

NCHS July 12, 2016 Board of Directors Meeting

NCHS Minutes July 12, 2016

The President of the Board of Directors, Elizabeth Harwell called the July 12, 2016 regular Board of Directors meeting to order at 6:00 PM in the Board Room of the McRichie Hollis Furnishings Museum at 74 Jackson St., Newnan, Georgia.

The NCHS Secretary, Deborah “Dee” Mack, transcribed the minutes of the meeting.

The attendance of the Board members present is indicated in the table below.

Attendance of Board Members			
<i>#</i>	<i>Board Member</i>	<i>Present</i>	<i>Not Present</i>
1	Lisa Harwell	Y	
2	JoAnn Ray	Y	
3	John Thrasher	Y	
4	Dee Mack	Y	
5	Russell Berry		N
6	Ray Dubose		N
7	Theron Gay		N
8	Thomas Lee	Y	
9	Ginny Lyles	Y	
10	Peter Ludlow		N
11	Pamela Prange	Y	
12	Dorothy Pope	Y	
13	Winston Skinner		N
14	Steve Quesinberry	Y	
Quorum must = 8		9	5

A quorum of 9 of 14 Board members was met to allow the meeting to proceed. The reasons for the absences are undetermined. Visitors and observers included three NCHS employees - Jessie Merrill, Ellen Jenkins and Jeff Bishop.

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Minutes of the June, 2016 meeting were approved as corrected.

The Executive Director, Jeff Bishop, reviewed his monthly report and highlighted several events as presented in the June overview. Listed below is a sample of the well-attended events and exhibits sponsored by NCHS:

- “Bathing Beauties” historic swimwear exhibit
- “Dixie Highway: Gateway to the South”
- 20th Anniversary of the 1996 Summer Olympics
- “Tea With Lee”
- “Sounds of the Sixties”

Mr. Bishop reminded the Board of the upcoming planned exhibits and events for 2016-2017.

John Thrasher, Treasurer, distributed a Financial Report for June, 2016. Mr. Thrasher reported that the task of transferring funds to Children Connect Newnan Children’s Museum has been completed. He and Sarah LaMance met at the bank to complete the transaction as approved by the Board. A final check will be cut once all of the documents are reviewed and expenses are subtracted leaving the “Profit” grand total for a previous “Book Project” conducted by Children’s Museum committee and NCHS. After a brief reflection of the report and a conversation in regards to the documentation of Rental Income, the Board approved the report.

The Collections Committee presented their Rapid Acquisition Procedure document. This document outlines the procedures as to how quickly the Collections Committee can approve the purchase of artifacts for the Collection. After reviewing, the Board voted and approved.

President Harwell informed the Board that due to scheduling conflicts with the Guest Appraiser for the Antiques Road Show tentatively slated for August that this event has been rescheduled to February, 2017. On target are the following fundraising events:

- Spirits Walk – October 27th (Adults) & 28th (Families)
- Festival of Trees/ Tour of Homes – December 1st & 2nd

Mrs. Harwell assured the Board that the operating costs for the October event would be subsidiary; however, asked the Board for permission to purchase 6 fully decorated Christmas trees (\$300.00 per tree) in advance to be auctioned during the Festival of Trees/ Tour of Homes. **Note: Bidding will begin at \$300.00. One tree has already been purchased, therefore this will give us a grand total of 7 trees to auction.** The Board approved. The Board was encouraged to be available to host on Friday, December 2nd during the Festival of Trees/ Tour of Homes event.

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Ginny Lyles reported that the Personnel Committee was in the process of composing a Personnel Handbook. More information will be given at the next meeting.

Finally, President Harwell discussed the proposal submitted by Children Connect Newnan Children’s Museum in regards to the Male Academy Museum. After a lengthy discussion, the Board came to a consensus and approved the following:

In lieu of the Clark Street property, the Newnan Coweta Historical Society supports the assignment of the Male Academy Museum lease to the Children Connect Newnan Children’s Museum preserving the terms of the existing lease contract dated May 27, 2003 between the City of Newnan and Newnan Coweta Historical Society; provided there is a reversionary clause documented to re-grant the existing lease back to Newnan Coweta Historical Society.

The meeting was then adjourned.

Motions of July 12, 2016 NCHS Board of Director s Meeting				
#	Motion/ Subject	Motion	Seconded	Vote result
1	Minutes Approval	JoAnn Ray made a motion to approve (with corrections) the Minutes of the June, 2016 meeting.	Yes John Thrasher	Passed
2	Financial Report	Steve Quesinberry made a motion to accept the June Financial Report as presented by the Treasurer.	Yes Dorothy Pope	Passed
3	Collection’s Rapid Acquisition Procedure	Dorothy Pope made a motion to approve the Rapid Acquisition procedure as presented.	Yes Ginny Lyles	Passed
3a	Budget for carpet for Clark Street Building	Lisa Harwell made a motion to approve a budget not to exceed \$500.00 for the carpet concerns at the Clark Street building.	Yes John Thrasher	Passed
4	Festival of Trees Fundraising Budget	John Thrasher made a motion to approve permission to purchase 6 Christmas trees for the fundraising event proposed.	Yes Steve Quesinberry	Passed
5	Transfer Male Academy Museum Lease from NCHS to Children Connect Newnan Children’s	Ginny Lyles made a motion in lieu of the Clark Street property, to support the assignment of the Male Academy Museum lease to CCNCM preserving	Yes Dorothy Pope	Passed

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	Museum	the terms of the existing lease contract dated May 27, 2003 between the City of Newnan and NCHS; provided there is a reversionary clause back to NCHS.		

Tasks Directed by the Board		
Upcoming Tasks		
Tasks	Person or Committee Responsible	Timeframe
Spreadsheet to identify who is responsible for repairs	Facilities and Tom Lee	Completed... Present at August Board Meeting
Personnel Handbook	Personnel Committee	August Board Meeting
Deadline for repairs to be sent to the city - August	Facilities	August Board Meeting
Carpet for Clark Street Building	Dorothy Pope	ASAP

Respectively submitted,

Deborah “Dee” Mack, Secretary

Record Copy of the Minutes approved by resolution of the Board of Directors
on August __, 2016 at 6:00 pm.

Deborah “Dee” Mack, _____
Secretary, NCHS