

Cherokee County Historical Society

Board of Directors Meeting: January 19, 2005

Meeting Minutes

On January 19, 2005, the Board of Directors held a scheduled meeting at 7:00 p.m. at the Crescent Farm Historical. In attendance were President Kathy Day, Past President Skip Spears, Treasurer Judson Roberts, Secretary Marcia Mosher, Directors Charlotte Land, Carol Lavoie and JoEllen Wison, and other Committee Members. Absent was Vice President Peggy Corbett

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.

Introductions

After calling the meeting to order, President Day introduced our new Executive Director, Stefanie Joyner and new Director, Carol Brown Lavoie. Stefanie joined the organization in early January. She was previously the Membership Director at the Flagler House Museum in Florida and received both her undergraduate and graduate degrees in Historical Preservation from the University of Florida.

Carol Lavoie comes back to her home Cherokee County after a long absence and has been an active volunteer for the past year. In addition to her duties as a Director, she has agreed to become Publicity Chair.

Old Business

- Partnership Agreement with Cherokee County School System

President Day gave a report on the Partnership Agreement with Cherokee Co. School System. After long and detailed discussions and numerous meetings with individuals over the past year, the Board of Education has finally agreed to approve the Agreement.

The Agreement was noted as approved in their published minutes of the meeting of December 9, 2004.

As part of the negotiations for this agreement, detailed plans and staked outlines of the proposed garden location for a partnership with horticultural students were given and a detailed list of plants provided.

The outbuildings to be moved will be located on the Northeast side of the building. David Looper of Gainesville is coming to give an estimate on moving the Buildings.

- Grafting of Mulberry Tree

President Day and Mrs. Land related the outcome of their conversations with Mr. Lewis Jones, Lawson's Nursery and Sixes Garden club concerning the grafting of Mulberry tree from in front of Mill No.1. Mr. Jones has given permission for CCHS and the Garden Club to take cuttings for Lawson's to graft this tree. Lawson's will keep the trees in their nurseries until ready for sale (approximately three years). Treasurer Roberts noted that there are few remaining apple trees on his farm that are "Roberts Red" a cultivar named for his grandmother. He suggested we do the grafting of this tree for fundraising sale as well. It was agreed that both trees would be done at once. CCHS will fund the actual grafting costs if determined to be reasonable, and the Garden Club and its adjunct, The Rock Barn Project will market the trees. The trees will be issued numbered certificates and the annual commemorative ornaments for that year will be of the trees.

Charlotte Land will report back to the Board the actual costs from Mr. Lawson. She and Skip Spears will also check to see if a tree close to the river behind Cherokee High School is suitable for the grafting project.

- Computer/IT Issues

Marcia Mosher reported that our website has successfully been transferred to our new website administrator Max Forstater. The transition went very smoothly. Missing only are the 2001 Awards Presentation and the Van Buren Exhibition photographs. E-commerce capabilities are in process and should be added by early 2005. Merchandise sales, tickets and memberships will be able to be processed on the website. Content can be updated swiftly and easily.

Secretary Mosher also reported that we have been having plagiarism issues with one Brenda Pierce who is posting on the Internet, without citation or reference, our copyrighted material. Ms. Pierce has been removed from most reputable Genealogy websites for this type of activity as well as falsely representing herself as an authorized representative of Genealogy websites. We were originally informed of her infringement on us by our past website administrator who found our material as well as her own being plagiarized by the individual. At that time Ms. Pierce was told both verbally by President Day and in writing to cease and desist. It was discovered recently that the Sequoyah Library system had a link to her web page with this plagiarized material. However, after being informed, the Library System has removed the link.

Consultation with Mr. Forstater notes that it is imperative that we be vigilant for these type of copyright infringement issues on the Internet by doing regular searches using multiple search engines, and responding to each infringement through legal channels.

New Business

- Upkeep at the Rock Barn

A number of upkeep issues at the Rock Barn were noted:

- The front door has been pulled off track and is need of painting and sealing.
 - This will be locked from now on to prevent groups using the barn from knocking it off track.
 - A quote for painting and all other work will be solicited from George Davis, 770-479-8681, Handyman by George
 - A quote will be solicited from a locksmith to put locks on the office door where the sound system and supply cabinet is housed and the kitchen cabinets where CCHS and Garden Club materials are stored.
 - A quote will be solicited from a Landscape Lighting contractor to place spotlights on the front door and sign.
 - A cigarette butt container will be obtained for both entrances
 - An additional deposit will now be required for use of the sound system by renters as it has sustained damage in the past quarter.
 - A detailed floor layout will also be given to all renters who will be required to return the Barn to its original condition in order to have a security deposit returned. This will include instructions as to which pieces may never be moved.
 - As an additional note; Treasurer Roberts noted that additional cedar trellis is stored in the barn at the A.W. Roberts House should it be needed for future projects.
- Commemorative Ornaments are now in

Secretary Mosher noted that the 2004/2005 Ornaments are now in and selling well. The ornaments feature the Gresham/Sixes Mill and are sold for \$13 or two for \$25. The new ornament will also be added to the website.

- Derby Day

The Kentucky Derby is four months away and we will have our first planning meeting February 10, 2005. A save the date note will be sent out by the Secretary with details to follow from Ms. Joyner.

- President Day noted that she had been contacted by Karen Smithwick to say that the trophy cases for the Old Canton High are repaired and are in Building C. Volunteers are needed to polish silver awards to place back in the cases.
- Ms. Smithwick also informed us that brick sales have closed with a total of 914 bricks sold.
- Andrew Gehl of Around Canton magazine is looking for pictures of what Canton looked like 100 years ago to do a series of “Then and Now” comparisons.
- President Day noted she has also been investigating getting the slides from the CCHS collection printed. Wolf Camera will do it for 75 cents per slide. They suggested doing a calendar there from all of these slides. There are numerous other possibilities, “Do You Know” column in the newsletter, website, etc.
- JoEllen Wilson will be checking with the Reinhardt College Administration about getting back artifacts that were loaned to them several years ago.

- Mr. Lewis Jones III was to speak at the February meeting, but will possibly speak in the future with his father. He would like some direction about what topic or era to cover.
- It was noted that Mack Moore should also be asked to speak soon.

Standing Committee Reports

Treasurer's Report: Judson Roberts

Treasurer Roberts referred to the confidential memo re: Board support distributed by US Mail and thanked the Board for its financial support during 2004.

- Michele Forsman will be joining the Finance and Fundraising Committee. A meeting is to be held February 17.
- Stefanie Joyner issued a challenge to each board member to bring in a corporate member this year, noting the benefits to be highlighted as follows:
 - Listed on website
 - Newsletter
 - Free use of the barn, once per year
- The Year End request has gone out.
- Foundation requests have been made
- The proposed budget was presented.
 - The budget does not deviate much from last year and includes the addition of staff for the full year.
 - Earned Income must cover overhead in order to be able to use contributions for projects.

- Derby was a learning experience but we did make money. This year's expenses will be better controlled.
- Two grants are noted on the Budget; a \$20thousand National Trust Grant has been applied for to hire a summer intern to update the Historic Structure Survey originally done in 1976 and 1988 by Dan Lathem.
- A Motion to approve The 2005 Operating Budget was made by Secretary Mosher, seconded by Skip Spears and unanimously approved with the caveat that the grant for a summer Intern be removed if this grant is not received.
- Finance & Fundraising Report was presented as attached
 - Goals for 2005 (Attached)
 - Year End Ask (Attached)

- **Membership Committee Report:** Marcia Mosher

It was noted that while Secretary Marcia Mosher has been handling the membership duties and maintaining the membership database, the Executive Director will now be handling that task. Ms. Joyner has already downloaded the database into Past Perfect and that software will be used in the future.

- Ms. Joyner asked if we had been sending out membership acknowledgement cards when members joined or remitted their dues. She will start doing this in future.
- Suggestions were made for areas that should be targeted for membership growth such as Pea Ridge and the Women's Service League at BridgeMill.
- It was suggested that there be a co-Chair for membership. Mr. Roberts has been talking with Ashley Holcombe who

would like to begin taking a more active role and may be willing to head up this Committee.

- **Historic Sites: Jack Richardson Discussion of awards for 2005**

- The committee will be meeting again in the near future although a time has yet to be determined. The cemetery project has been finished and the Committee will now turn full time to choosing sites for the 2005 program.
- Suggestions were made as follows:
 - The Goddard House near Bradshaw Farms
 - Tyre Jones house was suggested by Rajayne Cordery.
 - Orange Cemetery
 - Mill House
 - The house across from the Quilting Time store (old Barnett store)

- Dobbs building at Reinhardt College.

Business being concluded a motion to adjourn was made by Marcia Mosher, seconded by JoEllen Wilson and unanimously approved.

The meeting was adjourned at 8:45 p.m. by President Kathy Day

Respectfully Submitted,

Marcia Mosher, Secretary

Attachments:

Treasurer's Report

Finance & Fundraising Report:

Goals for 2005 (Attached)

Year End Ask (Attached)

2004 Operating Budget Versus Actuals

2005 Proposed and Approved Budget

Cherokee County Historical Society, Inc.
Treasurer's Report
December 31, 2004

Liquid Assets:

Cash on Hand:

Checking Accounts

Cherokee Bank

Operating Account \$ 7,872.06

Escrow Account 25.00

MMA: Director's Fund 26,322.17

Edward Jones

Stock Deposit Account 22.40

Certificate of Deposit

Regions Bank: Marker Fund 2,847.16

Cherokee Bank: Director's Fund 25,137.88

First Cherokee State Bank: Director's Fund 25,000.00

Stock Account

Edward Jones (Exxon Stock: 40 shares @ \$51.26) 2,072.80

Total Liquid Funds \$89,299.47

Liabilities:

\$25,000 Line of Credit/Cherokee Bank \$ 0.00

30,000 Line of Credit/American Express 0.00

Total Liabilities \$ 0.00

Pledges & Commitments to Director's Fund Payable 2005:

Individual Member \$ 5,000.00

Cherokee County Board of Commissioners (1/05) 25,000.00

National Trust for Historic Preservation Challenge Grant 20,000.00

Total Pledges & Commitments \$60,000.00

Submitted:

Judson W. Roberts
Treasurer

Finance & Fundraising Goals Committee Goals for 2005

1. Active management of revenues & expenses through ongoing review of budget vs. results.
2. Work with accountant to produce quality, timely financial information, tax returns (due May 15th) and staff salary administration.
3. Work with Executive Director to arrange an annual audit according to bylaws.
4. Complete and distribute 2006 Operating Budget Draft to Board by 12/31/05 for review and approval for January, 2006 meeting.
5. Compile and distribute list of major donors for 2004 for Executive Director and Board for January, 2005 meeting.
6. Complete budget draft for Singleton-Van Buren Exhibition by 11/30/05.
7. Raise \$47,000 for Director's Fund as detailed in 2005 Budget.
8. Assist Executive Director with financial information to underwrite two successful grants:
 - AASHL - \$2,000 to fund intern to complete Addendum to Historic Structures Survey (completed and submitted 12/31/04).
 - NEH - \$100,000 Challenge Grant for establishing an endowment (due 5/1/05 or 11.1.05).
9. Provide financial information and guidance to the following to achieve goals: Membership Committee (\$20,000); Derby Day Task Force (\$15,000 Sponsors & \$10,000 admissions and expenses not to exceed \$5,000, netting \$20,000); and Executive Director (\$10,000 Facility Rental Income).
10. Work with Executive Director to achieve sales goals (\$6,000) though inventory management, timely collection of funds, mail orders and expansion of points of sales.
11. Compose and submit an investment policy for management of a future endowment fund by 6/30/05.
12. Work with Executive Director and Committee to send out annual contribution requests by November 30, 2005 and reach budget goal of \$8,000.
13. Submit contribution information on a timely basis to compiler of Crescent Chronicle.
14. Operate as active committee of at least five members by 6/30/05.