

Union County Historical Society
“Exploring Union County’s Past to Inform the Present and Future”
Board Meeting Minutes
10 March 2020

Bruce Teeple called the meeting to order with Phyllis Dyer, Mary Kay Harper, Louise Knight, Mike Molesevich, Eli Reiff, Darren Rhyne, Kathy Swope, Bruce Teeple, and Matt Wagner present, thus constituting a quorum to conduct business.

- Barb Franck and Jeff Reber were unable to participate.
- Conor Emery, a Mifflinburg High School student, was also present, as was Financial and Programming Administrator, Dan Bower; and Mark Thayer from Meixell-Deihl Insurance Agency.

Announcements

Bruce welcomed Conor Emery as an ex officio student representative to the Board. Geoff Goodenow says that the Winfield Quarry has placed a load of fossiliferous boulders at the DRT parking lot. This should deter 4-wheelers from ruining the trail and help promote our educational mission.

Insurance Coverage

Mark explained our coverage, reporting that:

- The Board has, in accordance with our new By-laws, adequate liability coverage with a \$1,000,000 limit (at \$575/year), including property damage and bodily injury.
- We need to consider buying Employment Practices Liability (EPL) coverage for everyone, including volunteers and staff.

On a motion by Louise and Mike, the Board asked Mark to give us a quote on the cost of additional coverage for EPL and Sexual Misconduct Protection, which is a separate category from General Liability.

On a related motion by Mike and Matt, the Board also asked Mark to give us a quote on the Druckenmiller-Milne Log Cabin, the red storage building; the milk house, and other coverage, such as equipment breakdown, non-owned auto liability, an umbrella policy, and cyber security liability.

Matt is waiting for replies from holders of off-site UCHS property, so we can update our coverage of those items

Dan will check with the county’s IT office about covering office computers.

Secretary’s Report – On a motion by Matt and Eli, the Board approved the January meeting’s minutes.

Governance – On a motion by Louise & Kathy, the Board agreed to re-adopt the By-laws approved at the January Board meeting. This “nunc pro tunc” technicality was necessary because we approved the By-laws before we filed the Articles of Incorporation with the Commonwealth.

Financial and Programming Administrator’s Report

Dan and Mary Kay have set up the Quick Books program and budget categories to make our finances more understandable. He is using services from TechSoup to ease the transition, but UCHS will need to buy a new laptop. Mike suggested that he investigate purchasing the laptop from Mepush.

Budget

The Board agreed with Kathy's suggestion to set up a rental contract with Lloyd Zimmerman, the farmer at DEW (now listed under "Rental" in the budget).

The group agreed to take the \$100 expense for the "Speakers Bureau" category completely out of the proposed budget.

The group also agreed to reduce the Annual Dinner expense to \$1,300 and estimate the revenue at \$1,400.

- Louise suggested holding a potluck dinner at Nottingham Village's community building. It has a minimal rental fee, and we could supply our own paper products.

Dan and Mary Kay explained that the \$1,750 income under "Sponsorships" is mostly from donations and calendar sponsors. The Membership Committee will submit a plan to increase the cost of calendar sponsorships.

Items under the "Conservancy" category are mostly rent and supplies.

The balance sheet for the "Collections & Acquisitions" category will need to show the ~\$8,000 from the old Archives checking account.

- Matt added that \$2,500 - \$3,000 is budgeted to digitize oral histories.

Mike gave Matt receipts for four CDs at Susquehanna Community Bank.

Kathy asked why the IRS 990 showed us spending more than we made last year.

- Matt reported that he had tracked down all our CDs.
- Not all are on paper; some are online.
- Our new accountant informed Matt that we owe the IRS a \$2,500 penalty, but he is optimistic that we can file a successful appeal for forgiveness, once we first pay the fine.

On a motion by Eli and Mike, the Board unanimously approved the 2020 budget with modifications.

Dan added that A-1 has a considerably cheaper alarm system for the DEW House.

- Mike reminded Dan that, once installed, he should contact the insurance agency.
- On a motion by Mike and Matt, the Board approved purchasing the new system.

Matt has delivered letters establishing online accounts with Susquehanna Community Bank and Mifflinburg Bank and Trust, and granting access to Matt, Dan and Bruce (per January minutes).

Bruce thanked Matt, Dan, Mary Kay, Kathy, and Jeff for untangling our ferhoodled financial situation. The committee will meet in August to discuss the 2021 budget.

Bill Clemons Scholarship –The Board authorized Bruce to contact SUN Tech and have them award \$500 over three years.

Nominations Committee

Terms of office ending in **2020** - Phyllis and Matt (Louise is not running for re-election)

Terms of office ending in **2021** - Barb, Kathy, and Jeff

Terms of office ending in **2022** - Mike and Bruce

Terms of office ending in **2023** - Eli, Mary Kay, and Darren

- Bruce thanked Kim, Elaine, Matt, and Dan for serving on the committee
- Four individuals have agreed to run for the Board: Phyllis Dyer of Winfield; Lonnie Hill of Lewisburg; Susan Rapp of Lewisburg; and Matt Wagner of Mifflinburg. The Board approved without objection.

Archives & Collections Committee – Phyllis and Matt

Bruce thanked Ron and Kris Wenning, of Wennawoods Publishing, for donating books and maps, valued at \$200, for sale by UCHS.

Bruce thanked Phyllis and Matt for arranging the display in the UCGC case.

Matt relayed a request from the Buggy Museum to split the cost of sharing collections records.

- The Board agreed that this would help promote more cooperation between the two organizations.

Matt reported that someone may be willing to donate a Mifflinburg buggy and sleigh to UCHS.

- There is also a buggy and sleigh available at the McClure family estate sale in May.

DEW – will meet on Saturday, 14 March, 1 p.m.

Membership – will determine the April meeting date this week.

Outreach – will determine the late March/early April meeting date this week.

Since we've already assured members that we don't share the UCHS membership list, the Board rejected the request by the Buggy Museum.

The Board approved spending \$150 (500 at 30 cents each) to buy new rack cards. This will be listed as an expense under the "Publicity" category.

The Board agreed to advertise the History Hop through Facebook, then have participating groups print their own copies for distribution.

Other Business

Dan reported that the tour of Alvira at the state game lands will be on 17 May.

Kathy will have the orientation packet for new Board members ready at the May meeting.

On a motion by Mike and Eli, the Board adjourned at 8:13.

The next Board meeting will be on 12 May.

Bruce will check about having the next Board meeting at the West End Library

I have one correction to the minutes. I raised the issue that we have had greater expenses than revenue according to the last three 990s that were filed. We did not file a 990 the last two years, hence the interest penalty discussed last night. In addition, according to the information provided by Linda in her May report last year, we had spent more than the revenue received for 2017, 2016, and 2015.

In addition, I know we all feel good about the budget we passed, but I find it disturbing that our budget reflects revenue and expenses below the the 2014 levels.

2014 (Actual)

Revenue- \$77,626

Expenses-\$67,186

2017 (Last 990 filed) (Actual)

Revenue- \$53,137

Expenses-\$73,959

2020 (Projected)

Revenue- \$59,400

Expenses-\$58,769

Something seems to be missing from our budget. Are the DEW expenses included?

Kathy