

Bath High School Preservation Board of Directors Meeting – September 3, 2013

The regular monthly meeting of Bath High School Preservation was held on Tuesday, September 3, 2013, at the Bath Christian Church Fellowship Hall following a tour of the high school. The President, Sandra Harrison presided and the Secretary was present.

Board Members and Officers Present: Sandra Harrison, Ruth Dorkin, Debra Torrence, Nelda Ormond, Star Credle, Claudia Alligood, Betsy Boxer, Muriel Moore, Jerol Selby, Cori Fritz, Becky Tuten, Margaret Ann Woolard

Also Present:
Rich Fritz

Sandra Harrison called the meeting to order and welcomed all who were present at 7:10 PM. The meeting agenda was adopted as presented.

Sandra opened the meeting by sharing that she would like Board support for setting up virtual access to descriptors, policies and procedures to guide the work of the Board and its committees. She also implored members to ask questions and include input.

Secretary's Report

Ruth Dorkin provided the Secretary's report. She asked members to refer to the report sent by email which included minutes from the June 4th, BHSP Annual Membership and the Board meetings. Sandra asked for any changes to the minutes. No changes were offered. Sandra noted that the minutes from the Annual Meeting would be filed and read at the next Annual Meeting. Without corrections, the June 4th Board minutes would be filed. She also noted that minutes from the last two called meetings are not ready yet and will be shared with the Board by email.

Treasurer's Report

Nelda Ormond provided the Treasurer's report, asking members to refer to the handout beginning with the cover page, which is a summary of both BHSP accounts (Main and Library-Corridor). Refer to attachment. Sandra walked the Board through the documents sharing as Building Chair she was working with Star and Nelda to ensure funds secured for the Library and the Gallery were allocated to correct accounts.

Within the Library-Corridor account, **\$50,000** of the total **\$250,000** grant has been received from the Golden Leaf Foundation to date. A **\$10,000** check from Town of Bath will be received soon. **\$25,000** (approved in June) was transferred from the BHSP main account - Operating Revenue. These funds have been added to the Golden Leaf Foundation funding and the town funding to cover the contract for the library. The library contract with Stocks and Taylor signed on August 12, 2013, was for **\$285,000**.

In March of 2013 the Board approved moving **\$5,000** from the Main acct. (Operating Reserve) to the Library-Corridor account when needed to cover any shortfall on the Library Project. The funds have been transferred to cover mandatory items deleted at time of award (Basement Door & Wood Flooring) for a current total of funds commitment of **\$290,000** for the amended contract with Stocks & Taylor.

Building Committee Report

The Building Committee report was provided by Sandra Harrison. She shared that the building effort is all consuming, with multiple emails coming in daily. She thanked Muriel Moore and David Johnston for their help and support.

There are items related to the building project that are not covered and they include the items below.

- Washington Utilities will not dig in Bath since there are no documents to show where existing lines (plumbing & electrical) are located. BHSP will be responsible for the cost of boring to install 110ft. of electric lines that are not covered in the current construction quote - estimate **\$3,750**.
- Water tap is needed - estimate **\$1,000** and a line needs to be bored for **\$2,600 - \$2,700**

Sandra has been in touch with the Town of Bath to address the water issue. Bubs Carson of The Town of Bath is working on alternatives to the estimated water costs.

Sandra shared that there is currently a **\$10,000** BHSP funded unexpended balance in the Exterior Improvements Fund... these funds had been reserved for painting the eaves of the Northeast & Northwest Wings at the same time as the Connector and South Wing eaves was painted. Although this needs to be a target in the next budget, it can be delayed.

As the Building Chair, Sandra moved that the Board authorize moving funds from Exterior Improvements (Main account), up to the **\$10,000** available, to the Library-Corridor account, on an as needed basis to cover construction overages that will be incurred in this Library phase of construction. Claudia Alligood seconded the motion. The Board voted unanimously to approve the motion.

The remaining back outs from the construction contract that are not covered currently include:

- **\$12,500** Parking spaces in front of building and sidewalk to ramp
- **\$ 6,000** Gutters
- **\$ 5,400** Storm Windows
- **\$ 4,000** Ceramic Tile for Baths
- **\$ 6,000** Paint eaves

BHSP has received its first bill from the construction company in the amount of **\$29,808.59** which will be paid within 35 days per the contract. Budgeted funds are available as noted above to cover the costs.

Sandra reminded the Board that a payment in the amount of **\$20,000** is due to Town of Bath in December 2013. Fund raising efforts are underway, including the raffle and the 5K, to make this payment. There is currently **\$5000** in reserve toward this payment.

In terms of other current funding in hand, funds from the Grady White Boats Company and Smith family are in the Main account and ready to be used for the gallery project once additional funding is identified. It is not expected that any additional funds will be provided from this source at this time. There is no time limit on utilizing the funding, however; the check was received in November 2012. Betsy Boxer shared we will need to update them soon on next steps with the gallery.

Sandra also shared that Betsy has sent in an update with pictures to Golden Leaf Foundation.

Fund Raising Committee Report

Claudia Alligood and Cori Fritz provided the committee report. Claudia shared that she developed a letter with this committee and sent it to 140 alumni asking for **\$1,000** each/family unit. Claudia will email the letter to Board members as a reference. Some concern was raised that the public did not understand that the gallery would cost in excess of funds offered by the Historic Bath Foundation; estimated now at close to **\$100,000**. It was agreed that the budget for that project would be updated to reflect construction costs based upon the best estimate available in view of the bid shortfall and delay in construction start.

The annual raffle is going on now. Tickets were mailed to all Board members. Please let Claudia know if you do not receive them by Wednesday of this week. Claudia also passed out the raffle prizes list to the members and encouraged all to purchase and sell as many tickets as possible. The BBQ supper will not occur in association with the raffle this year. The raffle will be held on October 12, 2013.

Cori reported that the 5K Run (to be held on October 12, 2013) sponsorships are still coming in. What is in hand and promised is probably somewhere around **\$4,000 - \$5,000**. There have been lower level sponsorships this year and we lost Lee Chevrolet. She noted however that James Russell promised \$3,000 so she was hopeful those funds would be secured. Web and print advertising is going on now. Sandra suggested asking the Greenville Daily Reflector to list it, which Cori will follow up on. Check out the BHSP Facebook page (<https://www.facebook.com/pages/Bath-High-School-Preservation/126079895779>) and website section - <http://www.bhsp5k.com>. Runner registrations will increase in cost in just a few days so push out information - they could win a Kindle Fire HiDef. Star noted that the PayPal authorization information was

needed from the webmaster, Mike Godley, to open up this account. No deposits are in that account currently. Cori will work with Mike immediately and with Star to open up access to the PayPal authorization quickly.

Sandra asked that as a next step we build on efforts to create a master email list and sponsor/funder list that will include email addresses from the 5K run, fund raising and grant efforts, the Facebook page and other events.

Cori also shared that when she contacted the Tri-County Telephone Foundation they suggested BHSP apply for a grant. The information was shared with Betsy Boxer who will complete and submit a grant request. Planned fund raising efforts will include contacting the small banks and contacting other available funding sources. Cori noted that Wells Fargo has been contacted and sent \$100 for the 5K Run. An alumni cookbook will be created and offered at the reunion next spring and the idea of cutting up the blackboards to sell as memorabilia was also shared as strategies to increase revenue.

In addition, Sandra asked about selling brick pavers for use in the emerging walkway entrance to the corridor exit/ future Gallery entrance design. Cori and Claudia will work on this after the 5K Run is completed in October 2013.

Grants Committee

Betsy Boxer provided the grants committee report.

She shared that quotes for a bronze, exterior plaque for the library are being gathered. The cost of \$1,100 is an estimate she currently has. Claudia suggested she contact Name Plates for another quote as well and added that the placement of the signage at the entrance in the porch area seemed to comply with the Board's vote in its early days to not have signs on the outside of the building. Sandra noted that signage placement will likely need to be revisited in the future. Funders providing \$10,000 or more and the National Trust for Historic Preservation will be listed on the sign. January 2014 is the likely time frame for the recognition ceremony to open the library.

Sandra also noted that funds from the Smith Foundation and Grady White boats totaling \$30,000 for the gallery are in hand. Betsy shared that we will need to notify the Smiths about the cost overruns to date and update them on the gallery project.

The Board discussed the need for a complete budget (estimated at \$100,000) and steps to move on the gallery as the next project. Sandra will work with the appropriate parties to accomplish this.

Sandra added that the museum partnership with HBF is in a holding pattern until their attorney clarifies the terminology. The HBF Board met on August 5 and they are awaiting clarification from the attorney to guide next steps.

Debra asked if there was a business or fund development plan. Members discussed the need for both and she offered to help.

Membership Committee

Nelda provided the membership report. At the time of June 2013 there were 143. As of tonight there are 248 members. We had 523 last year. There have been a lot of memorials because of deaths.

Nelda shared that four sponsor checks for the 5K Run have been received so far, totaling \$470. Cori will be sending out the thank you notes to sponsors.

And Claudia added that she has receipts and thank you notes for the \$1,000 fund raising letter requests for Nelda.

Other Items

- Motion lights going in – still being worked on.
- Banner to acknowledge funders may be something to consider as a next step.

- D & O insurance – Sandra, Star and Betsy got quotes. Directors and Officers insurance is to protect the Board members if BHSP is ever sued by a contractor, employee, vendors and/or for mismanagement of funds. The quotes collected by Star, Betsy and Sandra so far provide coverage of \$1 million to \$2 million and cost around **\$1,100** per year. Any injury on site is covered by liability insurance already purchased. Debra shared that she was very concerned that D&O insurance did not exist. Debra made a motion that the Board review the D&O contracts and come back to the Board with details to purchase D&O insurance immediately. Betsy seconded the motion. The Board voted unanimously to move on reviewing a D&O contract.
- A volunteer form for use in grant writing will be discussed by Betsy Boxer at the next meeting.
- Committee reports provided by email - Sandra asked that each committee members to share the reports with the Board, except for Treasurers report because the bank statement is not in hand by the first of the month.
- Sandra referred to the email sent prior to the meeting and the need to formalize the operations of the Board.
- New committees adopted – Sandra asked the Board to consider setting up three new special committees to support Board and organizational needs.
 1. Committee chairs and officers descriptors are needed to develop organizational guidelines for Officers, Board Members, and Committee Chair / Member duties – Margaret Ann Woolard will coordinate development of these concise overviews contacting all officers and committee chairs for summary of duties.
 2. Electronic Communications Committee – to coordinate a review of methods and means of electronic communication available to BHSP including website, newsletter, mass emailing, linkage to Facebook, online payments, (PayPal, Google, e-check, etc.); online marketing, mobile messaging, linkage to BHSP data for Board and members, etc.. with the goal of implementing these tools and developing the descriptor for this work - Cori agreed to lead a committee to identify prioritize, and develop recommendations for on these items.
 3. Planning tools - strategic plan, business plan, and fund development plan, formalizing mission/vision – Debra agreed to develop a committee and help get this started.

Next Meeting

The next Board meeting has been moved to October 7, 2013 at the Bath Christian Church Fellowship Hall. The date change is due to a conflict with a revival.

Adjournment

Jerol moved to adjourn the meeting and Betsy seconded the motion. The meeting was adjourned at 9:10 PM.

Minutes submitted by Secretary Debra Torrence

Date approved 10-7-13

 , Sandra Harrison, President

Bath High School Preservation Board of Directors' Meeting

September 3, 2013

Board Members and Officers Present (please initial next to your name)

Claudia Alligood CA

John Baldwin _____

Connie Bond _____

Betsy Boxer BB

James Russell Boyd _____

Star Credle SC

Ruth Dorkin RD

Jimmy Edwards _____

Cori Fritz CF

Sandra Harrison SEH

Muriel Moore MM

Nelda Ormond NO

Carol Persche _____

Jerol Sleby, Jr. JS

Debra Torrence DT

Becky Tuten BT

Karen Waters _____

Margaret Ann Woolard MAW

Visitors (please sign in)

