

**Draft for Approval**  
**Bath High School Preservation**  
**Board of Directors Meeting – October 7, 2013**  
**7 – 8 PM**

- Call to order and Welcome
  - Additions to the agenda – add Christmas float
  - Adoption of the agenda
- Secretary's report
- Treasurer's report
- Committee reports
  - Fund raising
  - Grants
  - Membership
  - Building
- Old business
  - Directors & Officers Insurance
  - Plaque for recognition of grant donors
- New business
- Questions & Comments
- Adjourn

**Minutes**

The regular monthly meeting of Bath High School Preservation was held on Tuesday, October 7, 2013, at the Bath Christian Church Fellowship Hall. The President, Sandra Harrison presided and the Secretary was present.

**Board Members and Officers Present:** Sandra Harrison, Ruth Dorkin, Debra Torrence, Nelda Ormond, Claudia Alligood, Betsy Boxer, Muriel Moore, Cori Fritz, Becky Tuten, Margaret Ann Woolard, James Russell Boyd.

**Also Present:** Elaine Harrison and Marti Buckanan.

**Welcome and Adoption of Agenda**

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

Sandra opened the meeting by asking for adoption of the agenda with one addition of the Christmas float.

Sandra shared a Board calendar with the members. Claudia moved to adopt calendar and James Russell seconded it. The motion carried unanimously. Cori will join the January board meeting via Skype.

**Secretary's Report**

Sandra referred to the minutes emailed to members detailing the September 2013 meeting. Sandra asked for any changes to the minutes. No changes were offered. Without corrections, the September 2013 Board meeting minutes will be filed.

### **Treasurer's Report**

Sandra asked members to review the Treasurer's report. The summary is on the balance sheet. No comments on the Treasurer's report. Sandra noted the report will be filed for audit purposes.

Nelda Ormond reported that BHSP deposited \$825 on top of members' fees. Most is from the sponsors of the BHSP 5K run. A total of \$425 from Active Network was also received. Of all the 5K sponsors so far the total is \$9,775 received from 33 sponsors. Cori noted there was another \$2,400 or so in sponsorships coming.

A \$100 honor gift from Finner and Mildred Boyd in honor of class of 1955 has been received. And four memorial gifts and gifts to the library project (\$3,200 from letter Claudia Alligood distributed to identified alumni).

Nelda also reported the \$10,000 check arrived from Town of Bath.

### **Fund Raising Committee Report**

Cori Fritz provided an update on the 5K \$14,575 plus runners (40 – 45 have signed up) so far. She asked members to please encourage participation. Sponsors can still donate but it is too late for being listed on the banner, however it may be possible to print a special banner for a sponsor. A \$1,000 donation, which came in tonight was also reported by Cori.

Claudia Alligood shared the BHSP raffle update, as of October 6, 2013 a total of \$4,100 has been raised. There are some additional tickets coming in tonight from Board members as well and others will be turning them in on Saturday at the table with the prizes.

There will be a follow up appeal or two for additional funding. The Oyster Roast event is scheduled for the last Saturday in February 2014. Please spread the word. And the Board Fundraising Committee is hoping to offer an Alumni reunion in spring 2014 on a date to be determined.

The Tar Landing Jam is not a fundraising event again this year as it is only offered one time per organization/group.

### **Grants Committee**

Betsy Boxer provided the grants committee report. She asked that Board members start keeping track of volunteer hours starting in January 2014. Members were asked to count their contributions of time spent on BHSP activities, which will allow the Board to share the tracking forms with funders.



A grant application was submitted to Tri-County for \$17,800. Betsy has not heard back from them yet. The decision meeting was suppose to be on September 26, 2013 so she expects to hear back from them soon.

### **Membership Committee**

Nelda reported that in September there was 248 members. There are now 334 members, adding 86 additional members in the past month.

### **Building Committee Report**

The Building Committee report was provided by Sandra Harrison. She shared the windows and doors are almost done. The ledges are next. The ramp and concrete and porch entrances is a different contractor. Many notes have been going back and forth on this project. Sandra thanked Muriel Moore and David Johnston for their support.

Extra bricks may be useful to made the Historic Site. Sandra will work on this as a next step.

Gene and Roberts donated the use of their cottage to contractors to stay there.

Ongoing reporting is happening with Golden Leaf Foundation about progress.

The whole front to the hallway was removed. A store front, all glass trimmed in white, approved by John Wood, and appropriate for use as a gallery. The overhang will protect the art/pieces from the light.

### **Old Business**

#### Plaque Design

Betsy also shared a draft of plaque designs. The plaque will cost between \$750 - \$1,000. There is a six to eight week turnaround on the plaque. She is exploring one more quote to meet the deadline of mounting the plaque in time for the ribbon cutting. Sandra shared that she has talked to the Director of the library about an opening date. She and the director anticipate the library to be open by Christmas, with a public opening date in early February followed by a grant opening in March 2014. A big event can be done together in March, ribbon cutting as a joint activity.

The bronze plaque design vote was called. Claudia moved that the larger plaque be selected at a cost of no more than \$1,000. The motion was seconded by Ruth. No additional discussion was offered by the Board. The motion carried unanimously.

The placement of the plaque will be discussed as a Board meeting agenda item in January 2014. Sandra shared that there is a lot of ground shuffling going on now. The bushes have been removed and this week you will see the concrete and ramp being poured. The design for the ramp with blocks on either side and design it. It will not have bricks on the side so

as not to confuse the original brick design with what is really historical. A couple new shrubberies will be replaced.

The dedication ceremony format was discussed. It was decided that a committee would be tapped to help with this. Becky Tuten moved that we work with the BHM library to have a grand re-opening together. Margaret Ann seconded the motion. The motion carried unanimously.

#### Directors and Officer Insurance

Sandra received three bids for this form of insurance. Betsy, Debra and Star have been asked to look at the bids and make a recommendation to the Board. Sandra reported that for 0 – 5 employees and some contractors \$500,000 and \$1 million for directors coverage would cost \$50 per Board member to cover it. Debra shared she felt the \$50 each was a good investment. Muriel asked it be put in the motion. Debra moved that the the Board purchase Directors and Officers Insurance and Becky seconded. The Board agreed unanimously to accept this. Board members are asked to send their individual checks to Nelda as soon as possible.

#### Calendar

A calendar of Board meetings and events was shared.

Betsy suggested that the Board needed a chunk of time for strategic planning be added to the agenda in February 2013. Start at 6:30 – 8 PM in February 4, 2014 and in March 2014 the board would work to have a final adoption of the planning tools. Debra referred members to the examples she shared by email with the Board. She asked the Board for additional input on the formats. None was provided. Debra agreed to start the business and fund development planning tools and will bring them to the meeting in January.

Claudia move to adopt calendar and James Russell seconded it. The motion carried unanimously.

#### Job Descriptions for Committees

Sandra asked that job descriptions for committee should be sent to Margaret Ann before the next Board meeting.

### **New Business**

#### Preservation NC Conference

Sandra reported the Preservation NC met last week in Edenton. It was good meeting, which she, Star Credel, Nelda Ormond and Marti Buchanan attended.

#### Christmas Float

Sandra asked for new ideas. Elaine Harrison introduced herself and shared she needed ideas and volunteers to help with the float design. Float designs to date have included the



first public library, gallery and library moving in and pirates, one on the windows, school building, seats from Board members bolted to the flatbed. BHSP has never missed a year with earning prize money and a ribbon. Cori shared the idea of Santa reading to children in a library setting. The goal is to finish the float before Thanksgiving. Debra volunteered to help.

### **Questions & Comments**

Marti Buchanan thanked the Board for a presentation and noted it was not in opposition to the plaque presentation. Marty took us back about 8 years to a subject matter of donors for restored windows. This began with a donation for Joanne Childs on April 2005. The original closing date in 2008 was supported by 43 donors supporting the window gifts. In March 2009 the list of restored window contributors was between 43 – 50 people. The letter of 2011 noted there would be a plaque engraved with the names of window donors. She noted there are many memoriabilia books the Board can reference. If short of funds, there is some suggestion of how to support the plaque for donors of restored windows. She suggested that it would be nice if the 57 pledges from April 2005 to 12/31/08 be documented by a plaque. Claudia noted that there is a committee to document a list of donations. The hold up is having a place to put a plaque. Carol Persche has a layout with the list of window donors. Perhaps this could be in the hallway in the cooridor before the gallery.

### **Next Meeting**


The next Board meeting will be held on November 5, 2013 at 7 PM at the Bath Christian Church Fellowship Hall.

### **Adjournment**

Sandra moved to adjourn the meeting and Debra seconded the motion. The meeting was adjourned at 8:10 PM.

Minutes submitted by Secretary Debra Torrence

Date approved 11-5-13

 , Sandra Harrison, President

Bath High School Preservation Board of Directors' Meeting

October 7, 2013

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

Claudia Alligood CA

~~John Baldwin~~ \_\_\_\_\_

~~Connie Bond~~ \_\_\_\_\_

Betsy Boxer X BB

James Russell Boyd X

~~Star Credle~~ \_\_\_\_\_

Ruth Dorkin RD

~~Jimmy Edwards~~ \_\_\_\_\_

Cori Fritz CSF

\* Sandra Harrison SAH

Muriel Moore MM

Nelda Ormond X NO

~~Carol Persche~~ \_\_\_\_\_

~~Jerol Steby, Jr.~~ \_\_\_\_\_

Debra Torrence X DLT

Becky Tuten B.T

~~Karen Waters~~ \_\_\_\_\_

Margaret Ann Woolard MAW

Elaine Harrison EH

Marti Buckhorn MB

Visitors (please sign in)

see above

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