

Heritage Alliance
Of Northeast Tennessee and Southwest Virginia
Board of Trustees Meeting
November 10, 2022 at 8:00 am
McKinney Center, Jonesborough, TN

Attending: Charlene Cleveland; Terry Countermine; Fred Counts; Mike Floyd; Hal Hunter; Cari Jarman; Meghan Kieta; Pat Wolfe, Dana York

Staff: Anne Mason

BCD: Kim Coker

HA Member: Bob Dunn

Absent: Walter Buford; Mark Edmonds; Jack Van Zandt

Meeting was **called to order** at 8:01 a.m., McKinney Center, by President Fred Counts.

President's Report: Board President Fred Counts congratulated the HA on receiving \$13,000.00 from the Mooneyhan Family Foundation.

Minutes

1. Secretary Hal Hunter presented the minutes from the September 22, 2022 Board Meeting. This also included the addition to the minutes that Sec Hunter compiled when the Executive Director was asked to leave the room. No corrections heard from the floor. Dana York made a motion to approve the minutes as presented. Cari Jarman seconded. All agreed. None opposed. Motion carried.
2. Secretary Hal Hunter presented the minutes from the September 27, 2022 eMeeting which voted on the July 31, 2022 financials and the final budget for FY 22-23. No corrections heard from the floor. Terry Countermine made a motion to approve the minutes as presented. Mike Floyd seconded. All agreed. None opposed. Motion carried.

Treasurer's Report

Financials

1. **Current Financials through September 30, 2022 (end of FY 21-22):** Treasurer Pat Wolfe presented the current set of financials. Kim Coker with BCD brought the financials to the meeting. The board did not see them in advance.
2. The biggest liability is ED Anne Mason's accrued vacation time. She assured the board that she would be taking some of that time in the coming months to help care for her mother who has suffered an injury.
3. Dana York had a question about how the money for the Chester Inn is reclassified. Kim Coker explained it is a reimbursement grant.
4. Kim said this set of financials is the set that goes to Blackburn, Childress, and Stegall for the annual review. She apologized for not getting the financials to the board in advance, but she had had some extenuating circumstances in her family.

5. The HA finished FY 21-22 with a surplus of \$11,957.52. Dana York asked what the causes behind this were. Anne Mason offered her thoughts. The Town increased our appropriation, museum programs are back with school groups, and we received several donations. Anne shared that she was surprised by the surplus because of all the money spent to repair Oak Hill School this year.
6. Dana York asked about the almost \$3,000.00 extra in the Wages-Salary line item in FY 21-22. Anne explained that Joe Spiker left in January of 2022. For a while, there was no one in his position and when Joshua Dacey took the position, he started at a lower rate of pay. The 21-22 budget was based on Joe Spiker staying employed by the Heritage Alliance.
7. Dana York asked if the organization could maintain current level of donations going forward. Anne said she hoped that the organization could.
8. Warehouse turned a good profit this year. This led to a discussion on how to advertise for the Warehouse. Anne said we could get a Google Ads grant that would help with advertising. Facebook ads are an option, too.
9. Mike Floyd asked how we restock the warehouse. Anne explained that we take donations. We do go out and pick stuff up when possible, but we are limited due to time and appropriate vehicle. Dana said she has a trailer and truck for warehouse pick-ups.
10. Terry Countermine made a motion to approve the financials as presented. Hal Hunter seconded. All agreed. None opposed. Motion passed.

Old Business – President Fred Counts had to leave the meeting. Vice President Terry Countermine assumed control of the meeting.

- 1) **Duncan House Restricted Fund** – This line item will be moved to the February 2023 meeting once there is more information on the needs of the house repairs and the cost involved.
- 2) **Calendar for 2023 Annual Meeting and Board Meetings** – It was determined that moving the meeting time to 5:30 pm in the coming year was acceptable. However, several board members had an issue with the slated dates and times listed on the agenda. After some discussion, the board settled on the third Mondays at 5:30 pm. Proposed dates are February 20th, May 1st, August 21st, September 18th, and November 20th. The Annual Meeting/Potluck is set for January 19th at the Visitors Center. Terry said that Anne will send out the updated list of meeting dates and times for the full board to vote on electronically. Pat Wolfe recommended looking into using the library's community room for meetings or the annex of the Methodist Church.

New Business

1. **Nominating Committee:** Before Fred Counts had to leave the meeting, he proposed the nominating committee for new board members. The committee will include Kati Jenkins, Fred Counts, and Dana York. Mike Floyd made a motion to accept the committee as presented. Pat Wolfe seconded. All agreed. None opposed. Motion carried.
2. **Director's Report:** Anne Mason presented her Director's Report. She presented the board with the proposed office closures for the Thanksgiving and Christmas holidays. Cari Jarman made a motion to accept the dates as presented. Charlene Cleveland seconded. All agreed. None opposed. Motion passed.

- a. Hal Hunter provided updates on the Ashe Street Courthouse project. No plans yet but renovations continue. The THC requires GPS coordinates for historical marker placement, so that will have to wait until renovations are further along.
3. **Creation of Langley Restricted Fund** – The HA received a donation from the Burton and Barbara Langley Family specifically for tombstone restoration in Rocky Hill and College Hill Cemeteries. This will help with restoring larger markers in need of repair. Pat Wolfe made a motion to create the Langley Restricted Fund for Cemetery Preservation. Cari Jarman seconded. All agreed. None opposed. Motion carried.
4. **Approval of Matching Grant Funds for DAR Grant** – The Heritage Alliance has received one quote for the paint job on the Duncan House. Anne will work to get another quote. The total match for the DAR Grant is \$10,000.00. The Heritage Alliance will have to match that amount and cover any overages on the project. Cari Jarman made a motion for Anne Mason to apply for the DAR Preservation Grant. Dana York seconded. All agreed. None opposed. Motion carried.
5. **Other New Business** – Dana York said she would like to create a Personnel Committee. This committee would narrow roles for the employees and help with typical HA activities. She asked if anyone would like to serve on the committee. Terry Countermine asked how many people she was looking for. Dana said 3-4 people would be good. Cari Jarman volunteered to serve on the committee. Mike Floyd said that such an idea was in the works before Anne took the helm, but the pandemic kind of put a halt to it. Dana will meet with Anne and the committee and bring her list of findings to the February meeting.
 - a. Anne Mason updated the members of the board on her mother’s injury. She will be taking a step away from the office for a while to care for her mother. She will work out a plan with the staff to make sure the office and the job are covered appropriately.

Meeting Adjourned: Mike Floyd made a motion to adjourn the meeting. Pat Wolfe seconded. Meeting was adjourned at 8:52 am.

Prepared November 20-21, 2022: Anne Mason, Executive Director
Hal Hunter, Board Secretary
Submitted November 23, 2022: Hal Hunter, Board Secretary
Fred Counts, Board President