

Heritage Alliance
Of Northeast Tennessee and Southwest Virginia

Board of Trustees Meeting
November 20, 2023, 5:30 pm
Community Room, Visitors Center, Jonesborough, TN

Attending: Charlene Cleveland; Fred Counts; Dana Ensor; Hal Hunter; Meghan Kieta; Pat Wolfe, Cari Jarman, Nick Andrews.

Absent: Mark Edmonds, Mike Floyd, Jack Van Zandt, Terry Countermine

Staff: Anne Mason (ED), Joshua Dacey (Chester Inn Site Manager).

The meeting was called to order by President Fred Counts at 5:35 PM.

Public: No one was present to request comment.

Secretary's Report:

Minutes of the meeting of 9/18/2023 were presented. It was moved by Pat Wolfe, seconded by Nick Andrews for approval as presented. Passed unanimously.

Minutes of the eMeeting of 10/11/2023 were presented. It was moved by Cari Jarman, seconded by Megan Kieta for approval as presented. Passed unanimously.

Minutes of the called meeting of 11/6/2023 were presented. It was moved by Nick Andrews, seconded by Cari Jarman for approval as presented. Passed unanimously.

Financial Report:

Dana Ensor presented the financial report for the year ending September 30, 2023. The Alliance finished the fiscal year in a positive position. Support and revenue exceeded budget by \$2589 and Expenses were \$4346 less than budget. Net Revenue was \$6936.

Old Business:

Discussion was held regarding an Interim Director. It was decided that it would be best to have person in this position after Anne leaves. It was moved by Charlene Cleveland and seconded by Cari Jarman that the Board appoint Joshua Dacey as Interim Director. The pay rate was established at \$17.00/hr. with a

maximum 28 hours per week. With the Chester Inn Museum being closed through January and February his work there will not be affected. Motion was approved.

Next on the agenda was a discussion of options to continue providing health insurance for Anne during the interim of her leaving HA and moving the McKinney Center. Her health insurance will not start in her new position until March. Dana Ensor reported that State law allows HA to pay the insurance for 3 months until March of 2024. Dana presented an option to cover this expense by donating to Anne the amount of her accrued vacation (\$7904) and then Anne can reimburse HA from that amount. HA will have to be the one paying BC/BS on a monthly basis.

It was moved by Dana Ensor and seconded by Megan Keita. Motion was approved by a vote of 6 for and 1 no.

New Business:

Fred introduced an issue of who should sign checks during the interim. It was decided by consensus that no change would be made, Fred and Dana will do that as their names are already on the account.

The temporary employment status of Anne after 12/8/2023 was introduced. This is a very busy time for the Director in dealing with the required financial and tax documents to end the year. Anne has offered to help in the interim with this responsibility. Dana proposed that a 1099 contract be implemented with a rate of \$15.00/hr. and a maximum of \$4000 over a ten-week period. Pat Wolfe moved this proposal. Cari Jarman seconded. Motion approved.

The next item was the need for a roof replacement on Duncan House. Anne presented 2 quotes for the work of replacing the existing metal roof with new standing seam metal, new flashing, etc. as needed. This will be covered by a 60/40 grant from THC.

Yes Contracting, Johnson City, TN;	\$9093.38
BDM Construction, Kingsport, TN	\$13,000.00

It was moved by Pat Wolfe and seconded by Dana Ensor that we accept the bid from YES Contracting.

Fred will send out options for meeting dates for 2024 by email.

The board will host a going away party for Anne on Dec. 8, 2-5 PM at the Duncan house,

Meeting was adjourned at 6:59 PM.

Respectfully Submitted,

Hal Hunter, Secretary