

**Heritage Alliance**  
Of Northeast Tennessee and Southwest Virginia  
Board of Trustees Meeting  
September 22, 2022 at 8:00 am  
International Storytelling Center, Jonesborough, TN

**Attending:** Walter Buford; Charlene Cleveland; Terry Countermine; Fred Counts; Hal Hunter; Cari Jarman; Pat Wolfe, Dana York

**Staff:** Anne Mason

**BCD:** Kim Coker

**HA Member:** Richard Griffin (had to leave early)

**Absent:** Mark Edmonds; Mike Floyd; Meghan Kieta; Jack Van Zandt

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

### **President's Report**

1. Board President Fred Counts congratulated the HA on its Pinnacle Award. Commented that attendance numbers were returning to pre-Covid. An ongoing goal for the HA is growing the membership.
2. Fred welcomed Kim Coker with BCD and HA member Richard Griffin who is also the director for the Washington County Libraries.
3. Fred asked that everyone keep Jack Van Zandt and his wife in their thoughts as they battle cancer.
4. Fred welcomed Dana York to her first meeting as a Board Member. She is serving as Assistant Treasurer and will hopefully assume the full role once Pat Wolfe leaves the position in 2023 after years of service.

### **Minutes**

1. Secretary Hal Hunter presented the minutes from the May 12, 2022 Board Meeting. No corrections heard from the floor. Pat Wolfe 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 July 13, 2022 eMeeting which combined the August and September board meetings. No corrections heard from the floor. Terry Countermine made a motion to approve the minutes as presented. Cari Jarman seconded. All agreed. None opposed. Motion carried.

### **Treasurer's Report**

#### **Financials**

1. **Current Financials through July 31, 2022:** Treasurer Pat Wolfe presented the current set of financials. He asked if there was a more current version. ED Anne Mason

explained that BCD had a large tax deadline and could not compile the August financials prior to the board meeting.

2. Pat went through the financials with Kim Coker. The Board commented that Anne Mason has too much vacation time saved and needs to use some of it, get her number down.
3. Dana York asked why some of the figures are offset in the financials as it is currently laid out, and Kim explained that the offsetting signifies that those totals are for restricted funds and different from the other monies.
4. Pat said that there was still \$3,500.00 in the Ashe Street Courthouse restricted fund, but Anne shared that it is down to \$1,000.00 now after the feasibility study was paid for.
5. Dana inquired as to the pay for Josh and Megan in relation to their hours. Anne explained that Megan works 28 hours a week. Josh works 28 hours a week from May-October and 24 hours a week from November-March. They both earn vacation time.
6. It was at this point that ED Anne Mason realized she had printed the wrong financials and that the Board was looking at and had been sent the financials for July 31, 2021, not 2022.
7. Pat Wolfe made a motion that Anne Mason send out the current financials for July 2022 via email that would be approved in an eMeeting. President Fred Counts would conduct the eMeeting and responses must be made before midnight on September 27, 2022. Cari Jarman seconded. All agreed. None opposed. Motion passed.

**Old Business** – President Fred Counts asked if there was any Old Business. Hearing none, he moved on with the meeting.

### **New Business**

1. **Director's Report:** Anne Mason presented her Director's Report. She updated on programs, volunteer numbers (1,488), and that Oak Hill School needs a second schoolmarm in addition to Deanna Carey. Fred made sure that the Board was aware that the groundhog had been evicted from under the Duncan House. There were no questions from the Board regarding the report.
2. **Annual Budget (FY 2022-2023):** President Fred Counts and Secretary Pat Wolfe presented the proposed budget for FY 22-23.
  - a. Anne shared that she was working on a new TSLA grant with the Washington County Library to help digitize the Schubert Club collection.
  - b. Dana York asked why there was a decrease in salaries from the previous year and Anne shared that Joe Spiker left in January and he had been at a higher rate of pay than Josh Dacey who took over his job in February.
  - c. Anne asked Kim what the depreciation line item was and she said it was for fixed assets over time, covers shortfall in the cash.
  - d. Anne explained that the increase in the Museum Supplies, Equipment, Support, and Maintenance line item includes \$300.00 for cleaning Chester Inn gutters (which is reimbursed by the State) and \$1,800.00 for the online collection database.
  - e. Both Fred and Anne shared the local painter and new member Chris Basar has agreed to help with repairs at the Duncan House as needed.
  - f. Dana asked if there were any other grants on the horizon. Anne said she planned to apply for a DAR grant for the Duncan House, but it will be matching. This

would help get the house repainted, which it desperately needs. She is also going to look into a Tennessee Historical Commission grant to see if that might help to get a new roof on the house. Anne and the rest of the staff look for grant opportunities throughout the year. She said that for most grants, administrative fees are listed as in-kind donation.

- g. Pat Wolfe asked about gutters for Oak Hill School. The schoolhouse needs new gutters. Money for that should come out of cash on hand since it's a one-time charge, not figured into yearly total. Anne said that she had asked for money for the schoolhouse in her annual Mooneyhan Fund Request. Award announcements are made later in the year. The schoolhouse needs half-round aluminum gutters, replace with new in-kind so that they will be approved by Historic Zoning.
  - h. Anne needs to provide percentage rate increase in terms of employees so the Board can see how the proposed raises for staff compare with the field as a whole. Dana asked specifically for this information.
  - i. At this point, Board President Fred Counts asked Anne Mason to step out of the room so the Board could discuss the budget further.
  - j. Minutes for this portion of the meeting were compiled by Secretary Hal Hunter and are included in a separate document.
  - k. When Anne Mason did re-enter the room, it was decided that the final budget with the correct totals for salaries would be approved in the eMeeting with the correct July financials.
3. **Approval of Loan Items to William King Museum** – Anne explained that the William King Museum has borrowed artifacts before for their exhibits. They are a wonderful and trusted partner. She provided a list of the 12 items they wished to borrow for an upcoming exhibit from November 2022 – March 2023. Cari Jarman made a motion to approve the artifact loan as presented. Hal Hunter seconded. None opposed. Motion carried.
  4. **Calendar for 2023/HA Annual Meeting and Discussion of Board Meeting Dates and Times:** Cari Jarman made a motion to move these two agenda items to the November 10, 2022 Board Meeting since the meeting was running short on time. Terry Countermine seconded. None opposed. Motion carried.
  5. **Creation of Restricted Fund for Duncan House:** No immediate action was taken on this. After some discussion, it was decided that Anne and Fred would get quotes for the new roof to go along with the quotes for the painting. This will help the Board make a more informed decision as to how much this line item will need at the November meeting.
  6. **Advertising BOT Meetings to the Public:** Per the Sunshine Law, HA Board meetings are open to the public. The HA has never hidden the meetings, but they have not been advertised. Pat Wolfe made a motion that HA BOT meetings be advertised on the website, in the quarterly newsletter, and on the HA's Facebook page. Terry Countermine seconded. None opposed. Motion carried. It will be helpful to have the meeting dates set in advance so that the information for the whole year can be posted at once.
  7. **Other New Business:** Terry asked about the locations for the Progressive Dinner. Anne shared that the locations are the Oak Hill Schoolhouse, the Slemmons House, the McKinney Center, and the Helvey House.

8. It was decided that an agenda for the November Board meeting should include a discussion on how the Board can be more supportive and help raise money for the organization in the coming year.

Meeting Adjourned: Pat Wolfe made a motion to adjourn the meeting. Charlene Cleveland seconded. Meeting was adjourned at 9:35 am.

Prepared October 4, 2022: Anne Mason, Executive Director

Hal Hunter, Board Secretary

Submitted October 5, 2022: Hal Hunter, Board Secretary

Fred Counts, Board President