Lawton Heritage Association
Regular Board Meeting
November 12, 2020

1. Meeting called to order by President Yuri Schendel at 5:15 p.m.
Present: President Yuri Schendel, Vice President Abby DeBaca, Treasurer Elizabeth James, Secretary Deborah Baroff and board members Janie Brown, Michael Cornish, Mary Jane Jones, Dee McAllister, Sylvia Moore, Mary Owensby, Sharon Stephen and Jim Whiteley.
Absent: Mike Jones (excused), Melva Mullins (leave of absence), Don Price, Craig Williams (excused), and Sherene Williams (excused).
Also Present: Sandi Colby.

2. Minutes – Discuss and take necessary action on October 8, 2020 Board meeting.
One correction: under New Business, the vote for proceeds of the garage sale to be split 50/50 should be between the Acquisitions Committee and maintenance of house.
Motion made by Cornish to approve the October 8, 2020 minutes, with corrections, seconded by Brown. Motion passed by unanimous vote.

3. Treasurer's Report. Discuss and take necessary action for approval for audit of the October 2020 Financials.
Total income was $226.72. There was one sale in the gift shop, one rental (a photo shoot), one membership and tours ($99.00). Total expenses (including utilities, yard maintenance, and reimbursement for outside light repairs) was $777.64. Our net income was -$550.92. There was discussion about the yard maintenance. This payment was for the month of September; it is paid during the "growing season," April through October.
Motion made by DeBaca to approve the October 2020 Treasurer's financials, seconded by Moore. Motion passed by unanimous vote.

4. President's Report – Schendel

Schendel sent a thank you letter to Lance Butemeyer for repairing the storm door at no cost and to Todd Hunter for repairing the toilet leak at no cost. Their names were both put on the newsletter list. Wendy Tatroult set off eight insect bombs in the house to kill the bugs and wasps. There are some wasps still in the kitchen. We will not have the Christmas Party because COVID-19 infection numbers are rising. There will be a regular board meeting December 10th. We will still have the Santa event on Saturday, December 5th from 10 AM – 2 PM. Santa will not be charging us anything.

5. Old Business – Discuss and take appropriate action.

a. Status of roof repair.

Ford Roofing was here with Schendel and Cornish. Cornish reported that they inspected the roof and will reschedule because the repair will be more extensive than they thought. Ford Roofing will remove one unused vent pipe on the north side and remove some tiles to see if they can locate problem areas and repair.

6. New Business – No new business.

7. Committee/Coordinator Reports. Discuss and take appropriate action.

a. Docent Program – Sandi Colby

Sandi says that everything is running smoothly. The schedule is completed through December, but next year we will need some new docents to help out. The home will be closed from December 21st, 2020 through February 4th, 2021.

b. Acquisitions - Whiteley

The garage sale went very nicely, but it was a lot of work. There were lots of donations. The final income was $1240.00. Teen Challenge came and removed the unsold items. In January, the house will be cleaned.

c. Board Development – DeBaca

There will be two meetings in December, to schedule around the holidays. They will be December 3rd and December 17th. Everyone is reminded to bring their white "Policies and Procedures Manual" to the December board meeting. The committee plans to update them; they will be returned at the February 2021 board meeting. Board members who were not given manuals will receive them.

d. Finance – James

The tours and some smaller events have begun bringing in some income, so we are doing better financially than when we were closed.

e. Events – Stephen/Jones

The committee will talk and let James know what will is needed for advertising for the Santa event. Cornish has a 4' x 4' piece of plexiglass that is ¼" thick. Stephen will see if a frame can be built for us to use to protect Santa. People will be asked to wear their masks.

f. House Maintenance – Cornish

Both lights in the Maid's Room are out. Also, a wall sconce in the ballroom is not working.

g. Grounds Maintenance – C. Williams

Not present.

h. IT (Information Technology) – Jones

Schendel reported there were no issues with the alarm. James reported that the sensor was saying the front door was ajar about a week ago; it was probably due to heavy winds. The police were called by the alarm company.

i. Marketing – James

The committee met.

j. Membership – Baroff

There was one membership renewed.

k. Preservation – Whiteley

Nothing to report.

l. Gift Shop – GS Manager McAllister

Noting to report.

8. Comments/Audience Participation.

Everyone thanked DeBaca and Schendel for all their work, preparing for the garage sale. No one refused to wear masks.

9. Adjournment, 5:47 PM