

HISTORICAL SOCIETY OF DAYTON VALLEY
MINUTES – BOARD OF DIRECTORS MEETING

February 10, 2016

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

Meeting was called to order at 10:30 am by President Gloria Manning followed by the Pledge of Allegiance

Board Members present: Gloria Manning (Pres.), Mabel Masterman (V. Pres.) David Dukleth (Sec.), Lynne Ballatore (Tres.), Duncan Lee (Dir.), Stony Tennant (Dir.), Laura Tennant (Historian). **Other members present:** Linda Clements, Phyllis King, Gretchen Arndt, Elaine Bergstrom, MaryAnn & Andy Sichak, Jack Folmar, Shirley Kagel.

MINUTES:

- Stony made a motion that at the beginning of the meeting we let the public be given the opportunity (given three minutes) to get something on the agenda for the next meeting or to move forward an agenda item rather than having to wait through the whole meeting for the opportunity. Mabel seconded the motion. All agreed. No abstentions.
- The previous month's BOD meeting minutes were reviewed. Duncan noted that under old business/updates, that 'docent position' should be changed to 'directors position'. Mabel noted that the date of approval at the end of the minutes should reflect today's date. The President stated that the minutes were approved as corrected. Linda and Mabel requested copies when changes are completed.

TREASURER'S REPORT:

- Lynne presented her Treasurer's Report for January detailing HSDV Income and Expenses. Starting Balance January: \$8,171.36, Income: \$584.40, Expenses: \$268.00; Ending Balance: \$8,487.76. Lynne explained that the expense of \$70.00 was for advertising in the VC newspaper (Aug. 1st School House 150th birthday). Lynne also clarified that the \$105.00 income was for additional 2015 garage sale items sold and money collected by Vicki this year. Lynne also noted that Silver City Preservation still has an outstanding check. Laura will send them another email reminder since there is a new Director. Laura asked if we got our \$70.00 Grant money back and Lynne said we just received it and will be showing it in next month's report. Motion was made by Mabel to accept the Treasurer's financial report as presented. Motion seconded by Laura. Motion passed unanimously.
- Duncan raised an issue concerning a \$500.00 Grant for which the money was not spent. No action taken or needed.
- Andy asked about hours-in-kind. Stony explained rates are usually fixed but vary by granting agency.
- Lynne addressed the CostCo membership and whether HSDV should renew. Membership allows us to make tax free non-food purchases and last year gave us back about \$21.00 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). Consensus was that we don't normally spend enough to pay for owning a card (recent purchases of \$1700.00 were an exception). Stony moved to drop the card. If a big expenditure comes up we can reinstate card. Duncan seconded it. Discussion about how to spend the \$21.00. Gloria will use it for accessioning related items. Motion passed unanimously.

CORRESPONDANCE:

- Lynne received a card from the Douglas County Historical Society thanking the HSDV for our support of their programs and lecture series.
- Laura brought up the AT&T email account for which we are paying \$45 a month. She has straightened out the double billing situation. This month's bill will be \$2 more due to a change in billing dates. No other mail of note.

PRESIDENT'S REPORT:

- Gloria requested that cell phones be silenced or turned off during meetings. She also notified the group that Delphine Minor passed away. She was a founding member of the HSDV. A service will be held at Calvary Baptist Church, Dayton on Feb. 13th, 11 am. Donations requested to be made to the HSDV in lieu of flowers. A condolences card will be made available at the next General Membership meeting. Also information from Linda concerning the web site WWW.daytonnvhistory.org and that it has been renewed for another year. Also linked to this are the web sites daytonnvhistory.com and hsdv.org. These are hosted as a charitable contribution by Linda's Company.

SECRETARY'S REPORT: The Del Minor obit notice from the CC Appeal newspaper was presented.

OLD BUSINESS/ UPDATES:

- **RR-DEPOT or WORKING GROUP COMMETTE APPOINTMENTS:** Gloria said we need to appoint a chairman, vice chairman, secretary, and 2 or 3 other members to be committee participants. Duncan made a motion to open nominations/appointments for offices of the RR depot committee. Lynne seconded it. Duncan led with further explanation of his motion and his concerns as to the proper way to appoint committee members. He believes that the RR group exists now as a committee but the officers were not properly elected/appointed (chairman, etc.). The appointments can be made today but will not be voted as final until they are brought before the general membership meeting next week. There may be other nomination at that meeting. Open discussion followed. Stony voiced agreement to make this an agenda item for the next general membership meeting. Gloria believes it's through the bylaws that the BOD makes appointments. Duncan clarified/amended the motion: BOD will appoint the officers to the RR Committee for a two year term and that the appointments will be presented to the general membership meeting for the purpose that any other members who wish to be considered for the positions will have the opportunity. Lynne (as the second to this motion now amended) expressed concern that the delay in making appointments will in turn delay the setting up of the meetings. Mabel suggested a phone vote by the Board president if any new nominations come up at the next general meeting. Formal approval of the appointments made at today's meeting will be made at the March BOD meeting. Discussion followed and consensus was to make nominations to the positions now and then bring it to next weeks general membership meeting. Board will have all the names then plus anyone new to be considered by the a Board members added to the nomination list. If no quorum then a phone vote will finalize the positions. Phyllis questioned when the term of two years ends it may delay work in the year following. MaryAnn suggested staggering terms. Duncan summarized above as a new motion again seconded by Lynne: Today the BOD appoints three officers; chairman, vice chairman, and secretary to the RR Depot committee to a term of two years and the results of the appointments will be presented at next general membership meeting for other members who may wish to also be considered for these appointments. All in favor, no opposed, no abstentions. A new motion to open up appointments was made by Stony and seconded by Duncan. Starting with Chairperson; Laura nominated Duncan Lee, Stony seconded. Duncan accepted after Laura agreed to help him with marketing/publicity/grants. For Vice Chairman: Lynne was nominated, Stony seconding and Lynne accepting as long as Duncan takes the chairman position. For Secretary: Linda will temporally fill in and will summarize action items and decisions. Lynne nominated Linda with Stony seconding. All in agreement to group together these positions and make one vote: all approve, no opposed, no abstentions.
- **Scrapbooking:** Shirley presented need for use of archival paper and the cost to assemble the yearly scrapbook and offered that the 2013 book, prepared by a committee's collaborative effort cost about \$400.00. Shirley's more recent book has less pictures and ran about \$210.00. Mabel addressed the current policy limiting scrapbook spending using Society funds to \$100.00 per year and board must pre approve additional funds. Both Mable and Grechen felt that this was sufficient if you shop around. Donations could be solicited for additional cost. Shirley expressed an immediate one time need for \$210.00 already spent. Laura moved to give the \$210.00 (includes original \$100.00 already approved) and Duncan seconded. Motion passed unanimously. Linda suggested need to copy/scan scrapbooks and saving the years 'scrapbook' record on CD's as well as using more online shopping for best price.
- **Status RR working Group:** Linda got together with Stony and John Crowley to put together a grant request. She will know at the end of the month concerning a presentation that she will make (three minutes allowed) in Reno in March before the Commission for Cultural Centers and Historic Preservation (CCCHP). Linda is hoping for \$200k-\$225k in funding with an additional funding breakdown that she will need to prepare.
- **Museum maintenance:** Gloria suggested a go-to person for maintenance. Mable noted that Phyllis is to oversee maintenance per Nov. 10, 2015 meeting. Discussion followed concerning a person in charge of actual work needed, official list of who is in charge of what, a list of needs, a check list and who needs to report to who, basic duties through the year, keep board informed of what work is needed and what work is being done. Give Phyllis a list of needs and she is to oversee that needs are being addressed. She said she is willing to be the contact person. Mabel made a motion to reaffirm that Phyllis will oversee and be provided a list (Duncan and Stony have started one), seconded by Duncan. All in favor, no opposed, no abstentions. Linda suggested member/volunteer contractors might be available. Duncan will remain the contact (construction and grounds spokesperson) with the County (Doug Green replacing Mike Workman). Laura moved that Duncan be selected as County liaison for building and grounds for the HSDV, Mabel seconded, all in favor, none opposed, no abstentions.
- **Museum Inventory:** Laura made motion that Phyllis continue with inventory at the museum, Duncan seconded, all in favor, no opposed, no abstention.
- **Accessioning Software:** Use of Past Perfect accessioning software for museum. This is digital software that can be used on line by others including other museums. Duncan suggested also using the program for items in the Depot museum. Total cost might approach \$1,000.00 for basic package with additional charge for updates/multimedia upgrade

- etc. Gloria moved that we approve MaryAnn's suggested allowance and spend up to \$1,600.00, to purchase the PastPerfect software package as soon as possible, seconded by Lynne, all affirm, no opposed, no abstentions.
- **Documentation for Events:** Discussion: revising forms, documentation for all events, suggestions for a standard HSDV form for different events. Linda has started compiling ideas for a form. Linda will be available in about a week to work on. No motion for now.
 - **Hospitality Chair:** Sheila Hodach and Barbara Madison have worked previously as Chairpersons. Ask for volunteers at next general meeting.
 - **Publicity Chair:** Laura has contacts with newspapers and will work with Duncan.
 - **Time Line:** MaryAnn will do events calendar. Mabel had a time line. Mable will send her info to MaryAnn.
 - **Museum checkout document:** Lynne presented a museum checkout document including HSDV transfer form. She will send out for input and suggestions. Laura moved that we have a form at checkout and seconded by Stony. All in favor, none opposed, no abstentions.
 - **Mailing minutes to people without email:** Laura asked for estimate of cost of mailing to members without email. We send copies of the approved minutes of the previous month's BOD meeting, the agenda of the current month's General Membership Meeting, and the draft minutes of the previous month's General Membership Meeting. The cost involves coping cost plus stamps to about 25 members a month. To reduce costs it was suggested that I add a note asking members if they now have email or if they want to continue to receive the minutes by postal mail. No motion.

NEW BUSINESS/ UPDATES:

- Laser color printer: recommended we buy Brother MFC-9330CDW plus extra 5-pack ink/toner. Motion by Lynne to buy this printer, seconded by Duncan, all in favor, none opposed, one abstention.
- Budget Financial Committee. Laura moved to have Lynne establish the committee, Mable seconded, all in favor, none opposed, no abstentions.
- Updating duties for BOD and museum curator. Pat as Curator would have voting privileges but has requested not to be on the Board. Laura as Historian has voting privileges and will act as liaison to the museum for Pat and works as the Curator's representative. Mabel offered to research her records concerning the duties of a curator when she can and send around for input.
- Updating/revising the bylaws. Laura would like to table. Stony with motion to move to next month's agenda. Motion tabled.
- Laura brought up a motion for use of Robert's Rules of Order. Duncan seconded. Discussion, no vote taken, motion tabled.
- Laura will handle history moment for February's general membership meeting.

MISCELLANEOUS COMMENTS:

- Security issues were discussed. We are with Stanley Security. Stony would like to see more motion detectors. County may have to be involved. Depot should be covered with motion detectors also.
- Linda reported on a contact with Lyon County Public Works Director Mike Workman who is associated with the Dayton Regional Advisory Council (DRAC). He was concerned that we may have lead in our museum system. After testing he was able to assure us that no lead was detected.
- Laura reported that she and Jack are the selected authors for the Sutro Elementary School's 20th anniversary event, March 24th. There will be a time capsule and an academic fair where HSDV history displays can be set up and the Dayton book can be signed and sold. Jack may also play Mr. Sutro at the fair. The event is open to all schools, so might have a 1,000 people there.
- Lynne added that the Friends of The Library will also have a 20 year anniversary event coming up in May commemorating the library's ground breaking and on Feb. 1st 2017 for the library's opening. Laura and Jack may be involved in this anniversary also.
- Phyllis asked about the Carson River Mills book by Dan Webster. Linda commended on excellent detail but some mistakes.

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: March 9, 2016

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