

Highlands Ranch Historical Society.
BOARD OF DIRECTORS MEETING MINUTES
October 3, 2013

- A. CONFIRM QUORUM:** Directors, Nancy Linsenbigler, David Johnston, David Hill, Sara Lebofsky, Sonya Hill, Carol Pfaff, Paul McKeag were present in person.
- B. CALL TO ORDER:** With majority Board Members being present, the Board of Directors Meeting was called to order at 4:35 PM by President Nancy Linsenbigler at the Silver Mesa Clubhouse of Palomino Park.
- C. MINUTES APPROVAL:** As previous Board Minutes had not been made available to the Board in a timely fashion, it was decided to hand out the previous Board Minutes to the Board for their review. A vote to approve or change the Minutes would take place at the next meeting.
- D. FORMAL INTRODUCTIONS:** As Paul McKeag was new to the Board, members provided an introduction to themselves with a description of their roles.
- E. FINANCIALS:** Carol Pfaff stated that with renewals and new memberships, the current account balance is \$6167.62. A request was made to have a breakdown of income and expenses by category. It was indicated that currently it is not being recorded by that method. It is also not known if any tax filings have been done in the past. It was determined that Nancy, David H., Carol and Paul should have a separate meeting to discuss new accounting procedures and possible tax issues. Carol discovered and reported that the Colorado Tax Exempt Number is: 09809388.
- F. OLD BUSINESS:** (At this point Carol Pfaff and David Johnston left the meeting)
- a. HR Days Report: Carol was in charge of HR Days, Sept. 5, 6, 7. . We participated all three days, covering the Historic Trunk display at the Mansion. We had been assured by Jamie, HRCA Community Manager, that our participation was needed as usual. Metro Districts handled all of the Docents, as they are now in charge of that volunteer program thru the Mansion. Sara asked if HRCA had been contacted about financial compensation for participating in the Ranch Days. Sara also inquired if Jamie had been asked if the HRCA paid half for the clock tower and was interested in having it. Since it had not been done, Nancy offered to contact them.
 - b. Website Update: David H. reported he had put together a format for the speaker's audio presentations at the monthly meetings. He is also adding a page of photos of past events to the website. He can also turn on the ability for comments to be recorded once the Board approves. Positive comments were made about the website. A suggestion and that the color for the HRHS should be green. A suggestion was also made that a photo taken in HR should be placed on the front page and changed four times per year with the seasons. Sara found an old logo that had been done for HRHS. Nancy commented on it and liked it better than the

current one being used. David will take it, make it more modern (without the circle), colorize and add a falcon to logo and submit for approval.

G. NEW BUSINESS: (Due to previous commitments by Carol and David J., some discussions occurred after they left the meeting)

- a. Sara suggested we allow Steffen Tubbs the ability to sell his book at a HRHS meeting. After discussion, it was tabled.
- b. A discussion occurred regarding the need for more persons to be involved as volunteers. Paul suggested that people normally respond better to personal requests rather than general ones to a group. The suggestion was made to send 25 letters per month and then follow up with a personal phone call.
- c. Upcoming Programs: John Fielder, October 23. Sara indicated that someone needed to receive the shipment of Fielder for sale books and deliver them to the Southridge Recreation Center October meeting program. Paul indicated he could handle the receiving, storage and delivery but with his recent back surgery would need someone to load and unload. Personnel were also needed to man the tables to sell the books. It was decided to personally ask some attendees if they would help out. An undetermined percentage of the book sales will be given to the HRHS.
- d. It was mentioned that the room for the October 23rd meeting would not be available for setup until 6:00.
- e. Corporate documents and By Laws were handed out to be reviewed at a future date.
- f. Discussed for the next meeting to be November 7th. Due to the number of persons being unable to attend that date, Nancy will advise if the date will stand. Discussed need for monthly meetings to be held, at a standard date and time. All in agreement.
- g. Nancy indicated that Directors and Officers Insurance was in place.
- h. Objects and Artifacts meeting follow up: The day long Objects and Artifacts meeting was held on August 31. Brief discussion, noting that we only approved the storage locker for 3 months. Sara reported that she had reviewed several boxes of documents. More work needs to be done on this project, and then a decision as to what to do with the items and storage. Nancy has paid the fee with the HRHS credit card. Carol had noted that charge on the bank statement which came thru as a Property Management charge.
- i. Confirmation of actions taken outside of a meeting:
Board member change, Calendar sale, Storage Locker

H. ADJOURNMENT: Due previous commitments David J. and Carol were unable to stay for the entire meeting. Board meeting was adjourned at 7:30.