

Historical Society of Dayton Valley
BOARD MEETING MINUTES

Wednesday, July 9, 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.

WELCOME

1. Board president called the meeting to order
2. Roll Call: Mabel Masterman, Barbara Peck, Grace Ricci, Mary Ann Sichak, Elaine Bergstrom, Jenny Dodds, Tom Parcels, Laura Tennant were present.
3. Flag Salute: The president led the flag salute.
4. Board President introduced Board Meeting Procedures
5. For Possible Action: **Review and Adoption of Agenda**. Mary Ann requested that Item #7 be pulled for comment and discussion. She also requested that Items #16 and #20 be moved to follow Item #6. Mary Ann moved and Laura seconded to approve the agenda with the modifications. The motion passed 8-0.

REQUEST FOR PARTICIPATION

6. For Possible Action: **2015 Pony Express Convention** – Ron Bell, representing Pony Express Lincoln Area Division had requested to be on the agenda to discuss with the society possible thoughts and/or ideas for a potential Dayton related daytime activity for attendee's spouses during their upcoming 2015 convention being held locally. This item was not heard as Ron Bell did not attend.

PUBLIC COMMENT – There were no public comments at this time.

CONSENT AGENDA - *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 Directors 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.*

Mary Ann moved and Mabel seconded to approve the consent agenda with the exception of Item #7 which was pulled for separate consideration. The motion passed 8-0.

7. For Possible Action: **Minutes** of June 11, 2014 Board of Directors meeting The draft minutes originally distributed with the agenda were revised and redistributed to Board members. Laura Tennant's name was added to those present at roll call; Item #20, was revised to say "board members should not chair the committee" and "present governance committee consists of Board members." Item #16 corrected to say "John Crowley." Tom Parcels moved and Laura seconded to accept the minutes as amended. The motion passed 8-0.
8. For Possible Action: **Walking Tour Brochures** – At the June Board Meeting the Board accepted the bid from Patrick Media for \$3,840.55, dated May 27, 2014 for 10,000 brochures. In a subsequent poll of the Board Members via email and phone, the Board approved an expenditure of \$1,840.55 from the general fund (in addition to the \$2,000.00 Room Tax money secured) that will allow us to print 10,000 copies of current brochure. President Mabel Masterman directed Vicki Kinney to move forward with the order of 10,000 Walking Tour Brochures. Approval of this formalizes the decision made prior to a scheduled Board meeting in order to expedite approval and take advantage of the current bid.
9. For Possible Action: **Accession Procedure** – At the June 2014 Board meeting, an Accession Policy was approved. This written procedure is a follow-up to that policy.

REPORTS AND COMMUNICATION

10. For Possible Action: **Treasurer's Report** – Grace Ricci provided a treasurer's report on income and expenditures from 6/1/2014 to 6/30/2014. Balance was \$6,892.61 (rummage sale funds were deposited on the 30th and did not show up on the bank statement. They will be reported on the next treasurer's report. The deposit was 3366.87. Checkbook balance as of today is \$10,233.19.) Tom moved and Barbara seconded to accept treasurers report. The motion passed 8-0.
11. For Possible Action: **Correspondence** – The Board reviewed correspondence received since the last Board meeting:
 - Grace clarified that we do not pay a fee for the booth at Dayton Valley Days
 - Insurance firm sent notice of possible changes in policy and offered terrorism coverage. We will not sign up for terrorism coverage. Grace will let us know of any changes in cost or coverage when we receive the annual statement.
 - A letter was received from Jill Holly Strong in appreciation for HSDV returning 1884 baby quilt to family members. Copies of the letter will be given to Linda Clements, Laura Tennant and Mabel Masterman for their historic research records.
 - Grace will give current copies of the state sales tax exemption certification which expires in 2019, and exemption of business license certification which expires in 2015, to the Board members.
 - We received the Reno Historic Society newsletter.
12. For Information: **Directors' Reports**

Tom – Maintenance projects that need to be completed at the museum: 1) remove and dispose of trash and discarded items at the back of the museum 2) iron fire doors (shutters) from the bluestone building need to be moved away from side of the museum as they are causing damage to the building. They will be temporarily moved to a safe location at the back of the museum property and Laura will contact Judge Camille Vecchiarelli to discuss refurbishing and rehanging at the bluestone building 3) removal of an air conditioner and an evaporative cooler that are currently in windows at the museum and haven't been used in years. The windows will need to be repaired and restored. Additionally other windows will need repair. Tom has spoken with Mike Workman from the county regarding fire safety signs at all our buildings and will work with him after he returns from vacation to get this project completed.

Barbara - "Barbara Peck resigned as vice president of the HSDV Board of Directors.

Jenny – We have the DVD Lending Library at the museum in a secure location. Arrangements have been made with the docents to manage the DVD Lending Library during the time the museum is open to the public. The library will be available to members only at this point. Inauguration is going to be on Open House Sunday (July 27) this month. This is a huge amount of work that Jack has done, coordinating and labeling them and now we will all be able to borrow the DVDs, copy them, and they will be available for everyone to share. Now that we have our 501(c)(3) certification and nonprofit status we are eligible to purchase the Micro Soft Office Suite program at a minimal cost (about \$35) instead of the present version we're using that is "fraught with problems." Jenny will "start the ball rolling" on getting our own program.

Tom –An open sewer gas pipe in store room that was causing odor has been capped, sealed off and metal plate put over the top.

Elaine – Comstock Youth Worker Program informed us that if there is a student that would like to transfer from a different project, they will contact us, but at this time, they do not have a student to assign to us. Elaine shared information on the Donna McElroy memorial bench. The Board had previously approved Gary McElroy, Elaine and Tom to complete the selection, purchase and installation of the bench with Board approval. The Board liked the selected bench and directed Elaine to work with Gary and Tom to proceed with the purchase and installation.
13. For Information: **Dayton History Book Project** – Laura Tennant gave a progress report on her book on the history of Dayton. She and Jack Folmar are working diligently, have had one deadline, another coming up soon. So far they've got an "A+" from the publisher. "Learning a lot and moving forward," Laura reported.
14. For Information: **Oodles of Noodles** – Mary Ann Sichak submitted an Outcome Report on HSDV activities at the event. 141.5 hours of volunteer time and approximated 300-400 visitors.

Sales: \$8 postcards, \$10 Fanny Hazlett book Expenses \$50 for booth, \$20 (in kind—Andy made and donated branding irons)

What made event successful? Visitors strong interest in history; blacksmiths drew a lot of interest; wood disc branding was popular. Fantastic volunteers.

Things to improve or not do again: Plan for only paid parking at Depot next year unless an agreement is worked out with Chamber to provide ample access from Pike St. for foot traffic and direction signs. Early communication and firm agreement with Chamber for placement of booth, open space in front of firehouse/jail and directional signage on Pike St. are critical.

Ideas/Suggestions for next time: Activity in front of museum to attract foot traffic from Pike St. and Logan's Alley. Attend Chamber meetings and develop relationship with Chamber.

15. For Information: **Rummage Sale** – The Board received a report on this year's rummage sale from Chairperson Vicki Kinney. Vicky guessed 400 hours of volunteer time. Estimated 600 visitors; minimal expenses. Volunteers, publicity and set up made it successful. Should improve publicity. Does not recommend having rummage sale during Oodles of Noodles. Use of depot will diminish as restoration goes forward and we need to investigate options early next year and set dates and donation sites early.
16. For Information: **Blacksmith Demonstrations** – Andy Sichak gave a report on our newest attraction at the museum, blacksmith demonstrations (including branding initials on wooden discs). Andy covered a couple of things. Tomorrow he will be bringing plywood to install cover on deck at Depot, a temporary solution to the uneven surface. Andy discussed coal use, shared some items they will be making at the JohnD to sell in the museum gift shop including, miners candle holder, "s" hooks, salt spoons. He expressed strong concern about street being blocked off which blocked access to the museum. Resolutions were discussed. Branding of wooden discs was a very successful project. Stony and Andy will research and develop accurate historical information of blacksmithing and its history in the area to present to visitors. Laura and Linda offered to contribute research they already have. Andy requested permission to set out a donation box. He was encouraged to do so. He projected that the next event, Dayton Valley Days, will require approximately \$50 in materials for the blacksmith.

BUSINESS

17. For Possible Action: **Financial Committee Report** – Recap of meeting.
 - A big thank you for everyone's efforts to obtain reinstatement of 501c3 status.
 - Committee in full agreement that we don't need a professional to file income tax report this year. Can be done simply on line. Shared what the completed form looks like. Clarified that all tax returns were filed by 2013 Board to bring us up-to-date. The committee recommended that Don Bergstrom complete and file the 2013 income tax. Mabel reported that she had done research with IRS and contacted, at a member's recommendation, 21st Century in Dayton. They proposed, as professionals, how they would handle it. Mabel and 21st Century owner, Marlene Larson, discussed possible agreement that, with power of attorney, they would file 2013 IRS income tax return postcards; with power of attorney they would check our status of tax filings from 2009 to 2012; with power of attorney they would file back returns as required and going forward. In return, 21st Century would be life members of the Historical Society free of charge, for as long as they own the company and remain in business. Discussion followed regarding pros and cons for an agreement with 21st Century. Mabel moved and Tom seconded that we have 21st Century, Marlene and John Larson, owners, do our tax filing for 2013 for no charge, including power of attorney for 2013 tax issues only and they will check status of 2009-2012 HSDV filings and represent us in any discussion or audit by IRS. They will provide HSDV with copies of all forms and documentation. In exchange we will give them a one year business membership which could be renewed annually if desired by both parties. The motion passed 8-0.
 - 2014 budget – The committee will review how to keep assets, e.g. CDs, from flowing through books as income. Want to more accurately record income and expenses to appropriate accounts and the 25:75 split. FC will develop deposit form to be used whenever funds are given to Grace for deposit that reflects the account and split. Linda Clements is researching the history of the 25:75 split and with that information the FC will bring to the Board what we

are working with now or should be working with based on past minutes and recommendations for what we should do going forward.

- Completion of state sales tax use application. The Finance Committee requested a copy of certification for files.
- FC will work on pulling together projects, e.g. wagons, boxcar, etc. to set priorities and projected costs and other needs.
- FC will work on engaging community members who share a common vision of not only small project and maintenance but including large projects such as restoration of buildings, e.g. Pony Express wall, and will work to build collaboration with other societies and foundations

COMMITTEE UPDATES

18. **For Information: Railroad Working Group Update** – Phyllis King gave highlights of the July 8, 2014 RRWG meeting. Phyllis gave us a handout and corrected that \$271 was received for parking and next RRWG meeting will be July 22, not July 15. Clarified that HSDV Planning Form needs to be submitted with projected expenses before any funds would be paid out. On July 11 at Depot at 10:00 am interested RRWG members will meet with Peter Dube, an historic architect to share our vision of the restoration of the depot hear his on-site appraisal and recommendations for going forward. We are working with Peter to set up an evening meeting where he will share pertinent historical projects he has worked on, other buildings that may be moved to the depot site, master planning process and restoration timeline. Phyllis extended an invitation to all members, not just RRWG members, to attend the next meeting on the 22nd at 6:00 pm. to plan for Railroad Days. Looking for ideas for food, music, and advertising and for volunteers to participate. The society has four booth spaces for DVD so we should have ample space for access to Depot from Pike St.

EVENTS / ACTIVITIES / PROJECTS UPDATES

19. **For Information: Dayton Valley Days** – Mary Ann Sichak volunteered to chair DVD (not Railroad Days, that is being done by RRWG) and presented a Planning Sheet for Dayton Valley Days coming up in September in conjunction with Railroad Days. Mabel suggested finding a general member volunteer to work with Mary Ann to coordinate. (Attachment)
20. **For Information: Pony Express Territory (PET) Kiosk** – Andy Sichak reported that he discussed the set up of the kiosk with Bruce Rettig, who was our June speaker and who is in charge of setting up the kiosks for PET. Andy will meet with Bruce at the museum tomorrow morning to determine what's needed and to set up the kiosk.
21. **For Information: Annual Barbeque** – The annual HSDV barbeque will take place at Stony and Laura Tennant's home on August 23 at 3 p.m. The Tennants will provide hot dogs, hamburgers, buns and beverages. Please bring pot luck dish of your choice. Strictly for fun!

PUBLIC COMMENTS / OPEN DISCUSSION

Mary Ann stated that last month it was suggested that we have the booth at NV150 Fair (Mary Ann investigated and found there would be a \$200 fee.); a Wild Horse event in Virginia City (it would be the same date as the HSDV picnic). Mary Ann will look into possibility of the booth going to the Lyon County fair, and at October 4 event in Stagecoach, "Pumpkins and Airplanes" their annual fly-in event.

ADJOURNMENT

Mary Ann moved to adjourn, Mable seconded at 1:45 pm.

Submitted by Mary Ann Sichak, HSDV Secretary
Board Approved 8/13/2014