

**PORT ST. LUCIE HISTORICAL SOCIETY, INC.
Minutes – Tuesday, October 31, 2023, at Noon
Port St. Lucie Botanical Gardens**

Meeting called to order by Chair Christensen at 12:05 PM. Pledge led by Chair Christensen.

Board Members Present: Wade Willnow, Patricia Christensen, Dennis Grabhorn, Christine Williams, Marty Zientz, Donnita Graben, Maria Bordonaro and Jack Kelly.

Board Members Absent: Terissa Aronson, Linda Bagley, Deanne Davis, and Maria Bordonaro.

Others in Attendance: Mary Lou Cannatta

Additions or Deletions to the Agenda: None

Approval of the Agenda: Motion to approve the agenda was made by Wade Willnow, seconded by Christine Williams, motion passed unanimously.

Meeting Minutes for April 2023: Motion to approve September meeting minutes was made by Wade Willnow, seconded by Dennis Grabhorn. Motion passed unanimously.

Treasurer's Report: Christine Williams shared the financial statements with the members. Motion to accept the Treasurer's Report was made by Jack Kelly, seconded by Wade Willnow. Motion passed unanimously.

Chair Comments: Chair Christensen reported that the Society is a member of American Association for State and Local History, (AASLH), which we had to join to purchase the PastPerfect Software. The association offers classes and webinars. She reported there is a two-day webinar with multiple topics related to the operation of a small museum. The webinar is \$55. She is taking the webinar and recommends others interested should also consider participating. She asked if the Society would pay for the webinar. VC Willnow said the Society should pay for anyone from the Board. He made a motion to allow up to 3 members at \$55 to take the webinar. Marty Zientz seconded the motion. Motion passed unanimously. Chair asked those interested to get with her to make arrangements.

New Business:

- a. Acceptance of Board Member Resignation:** Chair asked for a motion to accept resignations from Lyn Orr. Motion made by Wade Willnow to accept the resignations, seconded by Christine Williams. Motion passed unanimously.
- b. Board Member Agreement:** Chair presented the Board Member Agreement, explaining that most non-profit Boards have members sign a similar agreement stating what the expectations of members are to the society and the society's expectations of the member. There was some discussion about the number of meetings that are allowed to be missed. Everyone agreed that the terms as written were good. Motion to approve the use of the agreement beginning immediately was made by Wade Willnow, seconded by Marty Zientz, motion passed unanimously.
- c. Collections Donation Policy:** Chair presented a policy which she drafted based off of other museums policies, for the Society to use for future donations of artifacts and historic documents. The Board members reviewed the policy. Motion to approve was made by Marty Zientz and seconded by Christine Williams, motion passed unanimously.

- d. **Policies and Procedures**— Everyone was provided with a copy of the Policies and Procedures which was updated with the latest policies approved in September. This document will be updated each time there are new policies or procedures approved. Chair Christensen asked everyone to review the document and make any other recommendations for amendments. This will come back for further discussion almost monthly.

Unfinished Business - none

Committee Reports:

Finance Committee.

- i. **Budget Proposal:** Christine Williams presented the Proposed Budget for 2024. There was some discussion on the need for additional storage temporarily, in case Hawk Levy wants us to store the display cases he is donating. Chair Christensen mentioned she had half of a 10x10 storage bay empty and would be vacating it unless the Society needed the space. VC Willnow suggested the possibility of needing the space and reimbursing the Chair for expenses, if needed. This would change the budget slightly. Wade Willnow made a motion to approve the budget, including the possible amendment, Marty Zientz seconded. Motion passed unanimously.
- ii. **Report on POS Systems-** M. Zientz reported that he had done extensive research at the request of the Chair to find a more affordable system that could be used both online and in person, and allow flexibility with changes as needed once the museum is open. He recommended that we consider using the system offered by First Date through Seacoast National Bank. The Society was preparing to switch financial institutions and they also have very good rates. Christine Williams said she would look into Seacoast further. We have a tight timeline, as this all needs to coincide with updates to the website.

Membership Committee- Chair reported 3 new members.

Brick Paver Fundraiser- Chair Christensen reported that she and C. Williams met with M. Bordonaro and did an audit of the Brick sales to ensure the number of bricks ordered matched the sales numbers. After a review, all are accounted for.

Grants- No report.

Museum Committee – Chair updated members the date of the opening now being pushed back to late March or early April due to the playground contractor's schedule. The opening day will be rescheduled. They are also looking at more events on Veteran's Pkwy. We will be able to take a tour of the Lodge in November. Chair will email everyone with a date.

Communications:

- a. **Website-** Chair explained the website platform, Squarespace expires in early December. A lot of changes need to be made to add the museum, a new gift shop page, etc. She asked for ideas and input. After discussion it was determined that a new site is needed, especially since Squarespace will not accommodate the POS platform that Seacoast is recommending. A motion was made by VP Willnow to expend up to \$1500 to hire Mark Barnes to build a new website with all the necessary changes, seconded by Marty Zientz.
- b. **Social Media-** Marty Zientz has been making some posts. Recommends everyone Like, Share, Comment.

- c. **Newsletter**- Newsletter sent out in early October, a winter addition will be out in December or January, depending on content.

Events:

- a. **Society Gatherings**- The next Gathering is December 13 at Santa Lucia. Maria has everything set. Linda Bagley will make a basket for the raffle; we will have holiday background music and a few other things to engage the attendees. This event is for members and guests of members.
- b. **Future Guest Speakers**- No guest speaker in December. Chair Christensen has someone for the February gathering.
- c. **Classic Car Show** – Wade Willnow reported that a meeting for the committee was held. Everything is moving along, but we need a firm date with the City to go any further.
- d. Other Events: Chair brought two other events to the Board for consideration. Botanica on Jan. 27 and 28 and the Holiday Lights in the Gardens. The consensus was to plan to work both events. Gardens Lights Dec. 1 and 13.

Other Actives:

- a. **Archiving**- Deanne and Donnita are continuing to archive.
- b. **Videos/Oral Histories** D. Grabhorn reported that they have 3 people they are doing oral histories on in November.
- c. **Board Member Comments**- Marty Zientz introduced Mary Lou Cannata, who is interested in becoming a member.

Members to be Heard- No comments.

Adjournment: meeting adjourned at 1:40 PM

Respectfully submitted,

Patricia Christensen, for the Secretary, November 9, 2023