**Sanford Historic Trust**

*Board of Directors Meeting*

AGENDA – October 2021

1. **Call to Order 6:03pm**
   1. **Brent Terwilliger, Stephanie Pilk, Jackie Nitti, Jill Albach, Sarah Clore, Doug McLendon, Caroline van den Berg, Zach Waters** (bold were in attendance virtually)
2. **Approve Prior Minutes -** 1st Doug, 2nd Jill, approved.
3. **Officer Reports** 
   1. President – Brent reported that we will review bylaws, table the Quickbooks conversation, discuss how to best support allocated spending, establish a nominating committee, identify and appoint 2 people for finance committee to review trust financial records in November.
   2. Treasurer- Brent reported that we are up $672.08 and the bank account is at $55,412.27.
4. **Committee/Project Reports**
   1. Calendar – Doug reported that we are $1,300 over budget with the sponsorships collected. The calendar is all put together, just waiting to see if city is sponsoring. Kathy has a few bids for printing and is aware the board would like to proofread. Reveal is November 20.n2021 at 6pm at Jeanine Taylor. Budgeted for wine & water. Doug will ask Kathy if she wants to include any additional refreshments or print more calendars.
   2. Holiday Tour – Caroline reported that we are back to 10 homes, there are 21 vendors signed up so far.
      1. They are working on printing signs, tickets, coasters, and posters. Staying within the budget.
      2. Doug landed the Title Sponsor of Heritage Park, ads are sold – coming in over budget on advertising revenue. Please continue to ask businesses to sponsor. Doug will send list of what sponsors are secured.
      3. Fox 35 will do segment on Friday before tour with 2 homes. Looking at churches for carolers.
      4. Checking storage for supplies.
      5. Finalizing t-shirt design, will need board approval for merch.
      6. Upcoming dates: Balls of Folly 10/23, Tour of Drinks 11/18 7pm, pre tour 12/2 at 7pm. Next TOH planning mtg 10/27 at 7pm
      7. Jackie has signup.com ready for volunteers. Link was sent to homes, will be posted to social media Friday and emailed through Constant Contact on Monday. Please keep an eye out and share sign up link.
      8. If you know of any vendors, please send them our way. We can fit up to 50 in the park.
      9. Brent - Thanks to Andrew Albach for his hard work on Tour Of Drinks. There will be 12 stops. Just need to finalize some drinks. Old Jailhouse wants to start their special now. We’re recommending they not promote until 12/1 when the others start. Can’t market until event launched.

1. **Old Business** (tabled/unaddressed items from prior-Board)
   1. Bi-law changes
      1. Need to develop a plan/motion for reduced general membership business meetings (e.g., quarterly and as needed) to be supplemented by increased social/educational activities; will require by-law review and change; need to closely review details as there are multiple events tied to specific meeting dates.
         1. Discussion of quarterly membership meetings and other monthly social meetings filled with social/educational opportunities. Doug will go through and edit existing Bylaws to present to board for feedback, then will share PDF of proposed verbiage changes for October meeting, for vote in November.
      2. Allowing President AND Treasure approval for expenses up to $300.
         1. Doug will build this language proposal as well, as well as increase $1,000 approval from membership to $2,000.
      3. September meeting was supportive; will followup with formal language in October and vote in November.
   2. Discuss purchase of Online QB access (vs regularly renaming and uploading to Dropbox) to prevent loss due to corruption-to discuss in October Board meeting (Wally researching options). This conversation was tabled.
2. **New Business**
   1. Discuss of how best to support allocated spending (e.g., credit card for Tour Leads to buy materials, supplies, and make online orders); request made (and denied) to provide details of Trust ATM card (deemed to represent too much potential risk and liability); need alternative options.
      1. Discussion of credit cards, fraud, options other than debit card, purchasing needs. Credit card in the Treasurer’s name may be the solution. Will look into credit card options for purchases. May want to consider paying more bills via credit cards for cash back options.
      2. Discussion of getting W9s from independent contractors who provide services for the events.
   2. Need to establish a nominating committee; should have been set by September meeting; nominations are due at October meeting (along with those from the floor at the October meeting).
      1. Typically nominating committee is made up of two people who are not moving forward and up to 5 from membership.
      2. All of the board needs to have a hand in recruiting new board.
      3. Jill will be on the committee, but not the chair. Jill will reach out to Sarah L. & Wally for help.
      4. Brent thanked everyone for their hard work.
   3. In November: Two members, exclusive of those persons on the Finance Committee and Board members, shall be appointed by the president in November of each year to review the Trust’s financial records for that fiscal year
   4. Future general membership meeting programming
      1. Committee should be working towards 2021-2020 plans
         1. Nov – No educational programming (business and elections)
         2. Jan - Solar
         3. Should be working towards further 2022 plans
   5. Other (any ad hoc motions or points of discussion)
   6. Confirm Next Meeting Details
      1. Membership Meeting, Thursday 21 October @ the Central Florida Zoo (7PM); make sure to notify general membership. Great graphics – posted on social media.
      2. Board Meeting 11/7/2021 @ 6PM (Zoom); need to move back to 6:30PM (recurring, if possible).
         1. Moved to 7pm moving forward.
3. **Adjourn 7:20** – 1st Doug, 2nd Caroline, approved