved to accept the report and Jan Flom made the second. Motion passed unanimously

As a point of clarification a question was asked regarding our ability to take in donations of stock. It was noted that such donations can be accepted and the terms of accepting such gifts are addressed in the Gifts acceptance section of our financial policies. Essentially, unrestricted gifts of stock can be accepted and the finance committee will determine the best way to utilize them (selling them and investing in more diverse ways or retaining them for the financial return value such as dividends.). If there are restrictions place on the gift, the finance committee will evaluate the appropriateness of accepting the gift with its restrictions in accordance with the criteria stated in the approved policies.

MARKET COMMITTEE: Dean Larson, Committee Chair reported

- There are only four market Saturdays left for this year. Eighteen have occurred between the spring and summer events. A volunteer appreciation party is planned for October 7, from 5 to 7 to thank all those who helped at the markets this year.
- He detailed some new issues with Sam , the person who is supposed to be helping with morning set up and afternoon closings. This is what caused the need for additional support from board member volunteers. He thanked Greg, Jim, Linda and Ann for their assistance.
- There have been two no shows for the non-profit table we offer and currently a folding chair used at the table is missing, but will probably turn up.
- Placing a Scarecrow on the fire truck to advertise the festival has proved challenging, but hopefully will get easier.
- Christina, the market manager is caring for her sick mother and may have to miss a Saturday or two but she has things well organized and on site supervisors can deal with minor problems that may arise.

DIRECTORS REPORT: A printed report was passed around.

- It noted under upcoming events .
  - A volunteer Open house will be held at the Library October 20th and help is needed to cover our area.
  - Help will be needed for the Haunted Museum on October 31 from 5-7. Katie indicated she had people who will help with the decorating needed for the event.
  - Tree Lighting will be November 24<sup>th</sup> and a driver is needed for the Fire Truck to bring Santa to the event.
  - Barb noted that the museum will have to be decorated prior to the 24<sup>th</sup> and would like help on Monday November 19 and 20<sup>th</sup>. A new tree is needed as the old one was discarded after Christmas last year because its lights no longer worked. Approval was given for the purchase of a new tree.
- Efforts to collect oral histories continue. Suggestions for new participants should be given to Ann Wood who will contact them and make arrangements for interview s.
- The Volunteer recruitment program is slowly attracting new people and the new process seems to be working well. An individual who has a background of volunteering with a museum in another state is in the process of being introduced to our programs.
- Staffing the museum for Saturdays continues to be a problem. It may be resolved when a return to winter hours occurs.
  - Jerry inquired if there was any possibility of extending hours and having some evening hours. Katie indicated the survey that was taken did not produce any current volunteers willing to work evenings.
  - Barb reminded the volunteer committee that getting all volunteers to sign a copy of the whistle blowers polices is absolutely necessary and should be pursued along with getting the new forms filled out by all volunteers.
- The City of Edmonds will begin work on window replacement on September 17. All upper windows will be replaced. City workers will remove all the old windows and place plywood in the openings. Then the contractor will install the new windows. Work should be completed by mid-November.

- The Washington State Historic Preservation Grant that the City applied for was rank 7<sup>th</sup> out of 36 requests. It is anticipated that the grant will be funded in the final determination process but that will not happen until 2019. Assuming the award is made the entire building will be rewired and the City will work with the Society to replace current lighting with fixtures that better suit our needs. Work would begin after July 1, 2019
- Exhibits
  - The exhibit that was on display at the senior center last month was a huge success. A request has been made for another one in November.
  - The current exhibit here at the museum will close November 4th. The next exhibit for the museum will open mid-November. It will include a traveling exhibit from the Secretary of State titled Washington Remembers World War II. It will be supplemented with the Exhibit designed by U of W students using items from our collection.
  - Future exhibits planned include Chambers of Commerce, The history of Mail Services locally and The 130th Anniversary of Statehood 1889.
- Volunteers are needed to distribute brochures to various information racks throughout the area.
- The great, great grandson of George Brackett visited the museum. We now have his contact information for his home in Maryland.
- The Historic Preservation Commission will be placing a plaque on the Scalf/Morehouse residence.
  - Barb asked if this plaque program replaced the program started by the Historic Society many years ago. Katie indicated that there is some question about that. At the moment the Commission only recognizes structures, not locations. There may still be a need to identify locations which historic sites but no long have original are building on them. The commission is working on a policy about this and we may know more soon.
- The written report also provided updates on the accomplishments of the Collections committee.

RESOURCE DEVELOPMENT COMMITTEE: Kathleen Ihnken indicated she would have various members of the committee report on the areas they are working on.

- Barb Fahey has been working on the 45<sup>th</sup> anniversary party and recognition tower dedication. 216 invitations were mailed on August 17<sup>th</sup> to members, donors and volunteers. There were some glitches with addresses which will be resolved before the annual appeal mailing. The event is a by invitation gathering not open to the public in order to comply with state liquor control rules. Name tags will be used as a method of controlling attendance. Assuming the weather permits, the official program will take place on the plaza to allow for a possible crowd of more than the 49 allowed inside on the upper floor. Wine will be served inside on the upper level to encourage everyone to view the tower as it is impossible to move it outside. The Plaza will be roped off along the sidewalk to establish the boundary where alcohol can be consumed. The light refreshments will include finger sandwiches. Volunteers will be needed to provide food and to help with set up the day of the event. Various members of the board offered to assist with these needs.

- Barb then reported on the potential Steve Berry event being considered for 2020. She has made an effort to contact some of the organizations he has assisted in the past. Most of the events have been writer's conferences. A few were dinners with him as keynote speaker. None have done both types of events as we are considering. However, all were pleased with Steve Berry's presentations and said those in attendance rated him highly as a speaker/presenter. Barb also met with Karen Crowley, former development director at ECA. Karen is not interested in actively assisting with such an event but is willing to be an occasional mentor. She felt doing two types of events is a huge undertaking, especially for a group with no experience in developing either type of event. More time is needed to determine the feasibility of the concepts we are considering. Barb will continue to work on developing a proposal.
- Barb also reported that work on the first annual appeal will begin at the beginning of October with the actual mailing expected to go out sometime after October 15<sup>th</sup>. We should have a good sense of the effectiveness of the appeal by the middle of November. As already established all responses to the appeal over \$25 will grant membership until December 31, 2019.
- Ann Wood reported brick sales are going very well. The next installation of new bricks will be in November. The bricks that have to be removed each time to allow engraved brick placement are accumulating in the furnace room. They are unusable as the removal process degrades them. We will need to find a way to dispose of them.
- Linda Borofka reported that we have gained two new members. She plans to start working on the membership renewal letter starting October 11<sup>th</sup>. She wants to have it ready for mailing before she leaves for some travel in November. However, the letter won't go out until December 1<sup>st</sup>. It will be sent to those members who don't respond to the annual appeal. Businesses will also be invoiced at that time. She requested that board members provide her with milestones accomplished this year for inclusion in the membership letter.

FINANCE COMMITTEE: Sandra Allbery was not present. Larry Carpenter noted there was no additional business from the finance committee except to discuss the matter of what the IRS terms unrelated businesses that might affect Market income. The matter was considered as part of the Governance report.

GOVERNANCE COMMITTEE: Barb Fahey, chair indicated that a draft of the Market Committee Charter was sent out in advance for review. As explained in the message accompanying the charter, it was crafted to represent the current situation regarding the operation of the markets. It identifies the historical implications of farmers markets and the society's efforts to use the markets to bring history alive to fulfill our mission.

She then addressed the matter of the new scrutiny the IRS may be putting on non-profits related to unrelated businesses. Information recently sent out by AAM indicates the changes to the tax code in 2017 could have some serious implications regarding fundraising that is not seen as directly related to the mission of the

organization. There is a lot of confusion at the moment on how the IRS will evaluate the type of activities we engage in when we sponsor the markets.

The information the IRS has prepared to address this matter had been sent out to all board members by Barb as soon as she became aware of this new concern. Board members had reviewed it, but found it to be very complex and confusing. After some discussion, it was decided we need to get professional guidance from a knowledgeable CPA regarding this matter. It will be discussed with Nancy Ekrem, our new 990 report preparer and possibly get a second opinion as well.

In the meantime, adoption of the proposed charter seemed in order to establish the purposed intent of providing the markets to the community based on historical occurrences and the 25 year history of its existence. The charter also clarifies that all activities of the Market must conform to the policies for operations established for all aspects of the organization.

**APPROVAL OF THE MARKETS COMMITTEE CHARTER.**: Linda Borofka made the motion to approve the charter and Larry Carpenter made the second. The motion passed unanimously.

All Committees now have approved charters which define their roles and responsibilities. These charters support the committee descriptions found in the by-laws.

**COLLECTIONS COMMITTEE:** Jim Landers, co-chair reported that the committee had met and discussed the exhibit schedule for the next three years: In reviewing the draft proposal for exhibits the following was determined:

- It is desirable to build exhibits that include more items associated with Edmonds and South Snohomish County
- Some exhibits should be created with a view for attracting sponsors and working with those sponsors to include items they might have related to the theme of the exhibit as well as oral histories
  - Possible future exhibits might be associated with the development of medical services, the growth of car dealerships and land development and the real estate industry.
- Thought will be given to how museum exhibits might be turned into satellite displays that could be featured at appropriate locations. EG: the medical exhibit being transferred to the hospital.
- A list of all past exhibits was presented to provide information on what themes might be considered for another exhibit. For example an exhibit about the wildlife marsh was done in 1996. A redo of the exhibit might be appropriate.
- A three year schedule is being created and will be presented to the board soon.

Greg Jorgenson, co-chair raised the question of when the pedal fire truck drawing would occur since there will not be a Heritage Dinner this year. It was decided to hold the drawing on the last market day, October 6<sup>th</sup> at noon. Signs will be displayed for the next few weeks with that information.

LEAGUE OF SNOHOMISH HISTORICAL ORGANIZATIONS: Jim Landers, our representative to the organization reported

- This quarters meeting was held at Index.
- The county archeologist who has been tasked with inventorying all historic sites in the county was present and reported that the scope of work has been cut down to what he sees as a manageable size. She expects to have the project completed by the end of 2019.
- The Tourism Bureau will do a limited run of this year's promotional brochure. A new Marketing Group has been hired and it is expected that a new marketing theme will be developed. At the moment the new theme under consideration is Snohomish County, Seattle North Country. A place for adventure, shopping and gambling. It doesn't seem that it is popular with those who have learned about it, but outside input does not seem to be a consideration. All indications are that the bureau will move forward with it though a final decision has not been made.
- In 2019 the League would like to hold its 4 meetings in different areas of the county. Jim would like to offer the museum as a location for early next year. The meeting would be at 10 AM on a Saturday so there would not be a conflict with our open hours which are 1-4 before June and the summer markets.

Approval was given for Jim to offer the museum as a meeting location.

Jerry reminded everyone to turn in their volunteer hours work sheets.

The next meeting will be on Monday, October 1, 2018 at 4 pm.

There being no further business the meeting was adjourned.

Respectfully Submitted,

Barbara Fahey, Secretary