

BISBEE RESTORATION MUSEUM

Bisbee Restoration Association and Historical Society, Inc.
Annual Board Meeting | June 30, 2018 | 9:30 AM

ROLL CALL:

Vern Walker, President
Diana Berge, Vice President
Jason Macoviak, Secretary
Barbara Bruno, Volunteer
Andy Doubleday, Treasurer
Jean Walker, Volunteer
Suzi Dow, Volunteer

THE FOLLOWING WAS DISCUSSED, CONSIDERED, AND/OR DECIDED UPON AT THIS MEETING.

MEETING CALLED TO ORDER: Meeting was called to order by President Vern Walker @ 9:30 AM

APPROVAL OF MINUTES: There was a change in the minutes. Ms. Berge notified the Board that a donation expected by the Women's Club of \$2500 was never received. Mr. Macoviak said he would make a note of the change. Minutes were approved, with the change.

FINANCIAL REPORT: Ms. Doubleday presented the Annual Financial Report for May 31, 2017 – May 31, 2018. The beginning balance in the checking account on May 31, 2017 was \$22,649.12 and the ending balance on May 31, 2018 was \$23,938.99. There was also a balance of \$1,000 in the savings account. She also presented a Statement of Comprehensive Income (Profits and Losses). **Income:** Dues: \$95 | Visitor Donations: \$9,732 | Private Donations: \$3,831 | Money from Fundraisers: \$577 | and Grants: \$1,750 | Total: \$17,363.31. **Expenses:** Electric: \$1,365.20 | Sewer/Garbage: \$681.30 | Water: \$199.14 | Supplies: \$780.98 | Internet: \$474.30 | Insurance: \$425 | Copper Queen Publishing: \$223.96 | Other: \$1,221.76 | Petty Cash: \$40 | Other: \$608.95 | Other: \$775.71 | Total: 6,536.54. She reported that for the year 2017-2018, the Museum saw a profit of \$10,826.77. Ms. Doubleday then stated that she had purchased Quick Books for the Museum so that she could better track the expenses of the Museum and stated that some expenses in the past had not been reported.

UNFINISHED BUSINESS:

GRANTS

- Ms. Berge updated the Board on the Museum's progress with obtaining a grant writer for the Museum, stating that Melanie Greene was not available to help with the progress, but that she recommended Melissa Holden to be a grant consultant. Ms. Berge stated that a meeting was scheduled with Ms. Holden for Friday, July 6 at 10 AM at the Museum.
- Ms. Berge then stated that the Museum would need blueprints of the Museum Building if any work was to be done on it, and that the Museum could not locate any. She stated that the Museum would have to hire somebody to redo the blueprints if they did not surface.

BUILDING

- Ms. Bruno updated the Board on recent improvements made to the Museum: Paul Enright had repaired the front window on the second floor, sealing the gaps and securing the frame to prevent it from falling in or out of the building. There was some discussion on what the window replacement would look like when it was time to replace this window, since no one has been able to find a photograph of the building that shows what the

window looked like, historically (one pane or four). It was stated that, ultimately, that would be up to the plans that the Museum would submit to the City's Design and Review Board.

- Ms. Dow stated that small repairs that Museum need done could possibly be done by StepUp Bisbee/ Naco. She presented a contact for Danielle Bouchever.
- Ms. Berge stated that there was no progress on the Sidewalk Repairs. She stated that it was in the hands of Arizona Department of Transportation and the City of Bisbee.
- Ms. Bruno gave an update on the cleaning efforts of herself and Mildred: They are in the process of deep cleaning the hardwood floors on the third floor. She also stated that they have been using the men from the Verhelst House to help move furniture.

NEW BUSINESS:

VOLUNTEERS

Ms. Bruno stated that the Museum needed more Volunteers/Docents. It was suggested that a "Help Wanted" Sign be placed in the front window. She also stated that the Museum would reopen after being closed for the month of June and that the new swamp cooler on the third floor was working well.

NEWSLETTER

Ms. Dow stated that she would be leaving on a trip on July 5 and would not be back in Bisbee until mid-November. She stated that she would continue to produce the newsletter while away and asked that the Museum Staff submit photographs and articles for the next Newsletter. She also stated that she changed the Newsletter Platform from Constant Contact which she learned was charging \$20/month to Mail Chimp, which is free.

MEMBERSHIPS

Ms. Doubleday stated that the Museum's Membership Records needed to be updated and notices sent out when they are due. It was suggested that the Museum send a self-addressed, stamped envelope with the due notice so that it would be easier for Members to renew their dues. The Board voted to purchase the stamps to do this. It was also suggested that the Museum send a small package of "Forget-Me-Not" Seeds as a thank you. It was also suggested that the Museum find a Volunteer to take over the management of the Members and their Dues.

ARCHIVING GRANT

Ms. Berge suggested that the Museum search for a grant to help pay for an intern to help archive the Museums holdings. Mr. Macoviak suggested that the Museum reach out to Cochise College and the University of Arizona South to see if the Museum could find a student who would like to intern for free for college credits. The Board approved Ms. Berge to proceed with researching this opportunity.

DONATIONS:

Ms. Bruno presented the Board with a \$5,000 donation that was to be used for the replacement of the window on the third floor. The Board accepted the donation; Mr. Walker will send out a thank you note to the donor. Ms. Walker presented the Board with a donation of a portable projector that the Museum could use for presentations and playing movies. The Board accepted the donation.

ELECTIONS

Ms. Bruno nominated Vern Walker for President of the Board. Mr. Walker accepted the nomination and was voted in unanimously.

Ms. Bruno nominated Diana Berge for Vice President of the Board. Ms. Berge accepted the nomination and was voted in unanimously.

Ms. Bruno nominated Andrea Doubleday for Treasurer of the Board. Ms. Doubleday accepted the nomination and was voted in unanimously.

Ms. Bruno nominated Jason Macoviak for Secretary of the Board. Mr. Macoviak accepted the nomination and was voted in unanimously.

IRS FILING FOR NON-PROFIT

Ms. Doubleday said that she would file the necessary paperwork for the IRS to keep the Board's Non-Profit Status for the upcoming year. Ms. Berge stated that the filing was due by July 1, 2018.

ADJOURNMENT: The meeting was adjourned at 10:40 AM.