

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

Approved Minutes from October 1, 2018 Board Meeting

NOTE: Adoption of the Collections policy manual was approved at this meeting.

President Jerry Freeland called the meeting to order at 4 PM. At her request Linda Borofka read the mission statement.

ATTENDANCE: Jerry noted that Larry Carpenter and Theresa Wippel were excused and that Dave Buelow had to leave at 5 so the finance committee report would be one of the first things on the agenda. With 13 members present a quorum was established.

GOOD OF THE ORDER: Jerry noted that once again several board members stepped forward to fill in at the markets when positions were left vacant. She expressed appreciation for the dedicated service given by several people throughout the market season.

MINUTES: Secretary Barb Fahey noted that a draft of the September minutes had been sent during the prior week. She enumerated a few minor corrections she had received and called for any others. One more typo was noted. She indicated that the approved minutes that will be posted will reflect the changes.

APPROVAL: Sandra Allbery moved for approval of the minutes as corrected and Dean Larson made the second. Motion passed with one abstention from Sandra Butterfield, who had not attended the last meeting.

TREASURER'S REPORT: Treasurer Sandra Allbery indicated the year to date budget report and Balance Sheet had been sent for review prior to the meeting. The numbers on the Balance Sheet are up to date related to all dividend payments. The numbers do not reflect unrealized gains due to stock value fluctuations, but right now the Schwab account has a value of \$231,398. The restricted funds held in the Fidelity Investment Account are up \$4590 in unrealized gains establishing the current value at \$94,431.

Sandra noted the news that The Bank of Washington, where we have our checking account, has been sold to Sound Credit Union. As a credit union, it pays a slightly high interest rate so we will be receiving .4% APR instead of .2% APR interest on our checking account balance.

The budget report reflects an increase in income from Plaza Pavers. This last month more bricks were bought than throughout the rest of the year. The signs displayed during the markets helped create interest. The original budget number anticipated the possible sale of a bench memorial. That hasn't happened, but paver sales have compensated for it and we are close to reaching the anticipated income goal in the category.

Proceeds from raffle tickets sales are reflected in the Fire Safety Fund. Greg noted the drawing is scheduled for noon on the last day of the markets.

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

FINANCE COMMITTEE: Sandra announced that the budget for 2019 would be developed soon. She requested that if anyone knew of any new income or expense items that should be considered for inclusion they alert the committee ASAP. She also noted that the new policies on membership might affect the budget. It has not been established in writing how donations that result in memberships should be accounted for in the Little Green Light system. She expects to present a budget to the board at the December meeting.

MARKET COMMITTEE: Dean Larson, committee chair thanks Dave, Jim and Greg for their help the previous Saturday. He also indicated appreciation was due Margaret Wilcox who replaced Christina for part of the day so she could be with her mother who is under hospice care.

Next week will be the last market of the season. Some reoccurring problems will have to be addressed by the committee to prepare for next year.

- Some of the vendors simply won't follow directions. A few long time vendors are the biggest problem.
- The effort to hire a support person for set up and take down did not work out well this year. Several problems arose with Sam. He started out very enthusiastic and willing to do the job, but he had trouble following through on his duties. He was not paid and was doing service hours. A new solution must be found for next season.
- Bank of Washington has been the sponsor of the non-profit table. With its sale to Sound Credit Union that sponsorship is in limbo. Follow up will be needed to determine if Sound CU will assume the sponsorship or if a new one must be found.

Dean Averill will be helping with the break down after the last market next week and will make sure that everything is stored properly.

The Board gave Dean Larson a round of applause and expressed appreciation for all his hard work and dedication as chairman this year.

Sandra Butterfield will be coordinating the volunteer appreciation party scheduled for October 7th. She hopes to take a picture of all the market volunteers during that event.

The question of how to deal with the remaining shopping bags was discussed. Sandra Butterfield plans to inventory them after the meeting. The canvas bags are market specific and sold better than the black, less expensive bags. Sandra Allbery noted that the profit margin on both types is very slim so they cannot be discounted very much. After consideration of various options, a motion was made by Dean Averill and seconded by Kathleen Ihnken to discount the bags; reducing the black ones to \$3 from \$5. and the canvas bags from \$10 to \$8. Motion carried unanimously. The information will be posted on Facebook in an attempt to get the word out.

DIRECTORS REPORT: Katie passed out a written report and expanded on some of the items.

- Two volunteers are needed to cover shifts at the volunteer recruitment open house at the Edmonds Library.
- An email was sent out recruiting volunteers to help with the Haunted Museum preparations and event.
- Santa will arrive on the vintage fire truck for the tree lighting so a driver for the truck is needed.
- The Christmas decoration for the museum should be up by the tree lighting. Volunteers are needed to help November 19 and 20th.
- The window replacement project start date has been pushed back. It will be underway later this month. The job must be finished by the end of December to satisfy the grant. The kitchen will be the last part of the project. Several of the cabinets will have to be removed to allow for window frame repair and window replacement. Now is the time to decide if all the cabinets should be remounted.
 - Everyone agreed that the storage space was needed and all cabinets should be retained. It was suggested that this might be a good time to install a larger refrigerator. After some discussion it was agreed we should investigate the potential cost of a new, larger fridge and with that information available make a decision next month regarding a possible purchase.
- There is a new volunteer whose name is Krissie Reetz. During the new interview process, it was learned that she has very good museum skills due to her experiences with a museum in Denver CO. She conducted tours, particularly focused on school students and is interested in doing that here as well. Katie feels she would be a good fit for our school visits program. She is also up to date on various computer skills and is familiar with Sign up Genius. She will be a great asset in that area. Two other volunteers have been interviewed and have potential but do not bring as much experience and will need training.
- There was advertising in the Beacon again last week for volunteers.
- The Historic Preservation Commission officially designated two more houses as historic homes: the Scalf/Morehouse residence at 645 Fir Street and the Yost residence at 658 Maple.
- Our part time collections manager, Briana Brenner, was married this last week and is on her honeymoon so work in that area is on hold until she returns. A motion was approved to purchase a gift for her not to exceed \$100. Sandra Allbery will take care of it.
- No new oral histories have been videoed. It has been difficult to set up a schedule with John Magnusson so it is still pending. Sue Lowell has been added to the list for an interview. She is loaning some things for the WW II exhibit and regaled Katie with so many stories it was impossible to track them. Katie asked if she could be videotaped and she readily agreed. Katie has sent an email to all volunteers who have been working on this project to determine who is still willing to stay engaged with the project.
- Next exhibit:
 - John Osberg is loaning a Japanese flag for the next exhibit.
 - A notice was in the Beacon asking for the loan of family items associated with WW II.

DEVELOPMENT COMMITTEE: Reports were introduced by Kathleen Ihnken, chair.

- **Tower Dedication:** Barb Fahey reported the event was lovely, but not as well attended as everyone had hoped. Very few current volunteers showed up. However, some longtime member/volunteers were present. Of note was that Mary Nielsen, the last living founder of the society was in attendance and was recognized for the vision of all the founding members. There were several people there who came to help honor Wanda Pederson. She seemed pleased with our dedication of the next exhibit in her honor. Greg Hoff was not present, but Clayton Moss was and appreciated our recognition of his part in making the Tower a reality. Barb thanked everyone who worked on the project, attended that day and provided food. Despite a small turnout, it was worth the effort. The mailing alone was a way of expressing our appreciation to our donors and volunteers for all they do and letting them know they are now honored. Many things were learned from the experience and the process set us up for future projects with good information and mail prep processes.
- **Annual appeal:** Barb indicated a meeting is scheduled for next Monday, October 8 at 5 pm to start the planning process for the first annual appeal effort.
- **Volunteer Recruitment:** This was covered in the Director's report. Kathleen noted that many docents are now self-signing themselves up for vacant shifts on Sign up Genius in response to email requests. However, Saturdays continue to be a problem. At this time there are no volunteers willing to staff evening hours. A survey to e-newsletter recipients is planned to seek information regarding desirable hours of operation.
- **Membership:** Linda Borofka announced there is a membership committee meeting scheduled for October 11th at 10 AM to discuss the membership renewal mailing scheduled for December after the annual appeal responses come in. A process for invoicing businesses will also be established.
- **Scarecrow Festival:** Dave shared that he was approached by Costal Bank about adding a new component to the Festival. They are taking over the old Union Bank building and by way of introduction want to orchestrate a contest. They will hide 30 clue balls among the various scarecrows. People who find them can turn them in at the bank for a blown glass pumpkin. Staff of the bank will oversee the contest and all Dave has to do is furnish information about where scarecrows are located. The museum is also adding a scarecrow hunting contest. A form will be available to list the location of five scarecrows. The completed forms can be turned in to the museum to be entered into a drawing for small prizes. The winning scarecrow builders will be honored at a reception after the next board meeting, November 5th. It will start at 7 pm. Jan Flom will oversee refreshments. Barb Fahey will have the certificates ready to award the winners.

GOVERNANCE COMMITTEE: Barb Fahey, Chair reported that once the Collection policy is approved, all critical governance documents will be in place. Sandra Allbery is working with Jan Flom to established all the required human resource policies and procedures. Barb will be working on revising the 2016 form 990 so our accountant will have correct numbers on which to base the 2017 report. That report must be filled by mid-November.

She then referenced the information she had sent out in advance of the meeting regarding the changes in the tax laws for 2018 and the fact that there will be closer scrutiny of non-profits regarding fundraising that is based on unrelated business activities. She feels there is the possibility that the markets may fall into that category. After some discussion, it was agreed that due diligence requires us to explore this matter further. An opinion should be

sought from our CPA and possibly a second opinion from another accountant knowledgeable about non-profit tax regulations

COLLECTIONS COMMITTEE: Jim Landers, co-chair referenced the **COLLECTIONS POLICY MANUAL** which had been sent out for review just before the September meeting. Adoption had been tabled to this month to give everyone adequate time to fully review it. Jim highlighted the important areas of collection management contained in the document and noted that no questions or concerns had been raised during the review period. He requested approval of the document.

Barb Fahey commented on how important this document was. Although good practices have been followed for some time regarding collections management, the actual policies had not been formally adopted by the board. In today's world, every museum needs to have a policies and procedure manual like this. She thanked Katie and Briana for all their efforts to create the document.

APPROVAL: Barb moved for the adoption of the Collection policies and Procedures manual. Dean Larson made the second. Motion passed unanimously.

FIRE MUSEUM: Greg Jorgenson, co-chair reported on his investigation into the lease opportunity of the well-recognized Red Barn owned by Wilcox construction. He thought it might be a possible location for the display of the vintage Ford Rio fire truck and other fire memorabilia. As assumed, the barn is a very rudimentary building. There is no heat and certainly no way to control the environment for humidity or other potential threats to displayed items. An initial estimate by Wilcox Construction to make the whole building useable is \$600,000. There has been some interest by other groups but most involve leasing the land, tearing down the barn and building something new. Though it is thought of as a historic fixture in Edmonds, the building is not officially historical and can be torn down. Wilcox Construction is no longer owned by the Wilcox family. Greg spoke with Paul Carter, one of the new owners who indicated they would take the concept of a possible fire museum under consideration as they evaluate potential uses for the barn. Paul suggested they could finish 1,000 sq. ft. to create a space to display the fire truck for \$300,000.

NATIVE AMERICAN HISTORY:

- Jim and Jerry Freeland are going to have lunch with John Osberg. John has indicated he would like to fund some type of a Native American display to honor the local tribes who used Edmonds as a passage point. He and Jim share a mutual interest in local Native American history and Jerry hopes they can work together to develop a concept for the display John desires.
- Jerry noted that apparently Katie had proactively gained some resources in this area and asked Katie for more information. Katie explained she had participated in two webinar presentation regarding what is available in the National Archives related to the Native American culture. They were focused on education and resources available for teachers to use as class room tools. She now knows how to access this information if it turns out to be useful to our efforts to include this long ago time period in our historical education efforts.

THREE YEAR EXHIBIT PLAN: Jim then addressed the process of developing a three year plan for future exhibits. He personally is concerned about the idea of developing exhibits to garner sponsorships. Before he joined the board, a concept was established in the vision plan of presenting some exhibits featuring local history tied to industries, people or groups, who could loan personal items for incorporation into the exhibits, provide personal oral histories based on the theme of the exhibit and be enticed to provide sponsorships because of their involvement. He feels sponsorship might suggest some type of oversight of an exhibit that could affect the integrity of the exhibits and

negatively impact our educational mission. He believes the exhibits should not be used as a way to raise funds to help balance the budget. After a brief discussion, it was agreed that this matter should be revisited to consider Jim's concerns.

LEAGUE OF SNOHOMISH HISTORICAL ORGANIZATIONS: Jim Landers is our representative. He noted the group only meets quarterly. He will be extending an invitation to use the Edmonds museum as a onetime meeting location in 2019 at their next meeting. He will notify us if a meeting date is established.

OLD BUSINESS: Jerry reminded everyone to turn in their blue volunteer hours reports to Kathleen.

NEW BUSINESS: The board was scheduled to hold an executive session so Katie was excused. The session started at 5:45 and lasted 35 minutes. The purpose of the session was to report on Katie's annual review. Jerry informed the board that she and Barb Fahey had meet with Katie to evaluate her performance this last year and set goals for next year. Jerry outlined the points that were discussed during the meeting regarding a few areas of concern that had been raised by board members prior to the meeting in an effort to improve these areas. These matters were fully discussed with Katie. Jerry had asked Katie about things she might be able to delegate to alleviate the sense that things are always done at the last minute, due to Katie's having to juggle so many responsibilities. Katie feels it would help a lot if we could find some people to assist with research requests as this frequently takes a great deal of time she would like to allocate to other things. Concerns about the website not always being current were discussed with her and the question was raised about someone else taking on that task. Katie feels it is important for her to be the final clearing point for information going on the website but would appreciate being notified if we see things on there that need updating. She doesn't have the time to monitor it frequently. A new goal Katie has for the coming year is to initiate more family friendly activates.

A great deal of discussion and input was given by all the board members. Some of the areas of concern were more fully developed. Jerry made note of these and asked all the members to contact her if they have issues that need to be resolved. Mutual agreement was reached that overall, Katie had done an outstanding job this last year, had meet the goals that had been established and deserved a raise. After reviewing her salary history and evaluating the current budget, it was decided that an increase of \$1500 was appropriate. Sandra Butterfield made the motion to increase Katie's salary by \$1500 and Barb was the second. Motion carried unanimously.

There being no further business, the meeting was adjourned at 6:20.

Respectfully submitted,

Barbara Fahey, Secretary