

Bath High School Preservation Board of Directors Meeting – November 3, 2009

The regular monthly meeting of the Board of Directors of the Bath High School Preservation was held on Tuesday, November 3, 2009, at 7:00 P.M., at the Bath Christian Church.

Directors Present: Claudia W. Alligood, Marti Buchanan, Surry Everett, Tom Haigwood, Sandra Harrison. A quorum was present.

Also Present: Mike Godley, Nelda Ormond, and Elaine Harrison

Mike Godley called the meeting to order. He explained that the President, Vice-President, Secretary and Historiographer were unable to be at this meeting due to prior professional obligations, personal emergencies and illness and that without objection he would conduct the meeting. Hearing no objection, Mike continued to preside.

Due to the sudden and emergency nature of the absence of the secretary, the minutes of the October 6, 2009 Board Meeting were not available. The reading of these minutes was postponed until the next business meeting of the board.

Mike Godley presented the Treasurer's Report. Receipts for the month of October 2009 receipts totaled \$580. Expenditures totaled \$23,906. The ending register balance of cash in bank accounts totaled \$19,405. \$23,000 remains in the Franklin Johnson Trust Account pending closing of the building purchase. (The complete report is attached in Exhibit 1.) Motion was made by Claudia Alligood to accept the report. Sandra Harrison seconded. Motion passed.

Claudia noted that the recurring expense of lawn maintenance would soon be ending for this year. After the subdivision of the property, there would not be as much area for BHSP to mow and the contract should be renegotiated.

Peggy Daw and Susan Modlin both attended the Preservation North Carolina conference in New Bern.

Sandra Harrison presented a plan to use the time of the upcoming December board meeting for a planning session and budget retreat. The agenda for that meeting would be limited to:

- A. 2010 Calendar
- B. Communication Procedures
 - a. Standardized Agenda
 - b. Directives to and feedback from working committees
 - c. Identification of specific goals
- C. Standing Committee Appointments
- D. Budget

(The detailed proposal is attached as Exhibit 2.) Motion was made by Claudia to conduct the December meeting as described. Marti Buchanan seconded the motion. Motion passed.

Marti Buchanan presented information on preparations for the upcoming Christmas season. Live wreathes at a cost of \$200 had received good remarks in the past. Discussion regarding saving money ensued. Claudia made the motion to purchase artificial wreathes at approximately \$50. Sandra seconded. Motion carried. Claudia will shop.

Marti stated that the Bath Christmas Parade would be on December 6 at 2 pm and the Washington Parade would be on December 5 at 11 am. No money was needed to prepare an entry, but she requested board approval to submit the entry forms. Claudia made the motion to approve participation in both parades. Sandra seconded. Motion passed.

Marti introduced the subject of the Bath Historic Site Open House on December 13th and the tradition of the school being open in conjunction with this. Discussion focused on the safety of the office wing. Claudia moved to participate in the open house with hazardous areas roped off or closed off. Sandra seconded. Motion passed.

Claudia commented on the status of the building purchase. The process is being held up by the requirement that the Bath planning board review the subdivision of the lot that the main school building now shares with the gym building. The process will proceed when new planning board members are approved and seated. The ensuing discussion focused on concern that BHSP had not entered into a contract to purchase the building. The board had approved the terms that would be included in the deed of trust and approved the purchase itself. The next and final step in the purchase would be the closing at which that deed and other documents would be executed. Tom Haigwood advised that BHSP not spend additional money on the building until the sale was complete.

Nelda reported that the BHSP newsletter would be out before the end of November.

The meeting was adjourned at 8:35 P.M.

The next meeting date: December 1, 2009

Minutes submitted by Treasurer, Mike Godley

Date Approved: _____

Peggy Daw, President

Attest:

Sue Conway, Secretary

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Exhibit 1.

BHSP October 2009 Statement of Receipts and Disbursements

Receipts	Annual Budget	Year to date	October
Golf	\$2,500		
Raffle	\$7,100	\$16,300	\$0
Auction Sales		\$12,910	\$0
50/50 Raffle Ticket Proceeds		\$255	\$0
Santas	\$1,000	\$1,283	\$0
Oyster Roast	\$2,600	\$6,321	
Sales (Misc Merchandise)	\$3,500	\$1,517	\$0
Grants	\$3,500	\$2,500	\$0
Donations	\$2,500	\$1,320	\$75
Building Purchase		\$5,836	
Window Donations	\$5,500	\$4,000	\$250
Membership Dues	\$5,000	\$3,010	\$255
Other		\$25	
Total	\$33,200	\$55,276	\$580

Disbursements			
Escrow Deposit		\$23,000	\$23,000 *
Purchase of Goods for Resale	\$1,750	\$2,442	\$420 *
Advertising	\$2,000	\$318	\$17
Skilled & Trade Services			
Landscaping	\$2,500	\$1,910	\$415
Construction	Window	\$9,000	
	Roof	\$3,100	
	Doors	\$6,000	\$2,200
Professional Fees	\$4,000	\$3,042	
Supplies	\$2,000	\$4,752	\$37
Utilities	\$500	\$179	\$18
Printing	\$1,500	\$793	
Postage	\$1,000	\$614	
Insurance	\$300	\$100	*
Permits, Licenses, Registrations	\$1,000	\$50	
Rent		\$882	
Other		\$234	
Sales Tax		\$7	
Total	\$32,900	\$40,524	\$23,906
Net Change in Cash	\$300	\$14,752	-\$23,326

Assets			
On Deposit in Banks	Southern Bank & Trust		
	Checking	\$44,642	
	Outstanding Checks	\$23,570 *	
	Register Balance	\$21,072	\$21,072
Escrow Deposit		\$23,000	
Resale Inventory Book Value		\$1,540	
Total Assets		\$45,612	

Liabilities	\$0
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As of October 31, 2009

Exhibit 2.

PROPOSED AGENDA - PLANNING SESSION - BOARD MEETING - DEC. 1 - 2009

GOALS & OBJECTIVE 2010

- 1) ADOPT 2010 CALANDER - Board Members - send items with dates to Sandra for inclusion on calendar prior to December meeting
- 2) COMMUNICATION - Speak with one voice -
 - a) STANDARDIZED AGENDA (Provide Reports, agenda prior to meetings)
 - b) Board needs to Speak with one voice - provided direction - provide feedback to committees and each other so we are all working on the same page as we move forward.
 - c) Board should identify two to four specific goals for coming year.
 - d) Committees need that feedback to develop there goals to bring a better focus to years work.
- 3) COMMITTEE APPOINTMENTS - let those interested in serving OR recommending committee chairmen notify Peggy and with copy to Board at or prior to planning session on Dec. 1 - BOARD CAN REVIEW - APPOINT AT PLANNING SESSION
 - a) (Chairmen will select committee and submit list to Board at January meeting - encouraging volunteers from Membership / alumni)
 - b) GOALS AND OBJECTIVES FOR COMMITTEES - to be developed by committee chairmen and submitted to board prior to January Board meeting
- 4) BUDGET - Proposal for the coming - on Operating Cost - Clarity - Please provide overview for - past 5 - Years - Spreadsheets / Graphs

OTHER RELATED ISSUES:

- 1) Bylaws Committee - will submit bylaws by January - will send a list of recommended committees from bylaws committee to Board after 1/28/09 Bylaws meeting
- 2) GRANT SUBMISSION
Grant Committee will be formed under committees - Boards need to continue to have planning meetings to address grant building use priorities - bring in additional experts in propose assistance with fund raising / grant writing proposal.

ITEMS NEEDED TO PROCEED with grants:

- Bylaws
- Budget Clarity
- Minutes
- Membership
- Identify - property use - utilize
- Re-use Plan
(Board needs to meet with and continue to develop other organizations / politicians / potential tenants etc.)