

**ELK GROVE HISTORICAL SOCIETY  
BOARD MEETING MINUTES OF MARCH 11, 2013**

**Board Members and Guests Present:** Sally Bergen, Diane Borden, Mary Burford, Dennis Buscher, Barbara Claire, Lorraine Croup, Jim and Annaclare Entrican, JoAnn Baroni Glavich, Sarah Johnson, Pam Phelps, Milt Webb, Elaine Wright.

**Call to order:** Barbara Claire (President):

**Public Comment:** None

**Announcements:**

Barbara said there was a good turn out for the March opening and thanked the docents who worked that day.

Facebook Page & Web site—Barbara added the March General Meeting & Spring Tea to our Facebook page and web site.

Barbara announced that Tom Russell has agreed to be our Archivist.

**Approval of Minutes--** Diane Borden (Recording Secretary):

It was moved by Brookelea Lutton and seconded by Sally Bergen that the minutes of the February 11, 2013 Board Meeting (sent to board for review) be accepted. Motion carried.

**Treasurer's Report/Bills--**Jeanette Lawson (Treasurer):

In Jeanette's absence, Barbara presented the bills that need Board approval:

1. Big Oak Nursery \$442.80 (\$400 of this amount donated by EG Garden Club for roses)
2. Check to Lorraine Croup for \$4,689.58 for expenses for Mare Island Tour (Income \$6,755; Auction Income \$909; expenses \$4,921.38; Net proceeds \$2,742.62).
3. Spring Tea caterer (Sally Bergen needs to pay them half of the deposit, which is \$600.00)
4. Jim Entrican \$226.80 to Connor Sand and Gravel for dirt.

It was moved by Lorraine Croup and seconded by Brookelea Lutton to approve payment of all of the above. Motion carried.

It was moved by Jim Entrican and seconded by Diane Borden to approve the Treasurer's Report as presented.

Per Dennis Buscher, there are some cut glass exhibit items for sale and one item has been sold. The Society receives 30 percent of the sale and he has given a check to Jim.

Suggestion for Board Approval: In the Treasurer's Books, only make a notation (date) of when an expenditure over \$200 was approved by the Board rather than attaching the meeting minutes. Dennis agreed and said the Treasurer should note "Approved by Board" and the date on each voucher.

Barbara asked if there is any reason we do not have a credit card for the Society to use. Jim Entrican said it becomes a liability for someone and it is usually appropriate to get a check advance if needed. Dennis said at one time the Society did have one but it was difficult to control and new signature cards had to be issued each year. It was agreed it would be a hassle to have one.

### **Committee Reports:**

Antique & Craft Show—Brookelea Lutton: Brookelea has sent out solicitation letters to vendors (for a discount fee) and posted an application on our web site.

Cookbook—Brookelea Lutton & Barbara Claire: Brookelea reported that 4 pre-orders for the cookbook have been received. An e-mail will be sent to all members. Paperwork is being prepared and the file has been sent to the printer. Brookelea needs to make a 50 percent deposit (\$830.00) payable to Bang Printing for the cookbooks. It was moved by Jim Entrican and seconded by Diane Borden to approve the expenditure. Motion carried.

Docents—Annaclare Entrican: Annaclare sent around a sign-up sheet for the April 6<sup>th</sup> opening and thanked docents that worked in March.

Historic Homes of Elk Grove—Jeanette Lawson & Barbara Claire: Nothing new to report.

Membership & Mare Island Tour—Lorraine Croup: Lorraine has received some applications for membership. The Mare Island Tour was a great success and she has received several letters and phone calls complimenting the planning and tour guides.

Newsletter—Brookelea Lutton: Brookelea will be out of the country from April 4 through April 15<sup>th</sup>. The deadline for submitting material for the next newsletter is April 15, 2013.

Programs for General Meeting—Elaine Wright: The March general meeting will be held at a new location at the Carlton Plaza (see upcoming events below). She is working on programs for April and May. She has (1) called the Lincoln Highway Association for a speaker; and (2) hopes to have a lunch meeting at the Sloughhouse Inn (speaker and tour of the cemetery at the same time). More information will be provided when confirmed.

Spring Tea--Sally Bergen & Pam Phelps: Sally passed around copies of her report (see attached) and said planning is going well. She needs some silver or

china teapots to use as flower vases on the tables. They will be returned to the owner after the Tea. Sally is waiting for an article in the Citizen that was submitted about the event. Annaclare has received 31 paid reservations to date. The caterer has been selected (Elle's Custom Catering from Stockton) and the scones will be provided separately by Baguettes of Elk Grove. Sally anticipates a single "big" item for a \$20 raffle and said we have received a \$100 general EGHS donation that we can use for this purpose if there are no objections (there were none). Lastly, Sally recommended spending up to \$100 to update and brighten the ladies/men's bathroom décor (Claudia and Barbara). Approval was given.

Facilities Rental—Jim Entrican: Jim reported there have been two more events held since our last meeting. One of them returned the \$100 deposit to us for a donation. We have gained 3 new memberships as a result.

Two more rentals are planned for the future: (1) Gardeners of the Grove plan an outside luncheon to be held 3 days before our Tea; and (2) a fundraiser inside (wine and cheese) by the Elk Grove Garden Club which is in the early planning stage. Jim recommended that neither club be charged because both have done so much for us in the past five years. It was moved by Lorraine Croup and seconded by Elaine Wright for these groups to use the facility gratis. Motion carried. Should they request rental in the future they may be charged, but will receive advance notice.

Jim said the committee has amended the contracts as needed and Jeanette would like the discount to be 20% instead of 25%. We will keep the number of people attending to stay within our limits. Once we begin to advertise the rental of the facility, it will become very busy. We should compare prices with others in the community, keeping in mind that we have no kitchen or running water available.

### **Unfinished Business:**

Front Landscaping & Walkway Lighting—Jim Entrican: The Boy Scouts have planted trees and rose bushes and have one remaining project: to place 3" of dirt and 3" of granite for the walkway. However, in order to complete the work before the Tea, we will need to provide funding to cover materials for what was not donated. Elaine Wright offered to provide \$100 towards the materials. Jim said an additional \$222.00 will be needed. It was moved by Milt Webb and seconded by Sally Bergen for the Society to spend \$222.00. Motion carried.

Foulks House Restoration—Jim Entrican: Jim worked on the Grant and is asking for \$20,000.00. They have asked for his response to four questions, so he is encouraged. One question "Will you buy materials and no labor?" If so, "where will you store them?" His response was yes and that several of our members have space available in their barns.

Storage Shed--Jim Entrican: Jim will attend a meeting with CSD next week and report back to us. He has not received the plans back and will go get them if necessary.

Repainting Museum signs--Barbara Claire, Dennis Buscher, Jeanette Lawson: Dennis and Barbara have discussed options and have a recommendation on how it should look. She passed around the draft of the sign with various color schemes. They will discuss these with staff at the Sign Center and get their input. It was also suggested that a nice story and background be written about why we are changing the name.

Dining Room Table--Dennis Buscher & Jim Entrican: On hold.

Plaque for Fence Donors—Jeanette Lawson: On hold.

Plaque for Jail—Jim Entrican: On hold.

Water damage repair (\$1,300 approved)—Jeanette Lawson/Dennis Buscher: Dennis is still cleaning before he can plaster.

Security System--Jim Entrican: On hold.

Time Capsule—Payment to Ed Keema (bill for \$2,500, \$627.55 in account) - Information from Jackie Langenberg (City)--Jim Entrican: Jim has a meeting on Thursday. A new informational flyer has been designed to sit by the time capsule. A rack to put it on will be purchased from time capsule funds. More information will be given in the next Newsletter. He will update us as information becomes available.

Grant Submission—Jim Entrican: On schedule.

Electrical receptacles—options for fixing by volunteer electricians—Jim Entrican: On hold.

Glass shelving for lighted cabinets in museum store (\$275 approved)—Dennis Buscher: Shelves have been purchased and installed.

### **New Business:**

Credit Card processing—Barbara Claire: Barbara has purchased for use by the Elk Grove Historical Society a credit card processing machine that will be available in time for Tea. With money from the Museum Store account, she opened an account with Intuit so that we can process various credit card purchases. It comes with a reader that goes on a cell phone. They will take a percentage of each card swipe and a receipt can be sent via e-mail. Three more readers will be provided at no cost. She suggested one be made available for use in the museum store and one for Jim's to use.

Review and Update of By-Laws (last done in 2010)--Dennis Buscher & Committee: Honorary memberships (discussion of honorary vs. courtesy vs. just on our mailing list).

The By-law under Section 5 says:

Any person who has performed some distinguished service may be elected as an Honorary Member for one year and, as such, shall enjoy all the privileges of the Society, except those of voting and holding office. Application for honorary membership shall be submitted to the Board in writing and approved by a vote of 50% +1 of the voting Board present. The application/nomination shall specify the conditions and terms for the honorary membership. A copy of the application and the Board's written decision specifying the terms and conditions of the honorary membership shall be filed in the Society's office. A letter and certificate shall be sent to the recipient specifying the reason for and length of the honorary membership.

***(See Agenda for a current list of Courtesy Memberships)***

Lorraine Croup expressed concern about how to list these on the membership list because of the coding. Sally Bergen needs to know what letters need to be sent for each category. Most on the list receive the Newsletter. Some City Officials would be permanent memberships. Most of the others listed would be for one year only and at the end of that year would be invited to renew and pay the appropriate dues. Dennis requested that any other suggestions for changes or additions from members of the Board be sent to him by the next Board meeting on April 8<sup>th</sup>.

Policy & Procedure Committee (Brookelea Lutton, Diane Borden, Sally Bergen)—The Document started in 2009 was never approved. The committee will meet to review these so they can be completed.

City of Elk Grove Events Sponsorship Grants: Sarah Johnson suggested we apply for all of our events except the garage sale (see letter attached). The link in the letter provides more information. Barbara asked that the Chairs of each event work together to prepare a consistent response. Due in May.

Union Pacific Foundation Community-Based Grant Program: (<http://www.up.com/found/grants.shtml>) Barbara will give this to Jim Entrican to review and determine whether we have any pertinent connection with the railroad.

Historical Society Mail Person (need new one): Jeanette Lawson has done this job in the past. Brookelea Lutton agreed to be responsible in the future and will pick up the mail at least once a week and place it in the appropriate folders in the basement.

Special Tours Person (Boy Scouts, Girls Scouts, Senior Center, etc.) (need new one): This has not happened frequently and Jeanette has been the contact. Annaclare Entrican volunteered to do this as Docent Chair.

Rhoads School Director: Frances Fite is stepping down as Rhoads School Director (to take place this summer). The new Director will be Merry Leventon.

**Upcoming Events:**

- March 18, 2013: General Meeting—6:30 PM: Society member Cheryl Stapp will speak about her latest book, *Sacramento Chronicles: A Golden Past*. The meeting will be at the Carlton Plaza, 6915 Elk Grove Blvd.
- April 8, 2013: Board meeting 4:00 PM, Museum
- April 15, 2013: General Meeting, Carlton Plaza, 6915 Elk Grove Blvd. Speaker—TBA

President Barbara Claire adjourned the meeting at 6:00 PM.

Submitted by:

Diane Borden  
Recording Secretary