

Minutes – 3rd Meeting of Inlet Historical Society

Tuesday, June 30, 2009 – Inlet Town Hall – 7:00 p.m.

Attendance: Charles Herr, Dianne J. Thibado, Ron Dearlove, Jim Kammer, Mitch Lee, Bob Emmert, Sheila Emmert, Letty E. Haynes, Gail Murray, Dave Scranton, Michael McLane, Don Schwanke, Bill Landmesser, Margie & Bruce O'Hara, Greg & Carolyn O'Hara, Joanne Vogan, JoAnn Meneilly, Maureen E. Schanz, Adele Burnett, and Bruce Gribneau.

Pledge of Allegiance & Opening Remarks: The meeting was called to order at 7:10 p.m. by President Charles Herr, with the ringing of the old bell from the Inlet Public School and the Pledge of Allegiance. Charlie then briefly addressed those present with a statement detailing recent contact he had had with a descendant of the Moshier family, putting into historic context what he feels is a case where the local history of the early family [brothers William and Charles Moshier] has proven valuable to the present family, who were unfamiliar with the Moshier family's impact here in the Adirondacks.

Roll Call of Directors Present: Charles Herr, President; Dave Scranton, Vice-President; Dianne J Thibado, Recording Secretary; Greg O'Hara, Treasurer; Adele Burnett, Corresponding Secretary; Letty E. Haynes, Inlet Town Historian.

The meeting had the required quorum of Directors present.

The **minutes of the May 26, 2009 meeting** of the **IHS** were read by Recording Secretary, Dianne Thibado; Charlie Herr asked for discussion or corrections to the minutes. Greg O'Hara moved to accept the minutes as read, seconded by Mitch Lee. The motion was approved and the minutes were accepted as read.

Reports of Officers:

Treasurer Greg O'Hara gave his report. On behalf of the **Inlet Historical Society (IHS)**, Greg had applied to New York Dept of State for the name of the historical society to be the **Inlet Historical Society, Inc.**, and has received the certificate to hold the name for us until the 4th of August 2009, in order that the **IHS** have time to complete the necessary steps to become incorporated within that time period. He also applied to the **IRS** for the **EIN** (Employee Identification Number) and has received the certificate with our **EIN**.

For those present, he also explained that the drafted **By-Laws** had been put together by the **By-Laws Committee** over the course of several weeks and three meetings, with the result being that we now have proposed By-laws for the **IHS** to be presented to the membership.

Additionally, Greg had compiled the *Certificate of Incorporation* for the **Inlet Historical Society** of Inlet which [once the **By-Laws** are approved by the membership of the **IHS**, and the official elections to the Board are completed] can then be filed for *Incorporation* with the State of New York. Additionally, Greg has established a bank account for the **IHS** with the Adirondack Bank.

These are all necessary steps forwards, and once *Incorporated*, the next step will be filing for **501-C3** status (becoming a not-for-profit organization), after which we file for Charter.

Also, as **Treasurer**, Greg reported that a Chart of Accounts has been established and offered a **Profit & Loss Statement** on behalf of the **IHS** for the 30th of June 2009, noting donations in the amount of \$50.00, miscellaneous revenue (the 50/50 raffle) bringing in \$38.00 and membership dues received in the amount of \$25.00, with a Total Income of \$113.00 and (with no expenses yet incurred), a net income of \$113 dollars. The funds having been deposited in the **IHS** bank account, the current balance is \$113.00.

Dave Scranton interjected to point out that Greg O'Hara had also acquired on behalf of the **Society** our Post Office address at **P.O. Box number 473, Inlet, NY**.

Vice-President, Dave Scranton, gave his report on the **Inlet Historical Society's** new **webpage**. Dave registered both the www.inlethistoricalsociety.org AND www.inlethistoricalsociety.com addresses, in such a way that should anyone mistakenly search for the Society as a .com, their search will transfer them automatically to the correct .org site. He took advantage of the free hosting available, which resulted in some minor banner advertising at the top of the page, but meanwhile gives us a webpage at no cost. Should we prefer in the future to dispense with the banner ads we simply need to pay for the page instead.

At present, we do not have very much displayed on the website: approved minutes of the first meeting, and the meeting date and time for the present meeting. He would like to put additional material on the site, such as any appropriate old photos which might show downtown Inlet in early years or something of a similar nature, and asked that anyone with something of that nature available to please connect with him. Arch Delmarsh had donated a nice image, but the subject did not suit the desired criteria. Dave added that, as soon as the amount(s) of **membership dues** is officially set, the **membership application form** completed and the **By-Laws** of the **IHS** officially voted on, he will add those to the website.

Old / Unfinished Business:

Charlie reported that on the 9th of June he had met with Inlet Town Historian Letty E. Haynes to help draft an official statement of the JOB DESCRIPTION of Town Historian. The duties as stated in said Job Description were based on the laws set forth by the State of New York as applies to government-appointed local historians but tailored also to provide for the Town Historian to participate in an active relationship with the **Inlet Historical Society**, as set forth in the **By-Laws**. Letty will submit the job description & suggested duties of Town Historian to the Inlet Town Board for their approval.

If approved, this will allow for the Town Historian's position as liaison between the Town and the **Inlet Historical Society**.

Liaisons:

As the Town Historian is the designated liaison between the Town and **IHS**, other unfinished business included the appointment of liaisons to the Limekiln Lake Association [Charles Herr], Sixth & Seventh Lake Association [Bill Landmesser], and Town of Webb Historical Association [Charles Herr]. Additionally, suggestion was made to include a liaison to the Fourth Lake Property Owners Association, which Letty Haynes agreed to fill as she is joining the Association soon.

New Business:

The first new business was to establish the amounts of membership dues for Individual and Household Memberships. Charlie offered suggested rates of **\$15** for the **Individual** and **\$20** for **Household Memberships**. Brief discussion followed, with a general consensus of feeling that... this being the first year of the **Inlet Historical Society**, the first priority is to encourage people to join. That being the case, it was considered that too high an amount might put people off. Mitch Lee made a motion to set the suggested rates of **\$15** for the **Individual** and **\$20** for **Household Memberships**, this being the Charter Year of membership, seconded by Jim Kammer, and the motion was carried.

Dave Scranton challenged with a point of order, contending that discussion should have included a request for any other rates or discussion, and Greg O'Hara suggested that a point should be made in promoting the new Memberships as being **Charter Memberships** to anyone who chose to join before the 1st of August. Discussion followed, and Greg then made a motion that anyone who signs up and becomes a member before August 1st 2009 would receive recognition as a "Charter Member," seconded by Carolyn O'Hara.

Additional discussion followed, with Charles Herr suggesting that perhaps once the **Inlet Historical Society** has its own established location, a plaque could be done listing the names of the Charter Members. Dave Scranton pointed out that that would be a good promotional point in signing up new members, and Mike McLane asked whether Charter Membership would only cover the first year, requiring dues to then be paid again almost immediately...? It was decided that Charter Membership would actually extend the membership year until the 31st of July 2010, thereby offering an extra month to the first 'year.' Charlie Herr asked if there was any further discussion, and the motion was carried unanimously.

Once the membership dues was voted and passed, Adele Burnett then printed **Membership Application Forms** with the proper dues amounts and all those present who had interest in becoming **Charter Members** filled out their membership forms; those who intended to join but did not have funds on their person were accepted as voting members with the understanding that their dues would be forthcoming in a timely fashion. The current **Membership Roster** was then completed, providing the **Inlet Historical Society** with an official voting membership.

Next Order of Business:

Approval of the Proposed By-Laws: Jim Kammer made a move to accept the By-Laws as proposed, seconded by Margie O'Hara.

Greg O'Hara questioned the need for several minor amendments before the vote, including the addition of the word 'Recording' to the designation of 'Secretary' on p. 5, Article IX – Meetings (sections 1 and 3) and Charlie stated the same amendment needed to be made on p. 6, Article X – Miscellaneous (section 6).

Gail Murray raised the question of the number of Directors designated, wondering whether a higher number wasn't required (12-15?). The NYS Laws of Incorporation for a Not-for-Profit organization, Greg stated, is a requirement of *minimum of three*, but that no *maximum* is set; and further, that for 501-C3 status, no specification exists.

Mike McLane questioned the 'Mission Statement,' suggesting that the word 'cataloguing' be added to rephrase as "... for the public by collecting, cataloguing, storing and displaying historical artifacts..." and the same phrasing to be picked up where the Mission Statement is repeated in Article III – Membership (section 5), whereas Charlie Herr understood that to be part of the process of properly 'storing' an artifact. Greg O'Hara made the motion to amend the phrase, and it was agreed upon.

Dianne Thibado referenced a change be made to p. 4, Article VI – Committees (section 9), including some form of phrasing to extend the 'Collections' beyond 'objects' to include such data as genealogical and family history; agreement resulted in a change which referenced "...historic information and objects..." to cover data not implied by the word 'objects.'

Mitch Lee made a statement in which he commended the By-Laws Committee for their hard work over the past several weeks [Charlie Herr, Greg O'Hara, Letty Haynes, Jim Kammer, Norm Burak, Margie O'Hara, Dave Scranton & Dianne Thibado]; Charlie added a special thank you to Greg O'Hara for his extreme patience with endless revisions, and Dave added his particular thanks to Norm and Dianne for their work as well.

After further discussion, Jim amended his motion to accept the Proposed By-Laws as Amended, seconded by Margie's motion to accept the Proposed By-Laws as Amended. The vote was unanimous and motion was carried.

Other New Business:

Margie O'Hara nominated **Mitch Lee** for the position of **Director at Large**, seconded by Jim Kammer. The vote was unanimous in the affirmative, and the motion was carried.

By-Laws and Membership:

Director-at-Large Mitch Lee made the motion for the newly-formed body of the membership of the **Inlet Historical Society** to accept the unofficial slate of **Officers and Directors**, seconded by Jim Kammer. With no opposition, and a unanimous vote, the motion was carried.

Committees:

President Charlie Herr read through the list of **Committees** to be established, as per the **By-Laws**, asking for interested persons who might wish to volunteer to serve:

Publications Committee: Adele Burnett, Margie O'Hara, Dave Scranton, Maureen Schanz.

The point was made that these Committees offer an opportunity to the general membership to join and participate on a committee of interest, that the **IHS** is not looking to fill the Committees with Officers or Directors of the Board.

Membership Committee: soliciting new members and collection of dues drew questioning from Carolyn O'Hara as to how that was different from the work of the Treasurer, who would already be collecting dues and keeping a list of current members. Discussion followed. Greg O'Hara agreed that many of the mechanics of the operations of the running of the **Society** still need to be worked out, some of which will be addressed during the meeting scheduled for next Wednesday. Jim Kammer pointed out that the Membership Committee, through documenting checks received by the Committee would put the Treasurer in the position of being the second step of the required checks and balances required by NYS for the auditor.

Dave Scranton pointed out they would not just be doing record-keeping but actively pursuing ways of getting new members: the Membership Committee, he suggested, would be working closely on that with the Publications Committee. Charlie Herr appointed himself to the Membership Committee.

Jim Kammer stated his conviction that, once established, the **Inlet Historical Society** will have many people willing to contribute.

Funding Committee: Mitch Lee, Margie O'Hara, Adele Burnett.

Auditing Committee: Jim Kammer suggested the Auditing Committee should be apprised of the Treasurer's funds at least monthly. Greg O'Hara joined the discussion, regarding the Treasurer being kept on track with the Auditing Committee; Mike McLane was unclear as to the distinction of the Auditing Committee vs. the Finance Committee. Following discussion, Dave Scranton agreed to serve on the Auditing Committee ... suggesting that its sole goal might simply be to hire an outside accountant knowledgeable of nonprofit organizations to verify that **IHS'** policies and procedures meet the checks & balances required by New York State; Adele Burnet also agreed to serve on the committee.

Nominating Committee: as no one already serving as a Director or Officer can serve on the Nominating Committee, it was agreed to wait for a larger membership from whom such a committee might better be available.

By-Laws Committee: Charlie Herr stated that while Norm Burak was unable to attend tonight's meeting he wished to serve on this committee; Dianne Thibado expressed interest in also serving on the By-Laws Committee.

Finance Committee: Greg O'Hara, Charles Herr, Joanne Meneilly

Collections Committee: Letty Haynes (not present but interested: Jean Bird, Sue Beck), Mitch Lee, Bruce O'Hara, Ron Dearlove, Mike McLane, Dianne Thibado, Craig & Sally Wood, Joann Vogan.

Museum Committee: Maureen Schanz, Mitch Lee, Dave Scranton, Letty Haynes.

Other New Business:

Sites Offered:

Carolyn O'Hara and Letty Haynes were both on hand to represent the Inlet Public Library Board. The **Inlet Historical Society** has been offered the right-hand side of the second floor above the Post Office, which would be suitable for storage. They will also provide the **Inlet Historical Society** with surplus Adirondack books. As this site belongs to the Town of Inlet, there would be no additional costs involved. Carolyn suggested it would be a good location to store items but not suitable for exhibits due to the steep stairway.

Bruce Gribneau, representing the **American Legion's Leonard-Mick-Roberts Post** stated that a vote has been made to donate the building they own, but it needs to be finalized at the next meeting [the 2nd Monday in July], They will stipulate that a plaque be made recognizing the gift and further stipulate that, should such time arise when the **Inlet Historical Society** should decide we do not need that building that it requires we donate it in turn to another not-for-profit organization.

Greg O'Hara stated that the **By-Laws** of the **Inlet Historical Society**, p. 6, **Article XI – Duration / Dissolution** mandates that very restriction; Bruce questioned whether it might be possible that our By-Laws could be altered, changed or amended, and Greg admitted that that was possible, reaffirming Bruce's statement that the American-Legion would donate the building but *with stipulation*.

Charles Herr thanked the American Legion for their generous gift, acknowledging that we do not yet qualify to receive it until we achieve our 501-C3 status.

Discussion followed, questioning what costs the building might require: Bruce stated that Fire and Liability Insurance would be required, but that as a not-for-profit the Inlet Historical Society would be exempt from the property taxes currently being paid to the Town; also, replacement of some windows upstairs, and finishing work inside upstairs (plaster board needing to be taped and plastered, painted).

Bruce also offered to leave a set of keys for anyone from IHS who might want to look at the building. Once we receive the 501-C3, the building would be ours; Greg stated that that might take as much as a year to receive, once we became incorporated. Letty questioned whether we could use the building in the meanwhile, and Bruce suggested we might be able to 'rent' it at \$1 / year until we take it over.

Bruce & Margie O'Hara were asked for an update on the status of the NYS Grant which they applied for two years ago, referring to our third potential site: the **Arrowhead Cottage #4**.

The Grant has been approved, the Town of Inlet has signed the contract, but it still needs to be in place with New York State. The initial Grant is to cover Phase I, including an architect and an engineer to revise the building for an historic museum. Phase One includes the plans to refurbish, plus the work, plus climate-control needed to protect historic documents and artifacts. The Grant is a 50/50 grant, meaning the Town of Inlet is required to supply 50% of the materials and labor, resulting in an end amount of \$110,000 from NYS, Once work begins, the Town would submit its bills to NYS, and NYS would then pay half of each bill.

Discussion followed. The Town has already begun moving everything out of the building for the refurbishment, the initial survey has been done (a Buffalo, NY firm is waiting patiently for their payment for work already done), and Town labor and prisoner labor will be applied as part of the Town's 50% of cost.

Charlie inquired into obtaining a copy of the grant, its items and details – Dave Scranton has a copy, but thinks his might be out-of-date. John Frey has somehow involved CAP-21 in the project, and Dave feels we need to ask John Frey for a current copy of the details of the grant's coverage. Dave said it's available as a pdf. What needs to be done to apply for Phase II?

Greg O'Hara discussed the pros & cons of the American Legion building vs Cottage #4. The American Legion building will require insurance, utilities, repairs but has very good visibility, access and space. Some maintenance is required.

Cottage #4 is less visible, smaller, less accessible but it's Town property so insurance, maintenance and utilities would cost less. However, for 501-C3 recognition, 'arm's-length' is required from any governmental organization, which might be more difficult to claim. Cottage #4 also has a lot of ready parking and public bathrooms close by.

Other New Business:

Dave Scranton pointed out that, until we actually have established proper procedures and policies for handling acquisitions and have those well in place, we really should hold off on acquiring Collections. But Collections and Membership should be our immediate priorities; Charlie suggested we should start with Letty's artifacts as a test run of our procedures. Diaries, pictures, family histories --- anyone thinking of making such donations might want to begin transcribing the potential donations. Dave suggested we could pick a day or two, set up a scanner to copy incoming materials... Jim Kammer volunteered to help .

Business Memberships: did we set a rate? Margie remembers that we planned to offer that in return for business donations, 'business' being represented by **commercial** enterprises.

Meetings: our next Board meeting is scheduled for July the 8th at 7:00 p.m. Greg suggested we want to have several more membership / organizational meetings but put on some form of **historical event** to get attention. He recommended we add organizational meetings to the schedule to help increase membership, review what we've done so far, etc. We need to get the attention of area and summer people, plaster the area with posters to announce events, cover every place around the area and use every available bulletin board: Publications Committee!

Charlie suggested he would write a letter on our progress, Gail Murray strongly suggested we put a booth at the upcoming **Arts in the Park** [17th & 18th]. We should get the word out via newspapers, posters, on the website. Dave Scranton pointed out we should time our meetings / events in a way as to really push the **Charter Member** opportunity, put out a July **Historic Program** to give people an opportunity to sign up their membership while they can still become **Charter Members**.

The projected date is July 23rd, a Thursday. Greg suggested another membership meeting by Thursday, August 20th. A mid-week program was suggested to avoid conflicts with busy weekend schedules and other popular programs. Discussion followed, and everyone agreed that we would do better if we could have two.

Charles Herr plans to write a letter to each of the newspapers to get the word out. Mike McLane suggested we make sure the Charter membership cut-off date is not until after our next meeting, with the date currently set as the 1st of August. It was also suggested that we should also invite all Committee chairpersons to Board meetings.

Membership Committee: Adele Burnet, Greg & Carolyn O'Hara, Charlie Herr [Margie O'Hara & Marsha Herr volunteered to do refreshments].

Gail made announcements: July 8th @ 9:15 will offer an historic Moss Lake tour with Jeff Longstaff, taking about 2 ½ hrs to complete. [369-3838 to RSVP]

July 11th is the big Auction (live) at the Goodsell house, with donated goods; and July 17th begins three weeks of Friday walking Tours with Peg Masters: beginning at Camp Mark 7, the old Mohawk, approximately 9:30 a.m.

Motion made to adjourn by Greg O'Hara, seconded by Bruce O'Hara. Motion carried. The meeting adjourned at 9:22 p.m.

Respectfully submitted,

Dianne J Thibado

Recording Secretary