

## NCHS December 7, 2014 Board of Directors Meeting

### NCHS December 7, 2014 Minutes

President Sarah LaMance called the called meeting of December 7th to order. Those present were Martha Ann Parks, Steve Quesinberry, Bette Hickman, Sarah LaMance, Tom Camp, Pamela Prange, Laurie Pope, Liza Harwell, Mike Barber, Ray DuBose and Dave Dorrell. Mike Barber had to leave early from the meeting. A quorum was met (11 of 14 Board members).

The called meeting was to discuss the issue of the missing buttons on the civil war uniform. Libby Buchanan, an in-law of a descendant of Captain Buchanan stated she does want the uniform restored to its original condition. However, the owner of the frock coat, Mrs. Roberta Mayes, a direct descendant of Capt. Buchanan loaned the coat to the NCHS. A motion was made by Steve to move forward on replacing the buttons at whatever the cost, and was seconded by Tom Camp. The motion passed with one no vote from Laurie Pope.

Ray DuBose then made a motion that the expense for the cost of the replacement of buttons be paid for out of the operations account. This motion was seconded by Tom Camp and passed unanimously.

The presentation of the slate of officers for 2015 was presented by President LaMance.

President: Liza Harwell

Vice-President: Jeremy Henson

Secretary: Martha Ann Parks

Treasurer: John Thrasher

A motion was made by Pamela Prange to accept the slate of officers for 2015 and was seconded by Tom Camp. The motion passed unanimously.

The next item for discussion was the reimbursement of funds spent on the Christmas party by Pamela Prange and Sarah LaMance. The funds spent were \$ 1295 for catering paid by Sarah and \$ 500 for flowers for the Christmas Tour of Homes, paid by Pamela. Bette made motion to reimburse both Sarah and Pamela. Motion seconded by Steve and the motion carried.

The next discussion centered on the budget for the Palmette Ball. Some felt that because budgeted money for other events such as the Picnic had never been used it could be rolled over into monies spent for the Palmette. After much discussion and calculation as to what had and had not had been spent for previous events, Liza and Dave stated that a sum of \$ 2500 should be made available for the Palmette The board agreed upon this budgeted amount and Peter Ludlow the chair of the Ball was given the authority to spend \$ 2500 out of operational funds.

Robert Hancock had sent word that he wished for the NCHS as a 501 c-3 to hold/manage \$ 35,000 from the Hollis Testamentary Trust to go toward fixing up the little white house for the artist in residence program until his 501 c 3 is approved. Liza made a motion that we hold this money from the Hollis Testamentary Trust to be used for the little white house and Bette seconded the motion and it passed unanimously.

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Sarah LaMance brought up the issue of the pouring license that is a requirement of the city on properties that are owned by them. Sarah said we could not serve alcoholic beverages with out this pouring license and it required an individual sign and be liable for this. Laurie had done this in the past but Sarah was not comfortable doing so. Liza will look into this city regulation for the pouring license and will report back at the meeting in January.

Following was a discussion of hiring personnel. Sarah reported that the Executive committee had met and interviewed Jessie Merrill to work with curator part-time at \$ 10 hour. Ellen Jenkins was also interviewed for the duties of programming and sales and marketing. It was proposed by Tom Camp, that Ellen would get an annual salary of \$ 28,000 plus a percentage of the rentals on the facilities. The rentals presently represent \$44,000 income per year. It was proposed that once those rental were up by \$ 10,000 over the \$ 44,000 she would get 10%, up \$20,000, 20%, \$ 30,000 30%, \$ 40,000, 40%, capping the % at 50% when the rentals had increased at \$ 50,000 over the present income rental of \$ 44,000. She would not receive any benefits since she gets those through her husband's employment. Since Ellen Jenkins has not moved to the community as yet it was further stated that her mother Glenda Davis would work as an independent contractor doing these same duties until July when Ellen would be available. Glenda would make 10% of the rentals of the facilities only. A motion was made by Steve to hire both Ellen and Jessie as presented and Glenda as a stand-in for Ellen until July and for the 2015 board to decide the number of hours for Jessie and Glenda to work. The motion was seconded by Bette and passed with Laurie voting no.

Sarah then brought up a discussion of the Curator Position. She proposed that there would be a curators committee composed of Carol Healy, Jeremy Hinson and Terry Lewis. She proposed that Dorothy Pope would act as Curator Emeritus. When asked why the change she stated to have shared responsibilities and to increase programs. Peter made a motion to create a curatorial committee and was seconded by Bette. The vote was 7 for and 3 against with Ray, Martha Ann and Steve voting no.

The meeting was then adjourned but Tom Camp stated that we had not approved the minutes from the last meeting. The minutes were approved with spelling errors on names to be corrected and then the meeting was adjourned.

<b>Summary of Motions of Dec 2015 NCHS Board of Directors Meeting</b>				
#	Motion/ Subject	Motion	Seconded	Vote result
1	Capt. Buchanan's frock coat button purchase	Move forward on replacing the buttons at whatever the cost	Yes	Passed. 1 No vote
2	Funds for button replacement	The cost of the buttons be paid for out of the operations account	Yes	Unanimously passed
3	2015 Officers	Accept slate of officers for 2015  President: Liza Harwell	  Yes	

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<b>#</b>	<b>Motion/ Subject</b>	<b>Motion</b>	<b>Seconded</b>	<b>Vote result</b>
		Vice-President: Jeremy Henson Secretary: Martha Ann Parks Treasurer: John Thrasher		Unanimously passed
4	Christmas Party Expenses	Reimburse Pamela Prange for \$500 for flowers for Tour of Homes, and Sarah Lamance for \$1295 for catering [ the Christmas party]	Yes	“ the vote carried” = Passed
5	Funds for Palmette Ball	“...that a sum of \$2500 should be made available for the Palmette Ball. The Board agreed upon this budgeted amount and Peter Ludlow the chair of the Ball was given the authority to spend \$2500 out of operational funds.”	None indicated	“the board agreed” = Passed
6	Money for Artist’s retreat building	\$35,000 from Hollis Testamentary Trust will be held by the NCHS for the repair of the artist-in-residence building be until the artist-in-residence 501 (c) 3 is approved	Yes	Unanimously passed
7	Hiring personnel	1) Hire Jessie Merrill as a part-time curator at \$10 per hour.  2) Hire Ellen Jenkins for programming, sales and marketing at \$28,000 per yr. plus a percentage of the rental of the Depot.  a) 10 % commission when rental sales up \$10K [to \$54K] over the present sales of \$44 K. b) 20% commission when rental sales are up \$20K [ to \$64K] c) 30% commission when rental sales are up \$30K [ to		

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<b>#</b>	<b>Motion/ Subject</b>	<b>Motion</b>	<b>Seconded</b>	<b>Vote result</b>
		<p>\$74K]</p> <p>d)40% commission when rental sales are up \$40K [ to \$84K]</p> <p>e) 50% commission when rental sales are up \$50K [\$94K]. 50% is the cap on commissions.</p> <p>Hiring will be effective July 2015 when Ellen Jenkins moves to the community</p> <p>3) Hire the mother of Ellen Jenkins, Glenda Davis as an independent contractor until July 2015 until her daughter moves to the community and begins her employment as stated above. The conditions for Glenda Davis employment are;</p> <p>a) Work as an independent contractor</p> <p>b) Earn 10% of the rentals only.</p> <p>4) The Board of Directors will decide on the number of hours for Ellen Jenkins and Jesse Merrill to work [each week].</p>	Yes	Passed with 1 No vote
8	Curator position	Create a ‘Curators Committee’ of Carol Healy, Jeremy Hinson and Terry Lewis and change Dorothy Pope’s position from Curator to Curator Emeritus	Yes	Passed. 7 For and 3 No.
9	Approval of Board Minutes	The Board minutes from the last meeting [Oct 2014?] approved with spelling errors on names to be corrected.	Yes	Approved = Passed

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<b>Tasks Directed by the Board</b>		
<b>Tasks</b>	<b>Who</b>	<b>When Due:</b>
Look into the city regulation for the pouring license [on properties owned by the city] and report back	Lisa Harwell	January 2015 meeting

Respectfully submitted,

Martha Ann Parks, Secretary