

**HISTORICAL SOCIETY OF DAYTON VALLEY**  
**MINUTES – BOARD OF DIRECTORS MEETING**

January 13, 2016

The monthly Board of Directors Meeting was held at the Dayton Valley Community Center, Dayton NV.

Meeting was called to order at 10:35am by President Gloria Manning followed by the Pledge of Allegiance

**Board Members present:** Gloria Manning (Pres.), David Dukleth (Sec.), Lynne Ballatore (Tres.), Bernie Allen (Dir.), Duncan Lee (Dir.), Stony Tennant (Dir.), Laura Tennant (Historian), **Others present:** Phyllis King, Gretchen Arndt, Elaine Bergstrom, MaryAnn & Andy Sichak, Jack Folmar, Vicky Kinney

**MINUTES:**

- A motion was made by Laura and seconded to approve minutes of November 10, 2015 Board of Director's meeting as presented with no omissions or corrections. Motion passed unanimously.

**TREASURER'S REPORT:**

- Lynne addressed the need to change the names (signers) on the HSDV checking account with Nevada State Bank. After discussion it was decided that the current President, Treasurer, and Secretaries names will be updated at the bank. All three signers need to go together to make this change at the bank. A copy of the Societies minutes will also be required at the Bank and we will need our HSDV on-line Officers information updated. Lynne is working on the paper work for the Secretary of State which will require a \$50.00 fee to update our list of officers. Lynne also plans to add the directors names. She also addressed the need to update the Societies business information with the Secretary of States Office. We are not required to have a business license since we are a non-profit organization. Lynne will need to get that notarized. We are also exempt from charitable solicitations...as we do not solicit (less than five people okay) for donations. This exemption can be changed later if need be at no cost. We also need to update the Registered Agent status since Grace Ricci will no longer be acting as our agent. It was suggested that by using HSDV's Shady Lane address the Society can be designated as its own Registered Agent. A \$60.00 fee is required for the change of Agent. Lynne will be working on all this and get back to us as the information is updated. A motion was made by Lynne and seconded by Bernie concerning the checking account and Agent name changes. Motion passed unanimously.
- Lynne discussed our CD's. Most are with the US Bank and one is with the Bank of the West. She will have to change the contacts but anything further can wait until next month since Grace is still updating the CD information/numbers.
- Lynne brought up some tax information. She would like to put in a 990-N form (on line) for our taxes instead of using 21stCentury. The form is used when gross receipts are less than \$50,000. We had used this form in 2007-8 but stopped over the next few years resulting in our loss of 501(c) 3 nonprofit status at that time. It also is notification that we are still an active organization. In 2012 we paid a \$50.00 fee to trade mark the HSDV name since there are two other inactive organizations with history related names/functions out there. Motion made by Laura and seconded by Bernie for Lynne's approval to use the 990-N form.
- Lynne put before the group as to who should have Post Office Box keys. A third key can be made for \$9.00. The second key will be held by the President. Consensus was that the group should also address who should have access and where the keys are for the museum. Plus Stony suggested we should have a master set of keys located somewhere. Phyllis asked to have the issue of who has keys be put on hold as it's something she is working on.
- *Lynne* asked for status of what to do with all of Grace's records when she hands them over. Elaine said she and Vicki put all past years financial records (ending as of two or three years ago) labeled by receipts and expenditures for each year and put in a top drawer file cabinet at the back of the museum. It was felt that a safe or vault might be a future consideration.
- Lynne presented her Treasurers Report which was handed out at the beginning of the meeting. Lynne presented a detailed Income and Expenses Report for November and December as well as a 2015 year ending report.  
Starting Balance November: \$8,823.05, Income: \$526.08, Expenses: \$875.50; Ending Balance: \$8473.63.  
Starting Balance December: \$8,473.63, Income: \$1568.00, Expenses: \$1870.27; Ending Balance: \$8171.36.  
Starting Balance 2015: \$5149.34, Income \$34421.89, Expenses: \$31399.87, Ending Balance 2015: \$8171.36.
- Laura added that she has an additional \$200.00 for sales of the Dayton book.
- After discussion, a motion was made by Bernie to accept the Treasurers Nov-Dec 2015 Income/Expenses financial report and the detailed 2015 Income/expenses financial report as presented. Motion seconded by Laura and passed unanimously.
- Laura had questions concerning Room Tax grant requests in the past year and specifically the August 1<sup>st</sup> event. Lynne will check with Josh Foley for status.

- Laura brought up the AT&T email account which we are paying \$45 a month for. *Lynne* has changed the internet account so that mail comes to the Treasurer. Discussion about keeping or changing providers. Might need this account later for future PayPal usage. *Lynne* will continue to research and report back on at next meeting. The County covers our phone bill.
- Costco account was discussed. It allows the HSDV to make tax free purchases and last year gave us back \$21.86 on our card. The cost of the card is \$110 for a year. It's a business primary account (\$55) with an executive upgrade(+\$55). We get about 2% back from purchases. Renewal is in February. The card is still in Linda Adams and Graces names. It was discussed if we could get by just as easily without the upgraded card and maybe save \$55 a month. Table for next meeting.

**CORRESPONDANCE:**

- Post Office mail received was presented by *Lynne*. Nothing of note.

**PRESIDENT'S REPORT:**

- Gloria introduced herself...learning all the rules....and is looking forward to working with all of us and wants us to listen to everyone's ideas with no animosity towards anyone....listen respectfully to each other.

**SECRETARY'S REPORT:** David had an item or two passed on from Mable.

- A Thank You letter sent to the HSDV and forwarded by Mabel. Former resident Mary Jeanette Barkley (maiden name Ferguson) had a Dayton book donated to her by Phyllis King and the letter wanted to thank her and Mabel. The book brought her back many old memories of Dayton.
- Tom Parcell's passing. Vicky will be writing a memorial for an upcoming Docents letter. Members would also like to sign a card of condolences.
- Kay Winters day was proclaimed by the Lyon County Commissioners for December 3<sup>rd</sup>. Some members attended the event. This will be added to the scrapbook by Gretchen.

**OLD BUSINESS/ UPDATES:**

- **Rummage Sale:** Vicky and Marty have expressed doubts about continuing to hold it because of lack of helpers. Discussion noted that the late start last year contributed to the problems. Also concern about where to store items since the Depot won't be available this year. Conclusion is that we will have the sale since it is good money maker and Gretchen volunteered to be in charge this year and vows to get things organized earlier. The small storage shed containing tools will be emptied and used for storage of garage sale items. The tools removed will be stored in the firehouse basement. Bernie may also have room for tools storage. Stony's motion to hold the sale this year was seconded by Bernie following Gretchen's commitment to lead. Gretchen will be pushing for more help from volunteers using internet, phone solicitations, and word of mouth.
- **Tom Parcell's memorial RR tie plates:** It was brought before the board asking if the tie plate might be purchased by the HSDV. Some members (*Lynne*, *Laura*, *Linda Clements* mentioned) have agreed to donate towards Tom's plate. It was decided by the board that they would not purchase a tie plate for Tom. Stony made a motion to solicit funds for Tom's plate at the General Membership meeting, to see if anyone else is interested in donating toward a tie plate for Tom. Seconded and all approved. Discussion on the engraving costs. Bernie said he thought we should charge a flat amount of \$125.00 per plate. Bernie also discussed cost of engraving. Normally 60 characters on the plates in three lines but engravers have allowed four lines without additional cost. *Lynne* reported that \$162.50 has so far been charged for engraving and \$1700.00 has been made from their sale. Additional discussion with consensus that this issue should go back to RR working group and to select a chairman or liaison and table this for next month BOD meeting following input after the RR groups next meeting on Feb. 2<sup>nd</sup>. Someone from that RR group should let the board know what has been decided at the next BOD meeting. *Andy* and *Mary Ann* would also like to see a review of by-laws relating to Board/working group/committee/committee chair relationship specifically with the RR group in mind. RR group will discuss the price for the plates purposed by Bernie at their next meeting.
- **Director's positions:** Which positions to terminate at the end of the year. This was brought to the Board by Mabel and approved by the board to avoid all elections coming up at the same time. Stony moves to have his Directors term end at the end of this year. Then his position will go to two years. A motion was made and seconded with all agreeing with Stony and acknowledge that he would be resigning at the end of the year. As a reminder of what was decided by the previous Board I have included Mabel's summary: At the end of 2016 the VP and Secretary's terms will end along with one Directors term. (Stony has chosen to be that Director). In 2017 those three positions will be filled with those terms expiring end of 2018. At the end of 2017 the current President's and Treasurer's terms along with two directors terms will expire. For 2018 we will elect these four positions and expire at end of 2019. Process will repeat each year electing three in one year and four the next.

- **2015 Christmas Party:** Gretchen reported about 52 people attended the Christmas party and dinner. There was a very good selection of food and more than nine large size trash type bags of gifts donated. Christmas dinner brought in \$1230.00 and with expenses of \$1600.00 to school for \$30 dinners leaves a difference of \$370.00 spent for the party. The cost of making party invitations and mailing same was donated by Jack after he found out how expensive they were to be made to order. Jack wanted to remind the Society that this is an expense he won't be covering in the future. It was recommended that Jack put in a claim for reimbursement. One negative was the loss of a donated tree and decorations. A substitute Christmas tree was found and displayed at the party.
- **Copy machine status:** A black and white copy machine/scanner was purchased by Linda Clements for \$137.94 and is at the museum. Gloria proposes that we get a color machine sometime in the future to print invitations and such.
- **Update on the C&C Depot lock and key change:** Phyllis had keys made for the few that have a need for one. Besides being responsible for keys, Phyllis was appointed to be responsible for buildings and outside grounds maintenance and getting work parties together. Consensus was that we need a person in charge of maintenance, winterizing, opening things up again in spring, and for general repair recognizing that these are County buildings. Mary Ann, Duncan Lee and others added that the maintenance involves lots of upkeep to protect not only the valuable museum contents but should also address the whole complex. The maintenance issues need to be addressed at next months BOD meeting. Stony asked Duncan Lee to work with him (and he accepted) on going over building maintenance issues (I believe at the Museum).
- **HSDV Photos/Printer:** Jack is willing to present his info at the next BOD meeting.
- **Status of the Nev. Comm. Of Tourism (NCOT) grant:** Duncan Lee will present his info at the next general meeting.
- **Dayton book marketing committee:** Laura reported that 800 books were in the original order and there are about 260 Dayton books remaining. Duncan Lee will be helping on marketing. The books were purchased at a cost of \$8239.00 and have brought in \$10,709.00 with a profit of \$2470.00 the sale of the remaining books is all profit! Ray Fierro at the Espresso will be handling book sales at his store and through Facebook. A new order will be made only when the current inventory is gone. It was suggested that upcoming events such as History Month and Sutro tour will be good opportunities for book sales. Suggestions for other marketing ideas and book sales opportunities will be welcome.
- **PayPal and AT&T internet accounts:** These issues will be put off until next meeting.
- **Survey to change meeting times:** Gloria's survey had limited response and received a few negative comments. There are no plans to change the meeting times for now. Jack knows of a program to help with making any future surveys and offered to assist Gloria. The survey was only an attempt to encourage more involvement and attendance from our members or from the general public. Consensus was that our meetings cover too much business and at times may have shown inner turmoil that puts people off. Stony suggests that we get more people interested by getting them involved in the HSDV work and making the general membership more inclusive that way. People don't want to just sit and watch us. He suggests making an inventory list of projects we want to get done and things that people can participate in such as research, finance work, bookkeeping, secretary work or other things we would like done. Vicki is involved in working with the contact lists to generate more membership interest. She also welcomes suggestions. Additionally it was suggested by Mary Ann that a lot of the work we conduct in the General Meeting should be decided at the committee level and then brought before the Board if needed. The committee level would also be a good place to get the general membership involved.
- **NEW BUSINESS and UPDATES:**
  - Accessioning continues to progress with the working accessioning committee. Laura as part of the accessioning review committee wants to speed up the accessioning process by doing their own acceptance of items and then present them to the Board rather than having to get pre-approval of the items by the Board which delays the completion of their work. Discussion ensued. A more thorough report detailing their request for an accessioning policy change was submitted by Laura to the Board. A motion was made by Bernie to accept the Accessioning Committees request. Seconded by Stony. Motion passed unanimously. Donor forms are available at the museum. Bernie would like the form available at the railroad depot. Mary Ann also suggested the web site for the form.
  - Laura requested \$125.00 to purchase a new memorial plaque to mount and display the new annual award and about an additional \$25.00 for the engraving. This is a posthumous award that the HSDV gave out to Joe Ricci, Sr. at the recent Christmas dinner. Laura said the criterion for this award is in need of further discussion. This plaque is given to people who have passed away before getting recognized for their contributions to the Society. After discussion the amount of \$200.00 was decided upon to cover both the Ricci plaque and the next engraved plaque. Lynne made a motion to accept this request and Stony seconded it. All approved.

- Laura informed us of a member doing ancestral research on everyone buried at the Dayton Cemetery with plans to donate her research to the HSDV museum's genealogical research library when finished. The new member wishes to remain anonymous at this time.
- Laura brought up the current policy on minimum purchases without prior approval. She wants the current amount of \$200.00 which Gloria believes is in our bylaws be lowered. Bernie suggested a \$100.00 limit on an individuals purchases to be approved by his or her specific groups' chairperson. The chairperson would inform the Board of the purchase and the Board will still maintain final approval. Any amount larger than \$100.00 will need board approval before purchase. There are forms that the RR group has used in the past to report expenses. Bernie's motion of \$100.00 was seconded by Stony and all approved.
- Jack brought up concerns about the museum's alarm system after the recent problem in December when the system activated for unknown reasons. Questions about who is on the list, who is not, and who gets called. Jack has a technician in Silver Springs who is very knowledgeable on the alarm system and its codes. He will give that persons cell phone number to the president. Lynne reported that the Docent training manual and the docent procedures manuals are being redone and will address the alarm system and emergency response. It was stressed that when the system activates we should wait for police to enter and clear the building before any of the members enter. Andy reported that Pat would like to make up a docent card covering alarm procedures and the alarm call order after the manuals are updated.
- Laura requested that we need to revise the by-laws to use Roberts Rules of Order. Laura says that current wording is to use Roberts Rules 'on occasion'. Not acted on.
- The upcoming General Membership history moment is about the 1915 Dayton High School Bugle newspapers we received.
- Laura also brought up the issue of the need for a budget committee. This will be put off until the next BOD meeting as there was not time to discuss all the items on the agenda.

**MISCELLANEOUS COMMENTS:**

- Gloria passed out a time line created by Mabel covering what the HSDV does and when it is suggested to be done throughout the whole year. She would like to have it reviewed and suggestions offered for additions or improvements.
- Jack will take pictures when we are all together at a future meeting.
- Bernie of the RR Group has been offered 300 ft. of 55 lb. rail (10-30 ft. sticks) donated by the Nevada State Railroad Museum for free. The RR Museum will load it on a truck we provide. This is lighter rail than the current 80-90 lb. rail we now have. Steve Knowles knows of a truck and driver in Fallon. There will be a driver and delivery fee (likely exceeding \$100.00) coming up that he wanted to advise the Society about. Stony said he has a 24 ft. long trailer that might work for the delivery and short term storage until helpers can unload. Bernie will let Steve know and by next months meeting (if he is available to attend) he may have more info to present. Bernie said he won't be making the next meeting.

**ADJOURN:** Motion made and seconded to adjourn at 1:45 pm. Motion passed unanimously.

Respectfully submitted,

*s/s: D. L. Dukleth*

David Dukleth, Secretary HSDV

*Approved by the Board: February 10, 2016*

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