

Heritage Alliance
Of Northeast Tennessee and Southwest Virginia

Board of Trustees Meeting
September 18, 2023, 5:30 pm
Community Room, Visitors Center, Jonesborough, TN

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

Absent: Nick Andrews,

Staff: Anne Mason

The meeting was called to order by President Fred Counts at 5:31 PM.

Public Comment:

Fred Counts opened the Public Comment portion of the meeting.

Nancy Kavanaugh, representing the “Wild Women of Jonesborough”, which raises money and items of need presented a check for \$1000.00 to the Heritage Alliance for support of the “Taste of Tennessee” program. Anne Mason and Fred Counts thanked Nancy for the donation.

No one else had requested to speak. Public Comment was closed.

Secretary’s Report:

The minutes of the August 24, 2023, meeting were distributed prior to the meeting. No additions or corrections were noted. Motion to approve the minutes was made by Mark Edmonds, seconded by Mike Floyd.

New Business:

The only business on the agenda was a presentation of the proposed annual budget for 2024 by Treasurer, Dana Ensor. (Draft budget attached)

Current bank balance is \$219,000.00 plus 2 CD’s of \$30k and \$50k each. At this point the organization is in a good operating position. The 2023 budget had

projected a deficit of \$3300.00 which was covered by income from the Progressive Dinner which exceeded projected income by \$3500.00.

Proposed changes to the budget income were:

Decrease in membership revenue: decrease from previous years.
Increase in museum programs, increase in school groups.
Increase in unbudgeted revenue: Increased interest on CDs.

Proposed changes to the budget expenses were:

Wage/Salary increase.
New line item "Performance Bonus".
Payroll taxes: increase in salaries.
Decrease Planned Fundraisers: work on obtaining more sponsorships.
Increase Museum Database Fees: expanding online database to cloud to improve access for photos and public access.
Expand access to PastPerfect Data base used in-house so that staff will have better access from multiple computers with in operations, not just one computer.
Decrease in Repairs/Maintenance for Duncan House and OHS Museum:
Receipt of grant funds and some work has been completed.
Increase in R&M for Salvage Warehouse: major roof repairs or replacement.
Increase in insurance: Rate increase by company.
Increase in Training and Travel: Distance increase for state required travel.
Decrease in Postage: Reduced use of mail.
Increase in Utilities: Anticipated rate increases.
Added line: License Plate Fees: Fees collected for Historic Jonesborough License pre-registration. (These funds are held by HA until there are 1000 plates ordered. They are then submitted to the state. Income from future sales is split with the Jonesborough Genealogical Society)

Beginning with the new fiscal year, the board will appoint various committees to help with the responsibilities of the executive director.

At this time Anne Mason was excused from the meeting and an executive session was called.

Dana Ensor proposed a salary increase of 4% for Anne and 3% for Joshua. As Amy has just started any adjustment or increase will occur with her 6-month review. Discussion followed.

Anne was called back to the meeting and advised of the adjustment in the salaries for staff.

A question was raised about the warehouse apparently costing more than it was bringing in. It was agreed that the warehouse is a valuable service to the preservation component of what the Alliance is supposed to be doing. It is not expected to be a profit center.

It was then moved by Fred Counts to accept the proposed budget with the contingency that a written job description and goals would be created for each position. The motion was approved by unanimous consent. The executive committee will develop an evaluation tool for rating each staff member.

Assistance for the Progressive Diner will be recruited and a plan to increase sponsorships will be created.

There being no further business, the meeting was adjourned at 6:25 PM.

Next meeting will be Monday, November 20, 2023, 5:30 PM

Respectfully submitted,

Harold J Hunter
Secretary.