

Lawton Heritage Association
Regular Meeting Minutes
Thursday, October 12, 2023 - 5:15 P.M.
Historic Mattie Beal Home, 1008 SW 5th ST., Lawton, OK

1. Call to order and Roll Call. Time: 5:17 p.m.
2. Present: Sylvia Moore, Abby DeBaca, Mary Jane Jones, Jim Whiteley, Elizabeth James, Yuri Schendel, Sharon Stephen, Carol Zabielski
Not Present: Janie Brown (excused), Michael Cornish, John Kennedy, Mary Owensby (excused)
3. Minutes – Discuss and take appropriate action
Motion to approve: DeBaca. Second: Stephen. Carried 8-0
4. President's Report – Moore
Moore said she is disappointed that the roof repairs have not yet started. She said that there is a lot going on that will be discussed under committee reports.
5. Treasurer's Report – Discuss and take appropriate action for approval and submitting for audit
The renters are nearly two months behind in their rent. Cornish has tried to contact them.
Motion to approve: Schendel. Second: DeBaca. Carried 8-0
6. Business – Discuss and take appropriate action
 - a. Budget 2023-2024
Projected Revenue for the rent house should be changed from \$1,200.00 to \$1,500.00. The Projected Expenses for the Gift Shop should be changed from \$375.00 to \$675.00. Total revenue and expenses should be \$39,700.00.
Motion to approve with corrections: DeBaca. Second: James. Carried 8-0
 - b. Discuss new document: Finance Guide
Motion to approve: Stephen. Second: Schendel. Carried 8-0
 - c. McMahon Foundation's grant for roof replacement, in the amount of \$140,000.
Motion to accept: DeBaca. Second: James. Carried 8-0
 - d. Discuss revision to the House Committee duties. Revise #3 and remove #6.
Motion to approve: Schendel. Second: James. Carried 8-0
 - e. Debit/Credit card machine for Gift Shop
Jones has contacted City National Bank and is looking into other options for handling debit and credit cards. Tabled pending additional information.
7. New Business
No New Business

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8. Old Business

- a. Magnets for Gift Shop
Moore is waiting to get pricing information from Henderhan.
- b. Mattie Beal Christmas Card
Prices from the UPS Store, \$99.96 for 50 cards and envelopes, \$165.00 for 100, \$360.00 for 250.
Motion to approve purchasing 250 cards with John Malone's artwork, not to exceed \$400.00: DeBaca. Second: Schendel. Carried 8-0

9. Committee/Coordinator Reports – Discuss and take appropriate action

- a. Docent Program – Brown
Moore reported things are going well. Some docents have to work alone and some are doing two days a month. We have a baby shower at the end of the month and a photo shoot on November 5th. Our last day open for tours is December 16th. The 3rd grade program starts Tuesday the 17th with Pioneer Park and Crosby Park.
- b. Acquisitions – DeBaca
Moore found a 1930s hat that is now on Mattie's dresser. We will decorate the house for Christmas on Saturday, November 25th at 10:00 a.m.
DeBaca's bible study group held an auction and raised around \$650.00 for house repairs. What they didn't sell, they donated for the LHA yard sale.
Sheila Fountain comes in every six months and polishes the silver.
DeBaca suggested we host a meeting of the McMahon Foundation Board at the house once the roof has been repaired.
- c. Board Development – DeBaca
No report
- d. Finances – Jones
The Committee will meet on November 28th at 3:30 p.m.
- e. Events – Jones
For Mattie's Birthday Tea we spent \$331.22, we brought in \$724.43, and made a profit of \$393.21. Santa is booked for Sunday, December the 3rd from 1:00 to 3:00 p.m. For the December 14th Christmas party we will invite members and people who have donated money this year. The party will be from 5:30 to 7:30 p.m.
- f. House Maintenance – Schendel
The outside lights were checked, and all are working. Schendel changed the HVAC air filters in the basement. The one in the attic needs to be done. We have not done work on the fence repairs. The house needs a good, deep cleaning. We will have a house cleaning on Sunday, November 19th at 1:00 p.m.
- g. Grounds Maintenance – DeBaca
No report

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- h. IT committee – Moore
Jonathan Bennett will have the PDF form for the house rental on the website soon.
- i. Marketing – Jones
No report
- j. Membership – Whiteley
No report
- k. Preservation – Whiteley
No report
- l. Gift Shop – Brown/Schendel
Jones made a new price sheet.
- m. Audit – Schendel
No report

10. Comments/Audience Participation

11. Adjournment. Time: 6:50 p.m.