

Cherokee County Historical Society

Board of Directors Meeting: January 13, 2004

Meeting Minutes

On January 13, 2004, the Board of Directors held a scheduled meeting at 7:00 p.m. on the grounds of the Historic Courthouse. In attendance were President Kathy Day, Past President Skip Spears, Vice President Peggy Corbett, Treasurer Judson Roberts, Secretary Marcia Mosher, Directors Charlotte Land, Thomas Krueger. Absent was Director JoEllen Wilson.

The meeting was called to order at 7:05 p.m. by President Kathy Day. The Minutes of the previous meeting were distributed to the Board, reviewed and approved as amended.

Old Business

- Update on Partners in Education Program
 - Mike McGowan from the School system called and wanted the Partnership Agreement updated. Kathy Day and Judson Roberts met with him and about this and also about the property adjacent to our property behind the Canton Elementary School sign. They will not deed this land to the historical society but will lease it for a nominal fee. However, in order for them to do this he wants the entire landscape plan for the Crescent Farm Historical Center.
 - We sent them the landscape plan as designed by David McMullin of New Moon Gardens.
 - Mr. McGowan and Russell Sims came back with a request for a complete plan of the heritage garden. We explained to him that this was not part of Mr. McMullin's original concept and so was not on his plan.
 - We will take an explanation of what is planned for the Heritage Garden area as well as the updated Partnership Agreement to the Board of Education meeting on February 15, 2004.
- Status of Computer Equipment & Website
 - We will have the Executive Director undertake a search for a new web hosting vendor when they begin in late February, early March. In the interim, Kathy Day will speak with Sylvia Rankin about the necessity of getting all the outstanding items completed and updated within the next two weeks.
- Brochure and Newsletter Status
 - It was noted that we must be sure to acknowledge those members that have passed since the last newsletter., i.e. Mr. Buffington, Bill Hasty, Lucille Harmon, Katherine Malone
 - Judson Roberts noted that he will need a separate page for donations.
 - Peggy Corbett offered to be a proof-reader.
 - The deadline for items is January 25.

New Business

- Adding of a new Education Committee
 - It was noted that this was currently an Ad-hoc committee and as the By-Laws will have to be amended to make it a standing committee we would leave it as is for the time being.
 - Potential Members were discussed and the following names proposed: Annabelle Ballew, Maria Baldwin.
- Derby Day Update
 - A meeting was held of the Derby Committee on January 12, they are well on their way with this event, potential sponsors have been identified and packages with requests will be going out to them soon. Most of the logistics have been arranged.
- Report of Executive Director Search Committee
 - Resumes of the candidate pool were submitted to our Reader's Group for their responses. The committee met January 7 to go over those responses and narrow down to final selection. A final selection of two candidates was made. The first will be visiting at the end of January to meet with the Search Committee and the Board. Plans are to interview the second candidate in early February.

Reports of Standing Committees

- Treasurer's Report
 - The Treasurer's Report for January 13, was noted and discussed.
 - A report of Year End Contributions was made noting Year End Contributions of \$5,875.00, President's Challenge of \$20,150.00.
 - A letter from the National Trust awarding us the Local Initiative Challenge Grant of \$35,000 was also circulated. Congratulations and thanks were offered to those who worked on this grant.
 - The Treasurer also noted that we will receive another \$25 thousand from Cherokee County.
 - A report of the Finance & fundraising Committee goals was also submitted.
 - The proposed budget for 2004 was submitted for discussion and approval. After some discussion regarding clarification of explanatory details a motion was made by Marcia Mosher to approve the Budget as submitted, was seconded by Tom Krueger and unanimously approved.

- Membership Committee Report
 - The membership renewal letters have been prepared and need to be printed and collated. They should be ready by mid-February.
- Publicity: No Report, Peggy Corbett suggested that we may want to consider placing an article in the Sixes/Cherokee Living Publications.
- Historic Sites: No report
- Library & Archives: President Day noted that a desk is being added in the archive room specifically for Charlotte Land to work on the Buddy Alexander Photography collection.

The meeting was adjourned at 8:30 p.m. by President Kathy Day

Respectfully Submitted,

Marcia Mosher, Secretary

Attachments:

The American Heritage Merit Badge Clinic Program

Partners in Education Letter

Treasurers Report

Budget versus Actual Results 2003

Approved 2004 Budget

Letter from National Trust for Preservation

2004 Finance & Fundraising Goals Report

Report of 2003 Year End Donations

Item	Budget	January	February	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD	Balance	Comments
REVENUE (SOURCES)																
Earned Memberships																
Life	\$2,000.00	\$150.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	(\$1,250.00)	
Family	\$4,800.00	\$100.00	\$160.00	\$2,610.00	\$205.00	\$60.00	\$60.00	\$285.00	\$60.00	\$0.00	\$0.00	\$85.00	\$30.00	\$3,655.00	(\$1,145.00)	
Corporate	\$5,000.00	\$100.00	\$200.00	\$800.00	\$100.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00	(\$3,600.00)	
Individual	\$6,000.00	\$35.00	\$50.00	\$1,505.00	\$170.00	\$80.00	\$50.00	\$60.00	\$40.00	\$0.00	\$40.00	\$55.00	\$80.00	\$2,165.00	(\$3,835.00)	
Student	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$20.00	\$0.00	\$0.00	\$50.00	\$50.00	
Municipality	\$800.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	(\$400.00)	
Memberships Subtotal	\$18,600.00	\$385.00	\$910.00	\$5,415.00	\$475.00	\$140.00	\$110.00	\$545.00	\$100.00	\$30.00	\$60.00	\$140.00	\$110.00	\$8,420.00	(\$10,180.00)	
Projected Sales:																
Cookbooks	\$1,000.00	\$30.00	\$0.00	\$10.00	\$200.00	\$75.00	\$20.00	\$0.00	\$0.00	\$80.00	\$110.00	\$20.00	\$280.00	\$1,385.00	\$385.00	100 @ \$10
Maps	\$500.00	\$50.00	\$50.00	\$0.00	\$15.00	\$50.00	\$0.00	\$15.00	\$0.00	\$60.00	\$20.00	\$0.00	\$0.00	\$260.00	(\$240.00)	20 B/W @ \$10
Marlin Histories	\$2,400.00	\$30.00	\$70.00	\$70.00	\$35.00	\$220.00	\$95.00	\$35.00	\$60.00	\$428.50	\$1,005.00	\$150.00	\$240.00	\$2,918.50	\$518.50	40 @ \$30; 20 @ \$15
Videos	\$150.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$165.00	\$15.00	7 @ \$20
Other	\$150.00	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$52.95	\$273.85	\$123.85	Stationery, T
Sales Subtotal	\$4,200.00	\$120.00	\$130.00	\$165.00	\$250.00	\$345.00	\$135.00	\$50.00	\$60.00	\$568.50	\$1,135.00	\$235.00	\$602.95	\$5,002.35	\$802.35	
Facility Rental (Rock Barn)	\$12,000.00	\$0.00	\$50.00	\$200.00	\$600.00	\$100.00	\$800.00	\$700.00	\$875.00	\$1,550.00	\$550.00	\$550.00	\$600.00	\$6,575.00	(\$5,425.00)	
Admissions																
Banquet	\$2,500.00	\$0.00	\$0.00	\$60.00	\$1,182.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,267.00	(\$1,233.00)	140 @ \$16
Seminars	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	Genealogy, N
Admissions Subtotal	\$3,000.00	\$0.00	\$0.00	\$60.00	\$1,182.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,267.00	(\$1,733.00)	
Earned Income Subtotal	\$37,800.00	\$505.00	\$1,090.00	\$5,840.00	\$2,507.00	\$610.00	\$1,045.00	\$1,295.00	\$1,035.00	\$2,148.50	\$1,745.00	\$925.00	\$1,312.95	\$20,058.45	(\$16,535.65)	
Invested																
Endowment																
Interest	\$50.00	\$0.00	\$0.00	\$0.00	\$76.53	\$35.66	\$31.46	\$30.87	\$31.67	\$24.38	\$25.30	\$12.49	\$22.25	\$290.61	\$240.61	
Dividends	\$150.00	\$0.00	\$9.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.20	(\$140.80)	
Endowment Income Subtotal	\$200.00	\$0.00	\$9.20	\$0.00	\$76.53	\$35.66	\$31.46	\$30.87	\$31.67	\$24.38	\$25.30	\$12.49	\$22.25	\$299.81	\$99.81	
Contributed																
Donations																
NTHP Director Match	\$25,000.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$5,100.00	\$1,000.00	\$0.00	\$50.00	\$250.00	\$5,100.00	\$12,000.00	(\$13,000.00)	Individual or
Local Government	\$30,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$30,000.00	\$0.00	County and C
Annual Year End Campaign	\$5,000.00	\$845.00	\$290.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$5,300.00	\$6,485.00	\$1,485.00	Annual appe
Foundations	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$2,500.00	\$6,250.00	\$4,250.00	State & Local
Rock Barn Pledge Payments& Other	\$4,000.00	\$3,875.00	\$75.00	\$3,056.45	\$150.00	\$10.00	\$500.00	\$500.00	\$684.05	\$133.02	\$0.00	\$0.00	\$0.00	\$8,983.52	\$4,983.52	Pledge Paym

Conferences & Seminars	\$5,000.00	\$0.00	\$128.05	\$0.00	\$0.00	\$84.39	\$0.00	\$0.00	\$529.50	\$939.00	\$2,141.37	\$0.00	\$0.00	\$3,822.31	(\$1,177.69)	Attendees do
Donations Subtotal	\$71,000.00	\$4,720.00	\$25,493.05	\$3,081.45	\$3,400.00	\$94.39	\$500.00	\$5,600.00	\$2,238.55	\$1,072.02	\$3,191.37	\$5,250.00	\$12,900.00	\$67,540.83	(\$3,459.17)	
Grants																
SHPO - GA Heritage 2003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	Applied to m
NHTP Local Initiative Technical	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00	Strategic Plan
Grants Subtotal	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00	
Contributed Income Subtotal	\$73,500.00	\$4,720.00	\$27,993.05	\$3,081.45	\$3,400.00	\$94.39	\$500.00	\$5,600.00	\$2,238.55	\$1,072.02	\$3,191.37	\$5,250.00	\$12,900.00	\$70,040.83	(3,459.17)	
TOTAL REVENUE	\$111,500.00	\$5,225.00	\$29,092.25	\$8,921.45	\$5,983.53	\$740.05	\$1,576.46	\$6,925.87	\$3,305.22	\$3,244.90	\$4,961.67	\$6,187.49	\$14,235.20	\$90,399.09	(\$19,895.01)	

EXPENDITURE (USES)

Administration	Executive Director	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	One year sal	
	Benefits	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00		
	Newletter Compiler	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$1,100.00	(\$1,100.00)	
	Administrative Subtotal	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$1,100.00	\$43,900.00	
Office Expenses	Supplies	\$750.00	\$0.00	\$75.01	\$31.45	\$0.00	\$49.95	\$89.62	\$0.00	\$292.34	\$0.00	\$251.70	\$89.19	\$60.19	\$939.45	(\$189.45)	Routine Offic
	Software & Computer Repair	\$500.00	\$0.00	\$276.70	\$175.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.70	(\$11.70)	Updated Tech
	Telephone	\$360.00	\$20.23	\$20.23	\$20.23	\$20.23	\$20.21	\$21.21	\$20.22	\$21.43	\$21.43	\$20.18	\$20.18	\$0.00	\$225.78	\$134.22	Administrativ
	Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$94.34	\$0.00	\$0.00	\$0.00	\$0.00	\$594.34	(\$594.34)	Coat Rack, C
	Equipment	\$5,000.00	\$0.00	\$691.65	\$0.00	\$0.00	\$0.00	\$253.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$945.40	\$4,054.60	Laser Printer,
	Postage/Box Rental	\$1,000.00	\$0.00	\$221.10	\$273.36	\$3.26	\$4.88	\$80.44	\$0.00	\$242.46	\$16.20	\$179.35	\$285.20	\$175.33	\$1,481.58	(\$481.58)	Newsletters,
	Office Expense Subtotal	\$7,610.00	\$20.23	\$1,284.69	\$500.04	\$83.49	\$75.04	\$945.02	\$20.22	\$650.57	\$37.63	\$451.23	\$394.57	\$235.52	\$4,698.25	\$2,911.75	
Financial Expenses	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line use for p
	Bank Charges	\$0.00	\$3.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.45	\$0.00	\$0.00	\$74.45	(\$74.45)	
	Earmarked for Reserve/Endowment	\$23,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,800.00	
	Financial Subtotal	\$23,800.00	\$3.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.45	\$0.00	\$0.00	\$74.45	\$23,725.55	
Professional Fees	Accountant	\$1,100.00	\$75.00	\$75.00	\$75.00	\$75.00	\$275.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00	\$950.00	\$150.00	Bookkeeping
	Appraisal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Appraisal for
	Legal	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	Contract Rev
	D & O Insurance	\$1,100.00	\$0.00	\$0.00	\$0.00	\$889.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$889.00	\$211.00	Dir. and Offic
	Professional Subtotal	\$2,380.00	\$75.00	\$75.00	\$75.00	\$964.00	\$275.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00	\$1,839.00	\$541.00	

	Newsletter Printing	\$500.00	\$0.00	\$366.25	\$0.00	\$0.00	\$315.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$681.25	(\$181.25)	Four Quart
	Advertising	\$100.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153.43	\$0.00	\$0.00	\$320.00	\$0.00	\$488.43	(\$388.43)	GA Trust
	Dues & Subscriptions	\$1,000.00	\$0.00	\$0.00	\$15.00	\$115.00	\$45.00	\$75.00	\$125.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$430.00	\$570.00	Various
	Publicity Subtotal	\$2,100.00	\$126.00	\$381.25	\$15.00	\$214.85	\$360.00	\$75.00	\$125.00	\$219.43	\$55.00	\$66.00	\$320.00	\$0.00	\$1,957.53	\$142.47	
Education	Registration & Travel	\$4,000.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.50	\$939.00	\$2,216.26	\$0.00	\$0.00	\$3,984.76	\$15.24	NTHP: maj
	Strategic Planning Session & F/R Plan	\$5,000.00	\$1,290.18	\$218.40	\$0.00	\$3,723.44	\$84.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,316.41	(\$316.41)	Funded 50
	Education Subtotal	\$9,000.00	\$1,290.18	\$218.40	\$300.00	\$3,723.44	\$84.39	\$0.00	\$0.00	\$529.50	\$939.00	\$2,216.26	\$0.00	\$0.00	\$9,301.17	(\$301.17)	
Archives	Library, Collections & Pub. Reprinting	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	Supplies a collections.
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	TOTAL EXPENDITURES	\$111,500.00	\$2,884.87	3292.83	\$1,581.87	7900.88	\$1,272.49	\$1,858.39	\$1,745.13	\$3,544.59	\$2,145.01	\$5,256.10	\$1,000.27	\$1,152.30	\$33,634.73	\$77,865.27	
	Surplus/(Defecit)	\$0.00	\$2,340.13	\$25,799.42	\$7,339.58	(\$1,917.35)	(\$532.44)	(\$281.93)	\$5,180.74	(\$239.37)	\$1,099.89	(\$294.43)	\$5,187.22	\$13,082.90	\$56,764.36		