

**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.



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