

**Historical Society of Dayton Valley**

**BOARD MEETING MINUTES**

Wednesday, January 14, 2014 – 10:30 a.m. Open Session  
**Dayton Valley Community Center**

**MISSION STATEMENT**

To protect, preserve and promote the Historic Dayton Museum as well as Dayton-area history, historic integrity, heritage and culture for the education and enjoyment of present and future generations.

<b>ITEM</b>	<b>ITEM DESCRIPTION</b>
<b>CALL TO ORDER:</b>	Board president called the meeting to order.
<b>ROLL CALL:</b>	<ul style="list-style-type: none"> <li>✓ Mabel Masterman, President</li> <li>✓ Barbara Peck, Vice President</li> <li>✓ Mary Ann Sichak, Secretary</li> <li>✓ Grace Ricci, Treasurer</li> <li>✓ Elaine Bergstrom, Director</li> <li>✓ Jenny Dodds, Director</li> <li>✓ Tom Parcels, Director</li> <li>✓ Laura Tennant, Historian</li> </ul>
Welcome	The Board president provided an introduction to Board meeting proceedings.
Flag Salute	The Board president led the flag salute.
1. Adoption of Agenda  (Consideration for Action)	This item was provided as an opportunity for directors, through consensus, to re-sequence or table agenda topics.
<b>REPORTS AND COMMUNICATION:</b>	
2. Directors' Reports	This item was provided as an opportunity for Directors to give Society related reports:
<b>PUBLIC COMMENTS:</b>	Public comments were heard by the Board: Johnye Saylor expressed concerns regarding a letter from the HSDV that was presented to the Board of Commissioners. . Elaine Bergstrom requested the Board consider memorials and donations in memoriam at the next Board Meeting.
<b>BUSINESS</b>	
3. IRS 501(c)(3) Non Profit Status  (Supplement)  (Possible Consideration for Action) President	The IRS 501(c)(3) non profit status of the HSDV has been revoked. Director Masterman moved and Director Parcels seconded to form a committee including Mary Ann Sichak, Jenny Dodds, Vicky Kinney and Laura Tennant to meet as soon as possible to formulate a plan and move forward to renew our status. The motion was approved 7-0.

<b>GENERAL:</b>	
4. HSDV Meeting Protocol  (Supplement)  (Consideration for Action) Secretary	The Board considered a proposal for how Board Meetings and General Membership Meetings will be conducted. Director Sichak moved and Director Parcels seconded that the Board meeting protocol be adopted as proposed; that Society business be conducted at Board Meetings and General Membership meetings have a social and historical education emphasis. The motion was approved 7-0. (See Appendix A)
5. 2014 Board Meeting Norms  (Supplement)  (Consideration for Action) Secretary	The Board reviewed a list of sample norms. Director Sichak moved and Director Dodds seconded to approve eight norms to be observed by the Board in our meetings. The motion was approved 7-0. (See Appendix B)
6. 2014 Organizational Chart and Appointment of Standing Committees  (Supplement)  (Consideration for Action) Secretary	The Board received the 2014 organizational chart and a proposal for committee appointments for their consideration. Director Bergstrom moved and Director Peck seconded to approve organizational chart and appointments of standing committees. The motion was approved 7-0. (see Appendix C)
7. HSDV Computer System Implementation Proposal  (Supplement)  (Consideration for Action) Technology Team	The HSDV proposed computer system list has been reviewed and an implementation proposal was presented for the Board's consideration. Director Dodds was requested to bring back a proposal on the purchase of a digital projector and also options for internet service at the museum including cost and recommendations to the February Board meeting. Director Sichak moved and Director Masterman seconded to approve the HSDV computer system implementation proposal. The motion was approved 7-0.
<b>ACTIVITIES AND EVENTS:</b>	
8. Nevada 150 Commission - Celebrations of Nevada's 150 <sup>th</sup> Anniversary  (Supplement)  (Consideration for Action) Laura Tennant, Historian	The Board, explored the possibility of partnering with other community organizations and businesses to sponsor a Dayton Signature Event to celebrate Nevada's 150 <sup>th</sup> anniversary. Director Tennant agreed to research the state guidelines for an event and set up a meeting date for planning an event that will take place in May during State History Month.
<b>CONSENT AGENDA:</b>          (Consideration for Action)	All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless Members of the Board or public request specific items to be discussed or deleted from the consent agenda for separate action. Barbara moved and Elaine seconded to approve the consent agenda. The motion passed 7-0.

9. Board Meeting Minutes (Supplement)	Minutes of November 13, 2013 board meeting and November 20, 2013 general membership meeting.
10. Financial Report-November (Supplement)	The Board received a financial report of income and expenditures from 11/1/2013 to 11/30/2013.
11. Financial Report-December (Supplement)	The Board received a financial report of income and expenditures for 12/1/2013 to 12/31/2013, including a report of CD Assets.
12. Computer Project (Supplement)	Approval of this item formalized phone/e-mail vote by the 2014 Board of Directors, taken prior to the next scheduled Board meeting in order to expedite approval allowing us to complete <i>selected portions</i> of an overall computer project previously approved by the 2013 Board prior to year end.
<b>ADJOURNMENT</b>	Director Parcels moved and Director Masterman seconded to adjourn the meeting at 12:25 pm. The motion passed 7-0.

Submitted by Mary Ann Sichak, HSDV Secretary  
Board Approved 2/12/2014

Appendix A

# PROPOSAL: Board Meeting / General Meeting Protocol

The purpose of Board Meetings is to direct the work of committees and to make decisions in the best interest of the Society and its mission. The majority of work is done in committees who then bring updates and proposals to the Board for their consideration. Board members are active committee **members and each committee has a Board member liaison.**

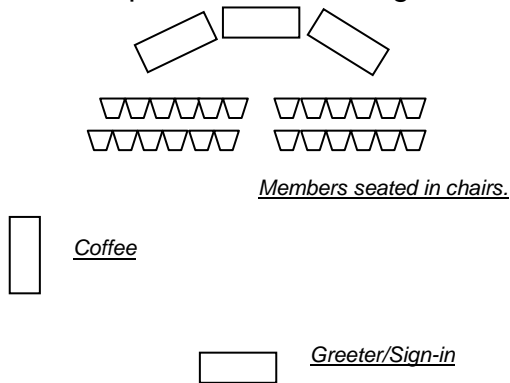
Board meetings will be held at the Community Center the second Wednesday at 10:30 AM. They are open meetings and will be recorded. The Board will sit at tables in front; the audience will sit in chairs facing Board. Audience members desiring to address the Board on any item on the agenda are asked to raise their hand at the time the item is up for discussion. When recognized by the Board President, they should stand and state their name for the record. For items not on the agenda, audience members may address the Board during "Public Comments." The agenda will be published three days prior to the meeting so that members may have the opportunity to attend in order to hear or address items of interest to them. Agenda items will not be added after the agenda is published. Board members will not take action on non-agendized items.

General meetings are for promoting history for the education and enjoyment of members and guests. They will be held at the Community Center on the third Wednesday. Starting in February 2014, General meetings will be held in the evening to allow the opportunity for more people to attend.

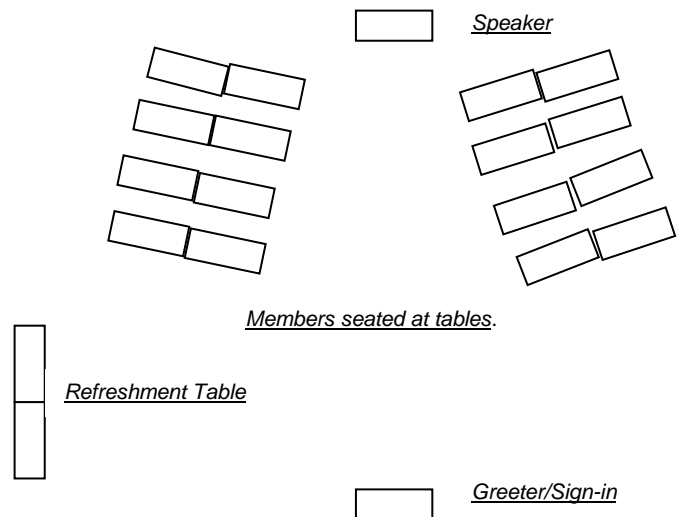
## General Meeting Agenda:

- 7:00-7:15 PM Coffee/tea and cookies and socializing
- 7:15-7:30 PM Announcements, Information, Introduction of New Members, Recognition
- 7:30-8:30 PM Historic presentation, guest speaker, demonstration, etc.

### Set up for Board Meetings:



### Set up for General Meetings:



**Board Approved 1/14/14**

APPENDIX B

## **HISTORICAL SOCIETY OF DAYTON VALLEY 2014 Board Norms**

- Practice transparency: avoid hidden agendas.
- Conduct group business in front of group – personal business outside of the meeting.
- Promise to come prepared to meetings and projects.
- Express disagreement with ideas, not individuals.
- Problems are presented in a way that promotes constructive discussion and resolution.
- Make the decision and assign follow-up actions and responsibilities.
- We will listen respectfully and consider matters from another's perspective.
- Give others a chance to talk. Silence does not always mean agreement.

**Board Approved 1/14/14**

**HISTORICAL SOCIETY OF DAYTON VALLEY**

APPENDIX C

# ORGANIZATIONAL CHART 2014

## BOARD OF DIRECTORS

<b>PRESIDENT</b> Mabel Masterman	<b>VICE PRESIDENT</b> Barbara Peck	<b>SECRETARY</b> Mary Ann Sichak	<b>TREASURER</b> Grace Ricci
<b>DIRECTOR</b> Elaine Bergstrom	<b>DIRECTOR</b> Jenny Dodds	<b>DIRECTOR</b> Tom Parcels	<b>HISTORIAN</b> Laura Tennant

## COMMITTEES

<b>Membership</b> Director Liaison: Mabel Masterman 775-246-4457 memaste@aol.com	<b>Financial</b> Director Liaison: Elaine Bergstrom 253-740-4034 bergstrom.elaine@gmail.com
<b>Education</b> Director Liaison: Barbara Peck 775-246-9653 bpecknv@yahoo.com	<b>Governance</b> Director Liaison: Mary Ann Sichak 530-391-6787 masichak@gmail.com
<b>Communications</b> Director Liaison: Mary Ann Sichak 530-391-6787 masichak@gmail.com	<b>Museum</b> Director Liaison: Laura Tennant 775-246-3256 l10ant38@gmail.com
<b>Maintenance</b> Director Liaison: Tom Parcels 775-246-9419	<b>Fire House / Jail</b> Director Liaison: Mabel Masterman 775-246-4457 memaste@aol.com
<b>Technology</b> Director Liaison: Jenny Dodds 775-410-5740 Jennydodds19@gmail.com	<b>Railroad Depot</b> Director Liaison: Tom Parcels 775-246-9419

## MEMBERSHIP

**Director Liaison: Mabel Masterman**

Lead: Vicki Kinney

Members: TBD

**PURPOSE:** Increase and enhance society resources by actively pursuing ways to increase Society membership.

**GOAL:** Plan and hold annual membership drive. Set up and man HSDV “traveling” information booth at community events, e.g. fairs, conferences, etc. Provide up close and personal orientation for new members.

**Areas of responsibility:**

Membership Drive

Traveling Membership Booth

Orientation for new members

- Send out welcome packet as soon as we receive membership application including:
  - Welcome letter
  - Membership card
  - Survey of Areas of Interest w/self addressed return envelope
  - Society information
  - Walking tour brochure
  - List of recommended reading
  - List of important contact information
  - Calendar
- A week before the next general meeting, call and personally invite new member to attend.
- Pass contact information to appropriate committee chairperson based on survey of areas of interest response.
- Greet and introduce at meetings

Recognition: Make sure members are recognized for their hard work and accomplishments.

Certificates of Recognition shall be presented at Announcements/Information segment of general meeting.

**FINANCIAL**

**Director Liaison: Elaine Bergstrom**

Lead: TBD

Members: Grace Ricci, Andy Sichak

**PURPOSE:** Prepare an annual projection of expenses and income, and a detailed year-end report. Devise ways and means to raise funds. Actively seek grants.

**GOAL:** Set up a simple accounting system that clearly shows details of society activities and society business. Develop and grow the financial resources of the Society in order to fund restoration of the Depot, restore and/or preserve other buildings and collections in our care, promote historical education and fund the operating expenses.

**Areas of Responsibility:**

Annual Budget

Year End Financial Report

Accounting System

Resource Development

Grants

Fund Raising

**GOVERNANCE**

**Director Liaison: Mary Ann Sichak**

Members: Mabel Masterman, Barbara Peck

**PURPOSE:** Keep a record of all legal documents, licenses, etc. and their renewal dates if any to make sure we are current and up to date. Review and update the Board Handbook. Review and update By-Laws. Organize a policy binder. Write new policy as needed to be presented to the Board for adoption.

**GOAL:** To ensure all governance documents provide the appropriate structure in order to carry out the duties and responsibilities in an efficient, responsible and ethical manner.

**Areas of Responsibility:**

Governance Documents, e.g. taxes, non-profit status

Mission Statement

Vision and Goals

Board By-Laws

Policies

Board Handbook

Facilitate and oversee elections and election process

Educate Board on Roberts Rules of Order and meeting procedures

## **EDUCATION**

**Director Liaison: Barbara Peck**

Lead: Laura Tennant, Historian

Members: Elaine Bergstrom

**PURPOSE:** Work to maintain the society's role to protect, preserve and promote Dayton area history with accuracy, honesty and sensitivity. Set up and execute the 4<sup>th</sup> grade history program including chautauqua and Old Town Dayton tour. Historian works in conjunction with Docent Lead to develop presentations, speakers, events for general meetings.

**GOAL:** Continue the successful 4<sup>th</sup> grade school program and expand it for presentation to members. Work in conjunction with Museum Curator to provide support for historical presentations at events for members and the public, e.g. general meetings, Dayton Valley Days, walking tours, and the fall Ghost Walk/Hayride.

**Areas of Responsibility:**

School Program – Lead: Barbara Peck

Historical Presentations to Members/Public

Historical Events, e.g. Ghost Walk/Hayride, tours

## **MAINTENANCE**

**Director Liaison: Tom Parcels**



Lead: TBD  
Members: TBD

**PURPOSE:** Schedule and perform maintenance for all buildings and grounds.

**GOAL:** Develop a schedule for building and grounds regular and preventative maintenance. Make a schedule for light maintenance to be done on weekends by museum sitters. Make a schedule for deep cleaning of buildings. Make a one year plan and a five year plan with cost projections for regular and preventative maintenance.

**Areas of Responsibility:**

Make necessary repairs as needed  
Schedule and project cost of preventative maintenance  
Schedule light and deep cleaning  
Work in conjunction with county as needed

## **TECHNOLOGY COMMITTEE**

**Director Liaison: Jenny Dodds**

Lead: Jack Folmar  
Members: TBD

**PURPOSE:** At the direction of the Board, purchase, set up and maintain technology and audio visual equipment as needed for efficient operation of the work of the Society. Photograph activities of Society and store digitally. Maintain historical photographs and store digitally. Provide photographic displays for Society events and activities.

**GOAL:** Own and maintain equipment needed to record, photograph and store the events and operations of the organization. Activate Internet service at the museum.

**Areas of Responsibility**

Hardware  
Software  
Audio-visual  
Photograph the activities and programs of the Society and maintain hard copy and digital files

## **COMMUNICATIONS**

**Director Liaison: Mary Ann Sichak**

Lead: TBD  
Members: TBD

**PURPOSE:** Facilitate effective communication of society information and activities to keep all members informed of Society activities and ways they can participate. Develop effective methods and procedures to communicate effectively with public.

**GOAL:** Establish effective communication procedures for Board and membership. Establish working relationships with other community organizations via community liaisons to further the mission of the society and the development of Old Town Dayton.

**Areas of Responsibility:**

Spokesperson: Mabel Masterman  
Publicity: TBD  
Website: Linda Clements, Webmaster  
Social Network: Ray Fierro  
Newsletter(s): Mabel Masterman  
Calendar: Mary Ann Sichak  
County and community liaisons:  
Scrapbook: Margy Bethers  
Hospitality Committee: TBD  
Editing/Fact Checking Committee

## **RAILROAD DEPOT**

**Director Liaison: Tom Parcels**

Lead: TBD  
Members: Andy & Mary Ann Sichak, Bernie & Pat Allen, Bob Wallace, Elaine & Don Bergstrom, Duncan Lee, Jack Folmar, Jenny Dodds, John Crowley, Linda Clements, Keith & Carol McKim, Phyllis King, Lori & Gary Duncan, Lynne Ballatore; Margy Bethers, Stony and Laura Tennant; Vicki Kinney, [Colin](#) Crowley

**PURPOSE:** Raise funds and restore the Dayton Railroad Depot to its original 1881 condition.

**GOAL:** Make short term and long term plan for restoration. Actively pursue grants for restoration of Depot.

## **FIREHOUSE/JAIL**

**Director Liaison/Lead: Mabel Masterman**

**PURPOSE:** Continue to upgrade the exhibits, maintain and preserve the collection and seek new additions to the collection. Open for the public at events.

**GOAL:** Accession of all items in the collection. Find more occasions to open Firehouse/jail to the public.

## **MUSEUM**

**Director Liaison: Laura Tennant**

Historian: Laura Tennant  
Curator: Pat Neylan  
Members: TBD

**PURPOSE:** Continue to upgrade the exhibits, maintain and preserve the collection and seek new additions to the collection. Assure proper accession of all items in the collection. Train and maintain docent program. Schedule sitters/docents for when museum is open. Operate museum gift shop.

**GOAL:** Pursue history of the area and ways of presenting it to fulfill our mission. Be impeccable regarding the accuracy of information presented. Develop a strong docent training program. Open JohnD Shop for viewing and demonstrations.

**Areas of Responsibility:**

Accession Program – Jenny Dodds, Lead  
Docent Group – Pat Neylan, Lead  
Docent Newsletter – Margy Bethers  
Exhibits  
Historical research  
Historical presentations at general meetings  
JohnD Shop – Stony Tennant and Andy Sichak  
Museum gift shop - TBD  
Book Committee – Phyllis King, Lead

BOARD APPROVED 1/14/14