

Newnan Coweta Historical Board Meeting  
February 25, 2014

The NCHS held their February meeting at the Historic Train Depot with all board members present with the exception of Dave Dorrell, Tom Camp and Ray DuBose. The meeting was called to order by President LaMance. President LaMance stated that the main purpose of the meeting was to present and discuss financial matters concerning the organization. After the minutes were read and corrected, Treasurer Laurie Pope presented the following:

The city of Newnan is the trustee for the NCHS Endowment. The endowment is about \$2 million, which is invested with Morgan Stanley. This money can only be issued for expenses related to the operation of McRitchie Hollis. On a routine basis all expenses are paid out of our checking account, both NCHS operating expenses and McRitchie Hollis expenses. When the McRitchie Hollis expenses add up to a respectable amount, a request is made to the trustee to reimburse NCHS for what has been spent. This is done twice a year. The process is done through a formal board resolution and therefore the board is requesting \$37,628.14 for these McRitchie Hollis expenses from June 2013 through December 2013 at this time. Copies were circulated of the request.

Laurie made a motion that the NCHS board ask the trustee of our Endowment Fund to reimburse the NCHS in the amount of \$ 37,628. Seconded by Robert Hancock. This was voted on and passed unanimously.

Laurie stated that the city required NCHS to also report the annual maintenance and operations cost for the previous year and what is anticipated for 2014 as well as any planned expenditures for museum assets that would come out of the Endowment. Laurie circulated this report saying it was for information only and no board resolution was required.

Laurie then proceeded to discuss the spending authority and controls of the NCHS stating that our monthly expenses last year averaged \$20,554. He anticipates that our monthly expenses for 2014 will be around \$13,000. These expenses include payroll, housekeeping expenses (cleaning, office supplies, postage, telephone, internet, pest control, grounds maintenance and utilities). For routine predictable expenses such as these, Laurie as treasurer will continue to pay these as he always has with no board approval. He stated, "As long as it is a routine expense, I will pay it." He further stated that he would not pay nor reimburse anyone for a non-routine expense that has not been approved by either the executive committee or the board. To keep this manageable, it was stated that we needed to have the executive committee authorized to spend on these non-routine items or events to a limited amount of \$1,000. Laurie gave the example that if someone was to have a committee meeting and ordered sandwiches for the committee the expense of the sandwiches would be considered a non-routine expense and approval from executive board would be required.

The next motion made by Laurie Pope was that the board authorize the treasurer to pay routine monthly expenses without board or executive committee approval, provided the amount of the routine expense is not over 25% of the usual amount. This was seconded by Mike Barber and voted on and passed unanimously.

The third motion made by Laure Pope was that the board authorize the executive committee to approve non-routine expenses up to a limit of \$ 1,000 with the executive committee *being unanimous in their decision*. This was seconded by Pamela Prange and voted on and passed unanimously.

The last discussion item brought up by Laurie was the budget for 2014. The actual budget for 2013 and the projected budget were circulated for board members to consider, discuss and approve. Following discussion Laurie Pope asked that the budget for 2014 be approved, seconded by Pamela Prange voted on and passed unanimously.

A discussion followed on the rental of McRitchie Hollis Museum and the question was asked if Robert Hancock had an opportunity to discuss the use with Dr. McCleary. Robert said that Dr. McCleary had stated to use common sense when it came to food and drink. Kerry handed out proposed rules and goals for rental of McRitchie Hollis, which she had prepared. It was suggested by President LaMance for board members to take the handout home and review for discussion at the March 4th meeting.

Jeff handed out a report about the membership dues and requested that all board members please pay their dues.

The meeting was adjourned by President LaMance promptly at 7:30.

Martha Ann Parks  
NCHS Secretary