



## **BOARD OF DIRECTORS MEETING MINUTES**

**July 11, 2013 (4:30-6:30 PM)**

### **Board Member Attendance:**

Nancy Linsenbigler – President  
Sara Lebofsky – Vice President and Director of Programs  
Carol Pfaff – Treasurer (Not Present)  
David Hastedt – Secretary (Not Present)  
David Hill (DK) – Director of Information Technology  
Sonya Hill – Director of Publicity  
David Johnston (DJ) – Director of Membership

### **MEETING MINUTES: Review and Approval**

April 10, 2013: Discussion of various topics started and discussed providing updates and final approval by emailing to David Hastedt. The discussion is below as many of the discussion points from the meeting minute review launched discussion of this Board of Directors meetings.

**NOTE:** The order of the following notes reflects the agenda and the notes taken but the discussion covered many of the topics but not in a set order.

### **Meeting Discussions on Various Topics:**

**Metro Districts Fly’N B Park: No update on what Metro Districts decided is known**

### **NEW BUSINESS:**

New Board Members Welcome, Update on Roles: New board members were welcomed and we discussed that the meeting minutes must also reflect the addition of new board member David Johnston at a meeting of the quorum of the board outside of a normal board meeting which voted to approve the addition.

New roles were discussed with David Hill (DK) becoming the Director of IT. He is in the process of getting our web site address freed up and pointed at the new system. David discussed setting up the web site which will have a public and private side. The private side can be used for future meeting minutes, bylaws and other information while the public side can be use for promoting events and displaying Highlands Ranch historical information. Website fee will be \$150/yr and will allow for setting up email addresses and unlimited emails.

Sonya Hill will be the Director of Publicity. Sonya will focus on gaining member by posting getting a facebook account and twitter account and posting throughout the month.

David Johnston (DJ) will be the Director of Membership. He will be responsible for getting the name tags out at each of meetings. Discussion then followed that we need 4 green table cloths and we only have 3 of which Nancy informed us 2 where her sisters who wants them back. Board approved the purchase of tablecloths for the entry tables at the

Meetings. DJ expressed a future desire after a few months to be more focused on our historical side and the recommendation was made that maybe DJ could become our future Historian.

Nancy expressed that she would like DK, Sonya, and DJ to all review and learn constant contact to help keep send out information. The discussion said that several were concerned that constant contact did not send out the last emails and Nancy demonstrated on constant contact when the emails were sent and opened. Nancy says you get to advertise up to 5 events a month for less than \$30/month. Discussion on the new we site may take over this functionality. Nancy provided login and the associated phone numbers if people need to call for help.

Discussion continued on if we should continue to do flyers with Nancy saying she has received 0 calls and 0 emails from the flyers in the last year. She also said when she goes to put out new flyers at the Tatter Cover and other locations that all the flyers are still there. Sara said she likes the flyers. DJ recommended maybe doing quarter size handouts like HRCA but having event specific ones a few months in advance. Nancy says we currently spend about \$20/mo for 400 flyers.

A survey of membership on how they heard of our programs and gain information was discussed before deciding on if we should stop printing flyers.

\*\*\* Board Goal: Survey the membership before the end of the year.

**Organization of Documents, History of HRHS:** DJ said he had seen a video from the library by Douglas County TV that talked about the historical society and their artifacts. Nancy said this was one of our items to discuss because currently the artifacts the historical society has are stored in Nancy, Sara and George's garages plus Southridge Rec Center. We need to get them cataloged and stored in a central location. DJ stated that he would be interested in leading this effort and the board worked to select a time that would work (31 Aug 9am-2pm). Lunch will be provided.

The first order of business was decided that we need a special meeting to catalog which items the historical society owns. Nancy said we could rent the event room at the Silver Mesa Clubhouse for the day for \$35 and we approved for the event. After everything is cataloged we will box in numbered boxes and place in a central location where board member will be able to access. DJ recommended shipping boxes and Nancy recommend the type that have a waxy exterior and better keep moisture out. Possibility of racks was discussed but not currently agreed upon. Also discussed having Nancy neighbor, Steve, photograph many of the items for the catalog before we box them back up.

Nancy said that Metro Districts offered the basement of a firehouse for free but that Metro Districts would get to select and use any items they wanted. We decided we wanted to keep control of our artifacts for the time being and would look for a storage unit (probably 5'x10'). David Hill recommended a place where he has a unit that is environmentally sound near Arapahoe and Dayton (\$35-\$45/mo). The board approved the cost and Nancy said she would call and find out the details. Goal would be to take the boxes to the storage unit after the cataloging party.

It was noted that Shea homes gave most the historical documents to metro districts. The historical society had acquired some items including purchasing one set of documents for \$2,000 and another item for \$1,000 in the past. None of the board members knew details of what the documents were.

**Review of Bylaws:** Nancy passed out the bylaws for the board member to review. The board members are expected to review and discuss along with a mission statement at the next board meeting. The discussion was about the roles above, number of directors allowed (3-9) and definition of the quorum (majority of board members).

**Grants:** Sara followed up on Carol's previous suggestion we obtain a grant. SCDF is the place we want to try first. Sara said that she would like to book some other guests but they require larger budgets. Most agreed that the schedule is probably too busy to pursue in the next couple months but if Sara want to get information from Carol then she can. DJ also said he would not mind looking at the forms to get an estimate on how much work it will take.

Currently HRHS has about \$6K in reserve and operates where cost and expenses are even.

**Insurance Update: No Discussion**

OLD BUSINESS:

July 4<sup>th</sup> Parade Participation: Sara....topic, participation, decision: Sara did a good job of getting the float set up and it looked nice. Due to mechanical problems with the trailer we were not able to use it in the parade and focused on getting the back of the truck fully decorated. With all the decorations it came out well. This year DJ, Rebecca, Bill, Pat, Ken and one other rode on the float. DJ recommended that future floats have a more historical theme because with all of the animals our truck was announced as the Wildlife Experience and not the historical society.

Discussion and approval of the parade expenses followed (\$20 driver, \$33.50 Hats, Fans and Visors, \$2.50 Water). Discussion on if we should do the parade next year as Sara expressed she did not want to be in charge. DJ expressed he would like to see an entry again and the board recommended that we discuss and finalize near the annual budget in December.

\*\*\* NOTE: If photos are taken of kids you need parental or guardian approval before they can be posted on a web site.

Question on when our fiscal year is also came up and the board members presents did not know but pledged to find out at future meetings for planning.

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