

NCHS Board of Director's Meeting, Tuesday, December 16, 2008

Members: Pamela Prange, John Young, Elizabeth Beers, Tom Redwine, Laurie Pope, Andy Whitlock, Dan Dietz, Jason Freeman, Nell Breen, (NQ)
Jan Bowyer, Carol Healy, Chris Ebel, Rodney Cage, Martha Ann Parks, Mark Mitchell, Sam Edwards, Audrey Bray,

Donald Doggrell suggested putting World War II items from local veterans on display for Memorial Day. Laurie suggested Kiwanis put together the exhibit and use History Center as place to exhibit.

Laurie treasury report for November submitted. Additional insurance as follows:
Male academy \$500,000 coverage \$2500 deduction; History Center \$325,000 c \$2500 d and \$1M liability at all events

Audit report: (Full report on file)

1. Accounting System - Purchased Quicken;
2. Expenditures - Check approval process
3. Receipts – Entered into Quicken; Coded; Receipts greater than \$250 acknowledged; Document cash receipts
4. Banking – Reconciled monthly
5. Reporting – List of monthly reports
6. Payroll – Quarterly reports reconciled
7. Fundraisers – List of receipts and disbursements
8. Male Academy Gift Shop – Monthly reports; all receipts deposited; No retained petty cash
9. Donations – List and value non-cash donations at date of donation

Motion to accept Audit report – motion passed.

November 2008 Minutes approved with modifications.

Notes from Elizabeth

- Reviewed brochures which could be redone
- Reviewed History Depot rentals for rest of year.
- Need to re-order antebellum home brochures. No action
- Tour of City Cemetery 11-29 still has available room
- Invitations to visit several Coweta homes including Pick Parks invited us out to his home by the river; William Banks invited us to his house for tour. Elizabeth will see what times next year work best.

Dan discussed roof repair and has identified a local company who could do the work.

Laurie Pope informed board to dispense liquor at History center events requires 2 city permits: 1 location permit; and 1 person dispensing permit. Individual or organization should be able to do the "location" permit.

- survey
- copy of deed
- application form

Permit completed and turned in – Laurie Pope is point of account - \$450 permit fee.

Laurie discussed upcoming audit report indicating several areas which the board will need to address.

- Tracking rentals of History center and how funds are dispensed are not adequate
- Status of the re work of the by-laws

Laurie, Elizabeth, and Pamela agreed to address these 2 items.

- Laurie and Elizabeth to review procedures for History rental
- Pamela to contact Mark Mitchell regarding the reworking of the by-laws

Laurie insurance on events at Depot our liability coverage is adequate. Insurance on Museum needs to be increased ½ million which will cost approximately \$1,000 per year. No action.

Jason reviewed Goblin Run.

Pamela reviewed 3 surveys she received.

- Dinner for the Dead & Spirit Stroll positive feedback with low cost to put on events.
- Goblin run do we do professionally or keep amateur run, Doggie dash positive keep it. No resolution.

John asked Caldwell Tanks to fill up pot holes which they did.

Meeting adjourned.