

Draft for Approval
Bath High School Preservation
Board of Directors Meeting – November 5, 2013
7 – 8 PM

Agenda

1. Call to order, welcome, intros if needed
 - A) additions to the agenda.
 - B) adoption of the agenda
2. Secretary's report
3. Treasurer's report
4. Committee reports
 - A. Fund raising – chicken wingoff
 - B. Grants
 - C. Membership
 - D. Building
5. Old business
 - Officer & directors insurance – nelda ormond
 - Plaque for recognition of grant donors – betsy boxer
 - General donor recognition update -claudia
6. New business – questions – comments
 - Newsletter – winter edition
 - Board resignation – k. Waters - see bylaws
 - Appointments – committee, etc.
 - Budget 2014 -
 - Dedication - library / corridor – march 29, 2014 (recommended)
 - Updated galley budget
 - Historic bath foundation - revised proposal
7. Adjourn

Minutes

The regular monthly meeting of Bath High School Preservation was held on Tuesday, November 5, 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, Muriel Moore, Cori Fritz, Becky Tuten, Margaret Ann Woolard, James Russell Boyd, Betsy Boxer and Star Credle.

Also Present: Elaine Harrison and Marti Buchanan

Welcome and Adoption of Agenda

Sandra Harrison called the meeting to order and welcomed all who were present.

The meeting agenda was adopted and confirmed by Sandra Harrison.

Secretary's Report

Sandra referred to the minutes emailed to members detailing the October 2013 meeting. Sandra asked for any changes to the minutes. The minutes were adopted with the correction of the spelling of Star's last name. Debra noted she capitalized the word Christmas and deleted the second by in the first paragraph. With corrections, the October 2013 Board meeting minutes will be filed.

Treasurer's Report

Sandra asked members to review the Treasurer's report and provided an overview of the balance sheet. Sandra talked with the Golden Leaf representative about how to request additional funding. BHSP needed to send a current/updated funding report detailing the changes in the project after the bidding process. The current bill is around \$75,000 and has been forwarded to Golden Leaf; we should receive funds to pay the bill in 30 days.

Claudia asked about the Yard Sale item on page 2; she thought the amount generated was more than what is reported on the balance sheet. Nelda will look at the detail on this in follow up and send to Claudia. It will be 32 – 34 pages in length. Sandra asked for a motion to accept the James moved and Muriel seconded. The report will be filed.

Fund Raising Committee Report

Cori Fritz provided an income and expense report for the 5K run. The profit netted was \$13,603.33 plus another \$100 from Blackbeard's, which has been invoiced and one bill for about \$857 is outstanding.

A total of \$9570 profit on the raffle was reported by Claudia Alligood.

Throughout the year a total of \$43,000 +/- has been raised including, Bath Fest about \$1,000, \$13,600 from 5K, \$5,200 from \$1,000 letters and \$145 from recycling. Plans for the BHS reunion in spring 2014 should generate some additional funds. Claudia chairs the committee which includes James, Becky, Margaret Ann, Terry and Jeannie Woolard and Jerol Selby. Sandra thanked the committee for their work. Claudia shared that while sometimes stressful the events are a lot of fun.

Sandra asked that a motion \$15,000 be moved to Building Reserve to compete the pending payment to the Town of Bath. Claudia moved that \$15,000 from Operating Reserve be transferred to Building Reserve. James Russell seconded the motion. The payment will be made at the end of November. The final payment is due in 2014. The motion carried unanimously.

Grants Committee

Betsy Boxer provided the grants committee report. Tri County turned us down for the overage for gutters, storm windows, paint and parking lot. James asked how much is needed. Betsy shared it was around \$14,000. Tri-County accepts grants one time per year. She is in a holding pattern other than money short for the library project. Becky suggested the BHSP ask about something more showy. Betsy shared that she asked that the foundation for funds that would complete the project and noted in the grant that BHSP covered their service area but a small part of Bath is in the service area. We will try again next year.

Membership Committee

Nelda reported that in October there was 334 members. There are now 454 members because of the 5K and raffle tickets. Five windows were purchased last month and \$100 to the ASA Harrison Fund and funds for a first grade teacher from the class of '52 and \$95 extra in donations. One girl collected money from several sponsors totaling \$125. Cori noted this strategy could be very helpful in raising funds.

Building Committee Report

The Building Committee report was provided by Sandra Harrison. She shared a photo by email with a photo of the doors into the hallway. They have poured the concrete to level the floor and recovered the old steps and will be pouring the ramp this week. AC and heating is going in, so all things are moving forward. Mike Smith is a BHS graduate and was very proud to be selected for the work.

Some landscaping will need to be done, the bushes behind the old water fountain. Sandra is reaching out to the Garden Club to ask for help with the shrub. Once this is finished, the bricks can be sheltered for future use at Jimmy Edwards. She will work on keeping a 1/3 to keep.

The target date for construction is no later than the end of December. Library can move in January 2 with an opening of mid January, after tests. The last Saturday in March is the target date for the grand opening.

Claudia will see if she can locate the top to the old water fountain so a plumber could connect it.

The three big next steps are gutters, painting eaves, and parking lot.

Directors and Officers insurance donations received from all but one member and it has been paid (\$775) and covers employee issues (\$500,000) and directors at a \$1 million.

Plaque – The Name Plates quote was substantially more. Betsy suggested we go with the Franklin Company at \$1,100. Betsy noted that the Town of Bath was included. She will send the list one more time to members. Betsy is going to call everyone on the list for the plaque.

Golden Leaf has sent one banner and we need two, so Betsy will contact them to hang after the outside of the building will be power-washed.

New Address - For ENT purposes, 107 Harding Street is the physical address for everyone in the whole building for deliveries etc. The PO Box will stay the same.

General Recognition – Claudia shared she has not moved on this beyond thinking about it. Sandra shared that the space is a mini gallery that could accommodate a recognition strategy and some thought about what could be put in there and maybe we could get a donation from Larry Boyd. The Board is hoping no one is left out. Claudia shared she will compile the list with help after the first of the year. Information from Mike is with Star in an excel spreadsheet and is now in Quickbooks and to merge what is in the, which all has been in the newsletters to date for memorials plus other membership categories.

New Business

After the \$15,000 transfer to pay the Town of Bath, we will need funds for expenses.

Building insurance - We need to increase building insurance so Sandra has asked for a quote on this.

Electrical – Hook on and hook up charge will be needed.

Landscaping – Costs are coming up.

Water – hook on and hook up charges will be needed.

The newsletter being deferred may save us some money - \$800 - \$1,000 average to produce it. If we go below a certain amount the cost may not change. Claudia will be asking for emails when she sends out the invitations. Betsy can go back to Office Depot for an ink kind donation and Debra will put it together with Publisher template with the help from Betsy. Due to go out at the December. James moved and Betsy seconded that we do produce a newsletter. Allegra has a footprint donation which Betsy will check into.

Director Resignation and Vacancy - Karen Waters resigned as she is doing a lot of traveling. Sandra referred to the Bylaws that a special election will fill the position within 60 days. See Bylaws for details and formal notice. Currently there is 15 members on the Board. Sandra asked that we fill the vacancy and if so, we need some nominees for the remainder of the year or until June. Claudia moved that we not fill this position. Sandra noted that we need to keep an odd number and we will now have 14. Sandra noted that if we are going to fill it we need to do this in January. The position does need to be filled and would be filled through June and could be eligible for a Board member position in July. Members must be off for a full year to serve. Sandra told the members that she will ask Debra to send out a letter by US Mail that we have this vacancy and that we will be taking nominations in January 2014.

Budget 2014 – Normally we would be talking about budget now. We need to get a group of people to get together to meet about the budget. Sandra is asking for input from the committee chair, Treasurer and Executive Committee. Sandra will provide a comprehensive list of budget items coming up. The meeting will be at the Bath Christian Church on December 18 at 3 PM for a one-hour meeting.

Library Dedication – March 29. Susan Benning, Library Director will be invited to the January meeting. Ruth, Margaret Ann and Becky will help and Betsy will contact the funders. Carol Perche has been asked to consider serving on this committee. The ceremony will be around 1 – 2 PM. Those who are good at swingin, wiggin, waggin, etc. ... could we provide a reception or luncheon at the church before the presentation for 8 – 10 funders, 15 Board members plus library will be between 30 – 40 people. Nelda has requested that library staff please join as BHSP members. One staff person has joined so far. Ruth agreed to co-chair the committee with Becky.

Gallery Update and Library Expenses

The library project will have overages and is not yet known.

Sandra shared the cost was \$108,000 at the last meeting, which is no longer a locked price. She is getting clarification about the eaves, which will inform the budget. \$90,000 plus \$18,000 in contingent. No funds have been used so far other than from the Smith Foundation and Window Fund. The Smith Foundation grant has \$33,000 left. A total of \$7,000 has been spent. Sandra will be contacting the Smith Foundation within the week to update the status of the Gallery.

Sandra will provide a detailed budget for the remainder of \$75,000 - \$80,000.

A check has come from the Friends of Bath for the painting for the library. The painting within the Library will be added to the contract with Stock & Taylor Construction, which will also provide a year's warranty.

Sandra asked members to review the HBF counter proposal for the January meeting. James moved to review and discuss the proposal in January 2014. Star seconded the motion.

Questions & Comments

No questions or comments were shared.

Next Meeting

The next Board meeting will be held on January 7, 2014 at 7 PM at the Bath Christian Church Fellowship Hall.

Adjournment

James moved to adjourn the meeting and Claudia seconded the motion. The meeting was adjourned at 8:00 PM.

Minutes submitted by Secretary Debra Torrence

Date approved 1-7-14

Sandra Harrison, Sandra Harrison, President

Bath High School Preservation Board of Directors' Meeting

November 5, 2013

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

Claudia Alligood CA

John Baldwin _____

Connie Bond _____

Betsy Boxer _____

James Russell Boyd JRB ✓

Star Credle SC

Ruth Dorkin RD

Jimmy Edwards _____

Cori Fritz CF

Sandra Harrison SH

Muriel Moore MM

Nelda Ormond NO

Carol Persche _____

Jerol Sleby, Jr. _____

Debra Torrence _____

Becky Tuten BT

Karen Waters _____

Margaret Ann Woolard MAW

Visitors (please sign in)

[Signature]

Martin Buchanan

