

# Park County Historical Society

*A Colorado Non-profit Corporation*

## Meeting Minutes

February 17, 2017

The Regular Meeting of the PCHS Board of Directors was called to order at approximately 6:30 PM with President, Linda Watson, presiding.

### **ATTENDING**

**Directors:** Jim Sapp, Christie Wright, Linda Watson, Jim Glenn, and Sue Glenn.

**Members and guests:** John Rankin, Art Hall, Yvonne Garrison, and Jess Garrison.

### **COMMITTEE REPORTS**

#### **TREASURER'S REPORT** – Bill Kulenburg (absent)

No Treasurer's report was available.

John Rankin reported that he has a few invoices that need to be paid, membership checks and donations that need to be deposited.

Linda Watson reported that she has obtained PCHS VISA card from Karen Christenson. Linda turned the card over to Jim Sapp for safe keeping. Jim and Linda will accompany Bill Kulenburg to the Wells Fargo Bank to be added to the accounts and make arrangements to have a new VISA card issued.

#### **SECRETARY REPORT** – Jim Sapp

Jim provided a copy of the January 20, 2017, Regular Meeting minutes and the January 25 Special Meeting minutes to the Board of Directors for review prior to the meeting.

Corrections on both the January 20 and January 25 meeting minutes were noted by Jim and they will be made in the final draft of the minutes.

**MOTION:** Sue Glenn moved that the minutes for January 20, 2017, Regular Meeting and January 25, 2017, Special Meeting be approved as amended. The motion was seconded and approved by unanimous vote of the Board of Directors.

#### **MEMBERSHIP** – John Rankin

John reported that the PCHS has 174 members. The reduction of membership is a reflection of either lapsed or dropped membership. John has sent reminders to the members that have not yet renewed.

John reported that a recent new member indicated that they have an interest in helping with the McGraw Memorial Park. John will maintain a list of potential volunteers and contact them as required.

John reported that he is writing procedures to maintain the membership database. These procedures are designed to help future membership chairpersons perform their duties.

Linda Watson requested a list of members that have not renewed so that she could remind them if they attend future Dinner and History events.

#### **CURATOR REPORT – Christie Wright and Jim Glenn**

Christie reported that she just received records from Art Hall related to the GoCo grant, Denver Water and other miscellaneous records. Christie will file the records.

Jim distributed copies a "History of McGraw Memorial Park" prepared by Leona Nelson. Jim will email a digital copy of the paper to the Board members for their files.

Jim reported that he has received comments on approximately 60 percent of the railroad "Frequently Asked Questions".

John Rankin reported that he has a box of "stuff" that belongs in the Annex. Some items include old (c. 1960s) issues of *The Flume*.

Linda Watson inquired about the supplies of merchandise and promotional materials in the Annex. John Rankin will survey the supplies and determine what additional materials are needed.

Linda Watson reported that Craig Cristenson agreed to continue producing copies of DVDs as necessary.

#### **EVENTS – Linda Watson**

Linda will coordinate the Dinner and History presentations. Linda recognized the volunteer support of many of the Board members. However, Linda would like the volunteers to be reimbursed for their expenses.

Linda asked Sue Glenn to manage the kitchen during the Dinner and History presentations. Sue agreed to manage the organization of the kitchen with the help of other volunteers.

Larry Bell will be the guest speaker at the next dinner event. He will speak on the history of Hotel Cassells and Santa Maria. A large attendance is expected.

#### **HISTORY TOURS – Pat Mauro (absent)**

No report.

#### **NEW BUSINESS**

#### **BOARD MEMBER RESIGNATION**

Linda Watson reported that Jean Wagner has resigned effective February 6, 2017. Her resignation creates a vacancy at the Treasurer officer position.

Jim Sapp volunteered to serve as interim Treasurer to fill the vacancy until the term expires in June 2017.

**NOMINATION:** Art Hall nominated Jim Sapp as interim Treasurer for the remainder of the term ending June 10, 2017. The nomination was seconded and unanimously approved by the Board of Directors.

John Rankin provided Jim outstanding invoices, new member payments, and donations. Jim will take care of the invoices and deposits once he meets with Bill Kulenburg to receive relevant documents and gets on the bank accounts.

Linda Watson presented Jim a renewal invoice from the Platte Canyon Area Chamber of Commerce to be paid.

### **ELECTION OF BOARD MEMBERS**

John Rankin indicated that he can best serve the PCHS by serving as "member liaison" instead of a member of the Board of Directors. All agreed that John would be a great liaison to the membership by keeping them informed, bringing member concerns to the Board, and soliciting volunteers to help with projects and events.

Art Hall indicated that he is interested in joining the Board of Directors. Linda Watson appreciated his interest but preferred to wait until June 10, 2017, when other terms of office expire.

### **REVIEW OF VOLUNTEER SIGN-UP SHEET**

Jim Glenn presented several methods to record volunteer dates and times for specific projects. Jim will continue to develop the sign-up sheet.

### **VOLUNTEER PICNIC**

Jim Glenn discussed the concept of a "Volunteer Picnic." The event would show appreciation for current volunteers and provide an opportunity to new volunteers to sign-up for special projects. Following discussion, the Board agreed that Jim should continue to develop the plans to host a "Volunteer Picnic" in the early spring.

Yvonne Garrison suggested that the "Volunteer Picnic" be scheduled after the Dinner and History Presentation on May 11, which will provide an opportunity to announce the picnic during the dinner.

No date was decided upon.

### **TRAINING FOR DIRECTORS**

Jim Glenn discussed opportunities to train Directors of non-profits in managing their organization and identifying critical skills of Board members. Jim offered to arrange for a guest speaker to attend a future PCHS Board of Directors meeting. Following discussion, it was agreed that the presentation be made at a Chamber of Commerce Membership Meeting in order to reach a broader audience. Jim will contact the President of the Platte Canyon Area Chamber of Commerce to offer the opportunity.

### **OLD BUSINESS**

### **BARNETT CABIN UPDATE**

Jess Garrison discussed plans to cover the roof of the Barnett Cabin with a tarp. The tarp has been purchased and is in storage in the Annex. Concerns were raised about the risk associated with getting on the roof. It was agreed that it was not safe to get on the roof.

There was considerable discussion related to the method and date to install the tarp. There were several who volunteered to help on Saturday, February 25 at 10:00 AM, weather permitting. Jess will coordinate the project with those that expressed interest in helping.

### **OPEN DISCUSSION**

John Rankin suggested that the Dinner and History Presentations begin a little later. Following discussion, it was agreed to solicit input from the attendees at the next Dinner before making a decision to change the dinner start time.

Art Hall reported that several picnic tables and benches are missing at the Park. Following a concerned discussion, it was agreed that Christie Wright will locate the original purchase order to confirm exactly what was ordered. Once confirmed that tables and benches are missing, plans will be made to secure the remaining tables and benches.

### **ADJOURN**

**MOTION:** Jim Sapp moved to adjourn. The motion was seconded and unanimously approved by the Board of Directors.

The meeting was adjourned at approximately 8:00 PM.

**Next Meeting** - Wednesday, March 22, 2017 (Location TBD)

Respectfully submitted.

A handwritten signature in blue ink, appearing to read "Jim", is written above the typed name.

Jim Sapp  
Secretary, PCHS