

Heritage Alliance
Of Northeast Tennessee and Southwest Virginia
Board of Trustees Meeting
February 20, 2023 at 5:30 pm
Visitors' Center, Jonesborough, TN

Attending: Nick Andrews, Charlene Cleveland; Terry Countermine; Fred Counts; Mark Edmonds, Mike Floyd; Hal Hunter; Cari Jarman; Meghan Kieta; Jack Van Zandt, Pat Wolfe, Dana York

Staff: Anne Mason

BCD: Kim Coker

Meeting was **called to order** at 5:31 p.m., Visitors' Center, by President Fred Counts.

President's Report: Board President Fred Counts welcomed the new slate of officers, including newly elected Treasurer Dana York, and new board member Nick Andrews. Nick introduced himself and shared his passions.

Minutes

1. Secretary Hal Hunter presented the minutes from the November 10, 2022 board meeting. No corrections heard from the floor. Mike Floyd made a motion to approve the minutes as presented. Terry Countermine seconded. All agreed. None opposed. Motion carried.
2. Secretary Hal Hunter presented the minutes from the November 11-21, 2022 eMeeting. No corrections heard from the floor. Pat Wolfe made a motion to approve the minutes as presented. Dana York seconded. All agreed. None opposed. Motion carried.
3. Secretary Hal Hunter presented the minutes from the December 6-28, 2022 eMeeting. No corrections heard from the floor. Terry Countermine made a motion to approve the minutes as presented. Nick Andrews seconded. All agreed. None opposed. Motion carried.
4. Secretary Hal Hunter presented the minutes from the January 19, 2023 Heritage Alliance Annual Meeting and board meeting. No corrections heard from the floor. Cari Jarman made a motion to approve the minutes as presented. Dana York seconded. All agreed. None opposed. Motion carried.
5. Secretary Hal Hunter presented the minutes from the January 28-30, 2023 eMeeting. No corrections heard from the floor. Pat Wolfe made a motion to approve the minutes as presented. Meghan Kieta seconded. All agreed. None opposed. Motion carried.

Treasurer's Report

Financials

1. **Current Financials through December 31, 2022:** Treasurer Dana York presented the current set of financials. Kim Coker with BCD brought an updated copy of the financials to the meeting. There were some changes made from the financials that were emailed out to the board earlier in the week.

2. Kim explained that \$7,500.00 was moved out of the Country Appropriation line item and into the FY 21-22 financials. This changed the bottom line in the income section.
3. Dana thanked Kim and her staff for spending two hours with her to help her get her footing and understand the HA accounting process.
4. Dana decided to hold off adding herself as a signer on the HA bank account until after her upcoming wedding and name change. In the meantime, President Fred Counts can sign checks as needed.
5. As we went through the financials, Pat Wolfe asked Executive Director Anne Mason how it was going with her using her accrued vacation hours. Anne mentioned she had been using hours here and there to assist with pressing family matters, but that she was planning on taking a longer vacation at some point this year.
6. Anne needs to compare her Progressive Dinner records to BCD's records to make sure the two income and expense line items match.
7. Nick Andrews asked if the Duncan House has pest control. Yes.
8. Dana York brought up the Planned Fundraisers line item that is supposed to bring in \$7,000.00 throughout the Fiscal Year and has not been touched yet. Anne explained that all of those events happen in the spring and summer. They have not occurred yet.
9. Pat Wolfe made a motion to approve the financials as presented. Terry Counterline seconded. All agreed. None opposed. Motion passed.

Old Business

- 1) **Historic Building Grant Subcommittee** – The subcommittee has been meeting, but there have been no concrete results. There has been good conversation and ideas. The main goal of the subcommittee and the Town of Jonesborough is to establish a funding stream that will help homeowners fix up their historic homes in the Jonesborough Historic District. It's a way to keep properties from becoming eligible for "demolition by neglect." Fred has been in touch with Georgia Trust and New Orleans, but they are bigger organizations and it is hard to scale their examples down to the Jonesborough level. It was recommended that Fred have a conversation with Bob Browning. From that conversation, he learned of the CDP Community Development Partners in Nashville. He plans to reach out to them and see if they can help with this.
- 2) **Creation of Restricted Fund for Duncan House** – After some discussion, this item was tabled until after Anne can have a conversation with BCD in regards to how this fund can be created and if it will entail a large, budget change.

New Business

1. **Director's Report:** Anne Mason presented her Director's Report. She clarified that she is working to present a version of "A Christmas Carol" at the Chester Inn Museum in December and not "A Christmas Story."
2. **Title VI Policies** – The board reviews and votes on these policies every year.
 - a. **Title VI Policy** - Cari Jarman made a motion to approve the policy as presented. Mike Floyd seconded. All agreed. None opposed. Motion carried.
 - b. **Title VI Complaint Process** - Mike Floyd pointed out that Deborah Montanti's name needs to be taken off the first page of the policy and replaced with Anne Mason. Mark Edmonds made a motion to approve the policy with the change. Jack Van Zandt seconded. All agreed. None opposed. Motion carried.

- c. **Title VI Strategy for Board Diversity** - Mike asked if there was a plan to achieve this goal. Fred asked if we needed a subcommittee to work on this. Mike said that would be a good idea. The two agreed to work on it together. Pat Wolfe made a motion to approve the policy as presented. Terry Countermine seconded. All agreed. None opposed. Motion carried.
 - d. **Title VI Limited English Proficiency** – Mike asked how the Alliance handles this now. Anne said that Google Translate is utilized and that the State provides a service for the Chester Inn Museum. To date, those services have not been needed. Anne said it would be great to have the museum exhibits translated into other languages. Cari Jarman said that Karen Childress knows how to do that. Mark Edmonds made a motion to approve the policy as presented. Cari Jarman seconded. All agreed. None opposed. Motion carried.
- 3. **Sponsorship of Events** – Anne shared the sponsorship letter from the 2019 Progressive Dinner and talked about how sponsors have been approached in the past. She did ask for an increase in First Horizon Bank’s sponsorship of the 2023 event from \$1,000.00 to \$1,500.00. She asked for the Board’s help with getting more sponsors for events this year. Meghan Kieta said she would reach out to Ballad Health and see if they would sponsor anything. Nick asked when the sponsorship deadline is. For something like the Progressive Dinner, the deadline is October. At this time, it was decided that a vote was not needed for this line item.
- 4. **Museum Deaccession Items** – Anne explained what it means to de-access an artifact from a museum’s collection and why a museum would choose to do so. Anne said that at this meeting the Board would only be considering the rusty cable, which is actually a telephone pole utility cable. It will be deaccessioned for safety reasons. Cari Jarman made a motion to deaccession the cable. Mike Floyd seconded. All agreed. None opposed. Motion carried.
- 5. **NAGPRA Compliance** – Anne shared the history behind the Indigenous Peoples collection that the museum has had since the 1980s. The collection was never properly accessioned and it has always been problematic. HA staff is working with the Museum of the Cherokee, NAGPRA, and ETSU to identify the bones in the collection to make sure there are no ancestral human remains. The right and legal thing to do is to repatriate any ancestral remains, funerary items, and most of the collection to the respective tribes. The Heritage Alliance will keep some of the materials, as appropriate. Mike asked if we would be sharing the story of the local, Indigenous People in the museum. Anne assured him that Programming Coordinator Megan Tewell is working on such an exhibit right now.
- 6. **Jonesborough License Plate** – Anne presented the project to the board. It had been previously presented to the Jonesborough Board of Mayor and Aldermen at their February meeting. This is an opportunity for the Heritage Alliance to gain some extra funds. Nick Andrews suggested the HA get quotes from designers. Mike recommended students from ETSU’s art school. Maybe pick three designs and have the public vote on them. Jack Van Zandt made a motion for the Heritage Alliance to proceed with the project. Mike Floyd seconded. All agreed. None opposed. Motion passed.
- 7. **Salvage Warehouse** – Fred had a good update to share. HA volunteer James Coyle has patched one hole in the warehouse roof. The building needs a lot of roof repair totaling \$2,000. James is going to see how much repair work he can do. At this point, Fred is not comfortable with asking for additional money for the work. Right now, the focus will be

selling more items to help fund the work. HA is looking into Google Ad Grants for the warehouse. Meghan and Fred will work to create targeted social media for the warehouse via a Facebook page and Facebook Market Place.

8. **Other New Business** – Dana York said she has been working with the Personnel Committee to analyze Anne’s workload as Executive Director. Cari and Fred are part of that committee. Anne provided Dana with a work flow chart. Dana turned the percentages in the chart into hours. She still needs to meet with Anne again to make sure the math adds up, but at this time it appears that Anne currently does the work of 3.4 people. This means that the board may need to take on more, volunteers may need to do more projects, or the Alliance may need to offload some projects. Terry Countermine recommended that this report be shared with the Board of Mayor and Aldermen so that they could see how much the Alliance actually does. This may lead to increased funding.

Meeting Adjourned: Charlene Cleveland made a motion to adjourn the meeting. Nick Andrews seconded. Meeting was adjourned at 7:40 p.m.

Prepared February 23, 2023: Anne Mason, Executive Director
Hal Hunter, Board Secretary
Submitted February 24, 2023: Hal Hunter, Board Secretary
Fred Counts, Board President