

**Hartland Area Historical Society  
Board Minutes  
July 13, 2009**

**Trustees Present: Shyrl Cone, Hildy Foley, Janet Frick, Scott Kulsavage, Tom Parshall, Diana Wells**

**Members Present: Nadine Cloutier, Curator; Emma Winegarner, Registrar; Leo Bard, Phil MacBride, Members**

**1. Call to Order and Attendance:**

President Tom Parshall called the meeting held at his home, to order at 7:30 PM.

**2. Meeting minutes from June 8:**

Pros and cons of having such detailed minutes on the web was discussed- whether beneficial to those who might be reading them, and it was decided to accept them as is.

Hildy Foley moved and Shyrl Cone seconded a motion to approve the minutes of June 8, 2009. The motion was carried.

The minutes from May 11 were also unanimously approved, after a motion by Hildy Foley and second by Diana Wells.

**3. Treasurer's Report:**

Shyrl Cone submitted a treasurer's report that reflected income in June of \$415.08

Total expenses from October 1, 2008 through June 30, 2009 were \$9,275.64. This included expenses for building improvements, dues and subscriptions, Gala-invites, misc., Waldenwoods and other expenses; gifts, insurance, printing and postage, program expenses, sales expenses, taxes, utilities and website.

The Current total in Certificates of Deposit is \$18,824.00. The total financial assets of the Hartland Historical Society as of June 30, 2009 are \$56,886.15.

### **Premier Savings Account:**

Tom Parshall suggested moving more funds into a Premier Savings Account and some to Money Market. Diana Wells stated that CDs were more practical for ease of moving monies around. Shyrl Cone will investigate these possibilities with National City Bank. We've paid half of the expenses for the building and our best legacy is to keep generating income.

Tom Parshall spoke of the possibility that we will expand in terms of programs and Shyrl Cone stated it would be beneficial to expand physically, as well. Tom stated that for a long-term goal would be fine, but beyond our capabilities for short-term goals.

Quester funds (for the flag) will stay in the standard account.

Shyrl Cone will submit a draft budget, reflecting the money rearrangement to Tom. He will submit it to the Board for approval. Shyrl stated and Tom reiterated that Quicken was not the best/most efficient way of accounting. EXCELL would be able to take care of our needs. Tom suggested using BRIEFCASE on our computers to keep up to date. Further, it was suggested that we transfer to other software as needed, such as at the beginning of the year. Our legacy for those who come after us was taken into consideration-leaving things in a manner that is easy to handle.

Hildy Foley moved approval of the treasurer's report and Scott Kulsavage seconded it. Motion carried.

### **4. Collection Committee Report:**

Nadine Cloutier and Emma Winegarner presented a report and printed handout, addendum (#4) that they need to have approved and added to the collections policy, regarding the registering of museum acquisitions. The report describes a registered object as being purposely manufactured reproductions of facsimiles of historical, or new and readily available materials acquired for program use, in which a historical artifact would be put at risk. Unlike collections objects, registered objects are distinguished by an "R" in front of the object number, otherwise the registration process is the same for both collections and registered objects. The registered objects are tracked to ensure a record of where bought or made for the purpose of replacement and as a tool to manage

inventories. Registered objects must have the approval of the collections committee before being used for exhibition or program purposes. Maintenance is the responsibility of the Board following recommendations of the Collections Committee, yet collection funds do not support the acquisition and maintenance. The disposition of non-accessioned registered objects is the responsibility of the Collections Committee.

Hildy Foley moved and Scott Kulsavage seconded approval for the addition of the addendum. The motion was carried.

Emma Winegarner showed examples of print-outs of the photo illustrated records of the acquisitions. Tom spoke of the demonstrated need for a catalog of images, to use for request purposes-for both individuals and organizations. Emma is also putting in Virginia Fournier's appraisal amounts for the acquisitions with the documentation sheets.

**Budget:** Tom Parshall stated that we now had a handle on all of the one-time expenditures and others are cyclic expenditures, so we can take last year's budget and adjust it a little bit since we've got it correctly in the computer it doesn't need to be redefined.

A discussion ensued with Nadine suggesting ear marking an additional \$1,000 for other items to put/store acquisitions in-as apart from Quester's money which is just for the flag.

**Drawing/Engineering of Flag Case:** Tom Parshall stated that he was quite clear on what the committee wanted-something that looks like a writing desk with a slope on top, about 4 inches deep in the front and about 8 in the back with the Plexiglas. Nadine furthered, "with sectioned drawers in front", and Tom stated that he was going to give it to John, the cabinet guy downtown. Nadine continued that the drawers would give support to the case, as well as storage, and Tom asked, "Do we want it movable?" The consensus was "no," that it would be stronger if attached and built on site. It would cut down on cost and take into consideration that the Plexiglas would be heavy and substantial, probably about  $\frac{3}{4}$  inches so it doesn't sag. It (the top) will probably have a groove to sit in rather than sliding in. The flag will be in a drawer which will pull out to get to the flag, because the top is too heavy to be hinged. It will have a lock on it. Tom showed

an illustration of how it would look, with a long handle attached to a drawer that can be pulled out, flag placed and then locked.

## **5. Museum Renovations update:**

### **Rafters Have Been Nailed:**

Rich and Tom got these nailed in and have another upcoming work day. They need to get special metal frames from Home Depot, which are required in commercial buildings. It was asked if we would **be** getting a hot water tank. Tom Parshall stated that this could be added at any time. A utility sink will be put in the furnace room. Tom stated **the need for** clean-up work (from construction) that needed to be done-“nasty work.”

## **6. Discussion of the handling of data and money (Develop an easy system)**

A discussion ensued as to using EXCELL for the handling of data and money as perhaps a simpler option to QUICKEN.

There was a discussion as to the handling of tickets at the GALA and for other events. It was suggested that costs be broken down on the ticket, half of the ticket given back to the purchaser and would serve as their receipt for tax purposes, including all the information such as tax ID#, they would need and we wouldn't have to send out receipts. It was further suggested that this method be developed for selling other items also, for example selling books with instruction sheets inside-for the seller.

Diana Wells spoke of the problems in dealing with the several points of collection. When someone joins or renews they get a membership cards. When they are due, a sticker is put on their newsletter. Do we need another secretary? No, it would add another person to the mix. The recording secretary gets the money, the treasurer does the tracking and technically they are check and balance against the other. The recording secretary keeps the master list. Diana Wells will probably still do labels and mail merge because of the complexity.

## **7. Upcoming Events**

### **A. Ice Cream Social**

The sign is ready to go up. The ice cream social will be held on July 26. In preparation, Hildy Foley will clean around the post office display area. Hildy and Chris Foley and Janet Frick will clean up the garden areas. Other than this there is not much planning left to do as all involved know what they are bringing and what their responsibilities are.

### **B. Heritage Day**

### **Richardson's meat costs \$100 per tray (1 tray feeds 50)**

Heritage Day will be held on September 19. A discussion ensued breaking down each food item by cost and the most cost-effective methods of acquiring and serving barbecue sandwiches and corn on the cob. This will continue to be investigated. Nadine Cloutier stated that Nancy Nawrocki said that we could use her land.

Tom suggested that we do the food for Memorial Day, as a good money maker, as well.

Insurance factors will be investigated as regards Heritage Day. Leo Bard stated that he carries heavy liability for his equipment-the steam engine.

### **8. Comments by the Board**

Tom sat in on a Community Renovation/Revitalization Committee meeting and stated that some of the items discussed were the addition of diagonal parking, creation of sidewalks and the acquisition of properties-diagonal from the museum for parking, doubling parking in downtown Hartland and burial of overhead lines. A big survey of Hartland is to be done. Hartland will be a revitalization project.

Tom is interested in approaching Meijer's about using Hartland Historical Pictures.

Inspection, Dry-wall, and contractors are the next step for the museum. Tom will investigate what contractors to hire. He is also investigating the details to take care of for the inspection.

Leo Bard is going to have a Postage Cancellation machine ready for Hildy Foley and the museum, no sooner than October.

### **9. Meeting Adjournment**

Hildy Foley moved and Diana Wells seconded a motion to adjourn. Motion carried. The meeting was adjourned at 9:20.

Respectfully Submitted,  
Janet Frick, Secretary

**Next Meeting, TBA**