

Highlands Ranch Historical Society (HRHS)

Board Meeting

April 9, 2012 at 2:00pm

Silver Mesa Clubhouse

Members Present: Nancy Linsenbigler, Sara Lebofsky, Nancy Drege, Carol Pfaff, Caroline Smith, & George Smith

Minutes of last meeting: Copies of 3/23/12 Minutes were distributed for everyone to read. They were approved as corrected.

Mission/Vision of HRHS: Nancy L. inquired about a Mission/Vision for HRHS. Caroline and George will get out Mission Statement. George said they have files at present time. Nancy L. stated that she has been reading through the By-Laws and noted that the Treasurer is Repository. The subject of an upcoming Board Meeting will be to update By-Laws.

Projects: Miscellaneous:

Pending: Refreshments: Refreshments will need to be covered for the April Meeting on 4/16/12. Nancy L. will pickup the Refreshment Bin and bring to April Meeting & call the 4 people on list who signed up to bring refreshments for April. George will talk to HRCA about possible storage of HRHS Refreshment Bin at Southridge Rec Center. Caroline will talk to Starbucks. Nancy D. will buy plastic tablecloths & bring arrangements for tables. In addition, Nancy D. will bring some Easter/Pastel wrapped candy. HRHS will seek Refreshment Chairman replacement/s at April Meeting.

Pending: July 4th Parade: Mary Van Wye is unable to Chair the HRHS Parade Committee. The Chairmanship & serving on Committee will be opened to everyone at the April meeting. Sara will hear this week from the Legendary Ladies if they can do HRHS Float and July Program. If Legendary Ladies unable to do July 2012, Caroline will call the Civil War group & if not this year consider for 2013.

Pending: School Trunks: After discussion about need for refurbishing original four History Trunks and request for additional trunks, Nancy D. will call to clarify exactly what the DC School District is wanting. Nancy D. will also address funding options with them. Nancy D. will also make arrangements to have the History Trunks for Display at the April Meeting. Carol shared funding suggestions of SCFD and Colorado History Museum.

Pending: Docents: Caroline and Nancy L. will coordinate meeting with Terry Nolan of HRMD about Mansion and status of use of Docents.

Proposed: Current Artifacts, Files, Property: Copies of "Artifacts/Objects Owned by HRHS" and "What to Do With These Artifacts/ Objects" were distributed. (See Attached).

Notes/Changes to List:

- #5. Clocktower: Delegates request use on their Float. OK, if not needed for HRHS float.
- #7. Tools donated by Dr. Bates. Nancy D. recommended Bob Luckwitz be invited to help.
- #8. Chairs: Donated by Chris Graham. Carrie Ward (HRMD) will receive at 4/16/12 Mtg.
- #9. Refreshment Supplies: Nancy L. will pickup from Jo Eydenberg's house for 4/16/12.
- #11. Items in some resident's basement : Already picked up by Caroline.

Additional Items:

- #12. Carol has Treasurer's Records.
- #13. Nancy D. has past photos of various HRHS Activities. Will get to Nancy L.
- #14. Check if any Miscel. Records still at Chris Eppers and/or other locations.

The cataloging of HRHS items and files was discussed. Caroline and George are to find an appropriate time to do cataloging at their home. Date and time will be shared in an effort to gather Volunteers to help with the process. Will set "Potluck Inventorying Party" in August.

Proposed: Volunteer Fair, Senior Fair, Highlands Ranch Days: Discussion included various opportunities/activities for HRHS involvement and exposure. Liability Insurance was briefly noted but nothing was decided---to address at another time. Caroline & Nancy L. will meet with Terry Nolan and HRMD regarding the use of HRHS Docents at various activities.

Programs: Copies of "2012 List of Date" were passed out. (See Attached). Sara will finalize July program to include their participation in July 4th Parade. Sara will also book the remaining open months of September, November, and December. The upcoming programs will be used in marketing our monthly meetings. The postcard distributed at the 4th of July Parade will highlight upcoming programs. Nancy L. brought a sample postcard and cost for 1500 cards. Nancy D. made motion "to allocate \$150 to have postcards done as Nancy L's sample card". Sara seconded the motion. Passed unanimously. Nancy L. will bring to membership for volunteer walkers to distribute the postcards on the parade route.

Treasurer: Copies of "Highlands Ranch Historical Society Finances" were passed out. (See Attached). Report included January – December 2011 & January, February, & March 2012.

Secretary: Minutes of March 23, 2012 Board Meeting were passed out. (See Attached). Due to medical issues and out-of-town commitments, Nancy D. requested to be replaced as Secretary. Caroline has someone in mind and will work on finding a replacement to fill the position of Secretary.

Membership (Nancy L) & Information Management (George): As a replacement for Membership Chairman, Nancy L. is bringing a very capable young lady to the April Meeting. Her name is Peyton Jeter and she sets up Constant Contact programs for various groups and companies. Nancy D. made a motion "HRHS to hire Peyton Jeter to set up our Constant Contact account at \$100 maximum". Caroline seconded the motion. Motion passed unanimously. Nancy L. passed out copies of Facebook samples as a suggestion for use in Marketing the HRHS.

Discussion: Perks for "Members Only" were being discussed when we were out of time. The meeting stated at 2:19pm and it was then 5:23pm. We tabled all Discussion until next Board Meeting so we can get a comprehensive plan in place.

Next Board Meeting: Friday, April 20, 2012 at 2:00 pm
Palamino Park in Silver Mesa Club House
Hosted by President Nancy Linsenbigler

Respectfully Submitted by
Nancy Drege, HRHS Secretary