

HISTORICAL SOCIETY OF DAYTON VALLEY

March 13, 2024

12:30 pm – At DVCC

Board meetings are directed towards "Board Business". Members may audit these meetings but asked to refrain from making comments or asking questions until the board has completed their discussion of the topic; however, by advanced request, a member may ask to be placed on Board Agendas for a special reason.

CALL MEETING TO ORDER – President, Gloria Manning, called BoD meeting to order at 12:29 pm.

BOARD MEMBERS PRESENT:

Position	Name	Present (√)
President	Gloria Manning	√
Vice President	Stony Tennant	
Secretary	Becca Krach	√
Treasurer	John Crowley	√
Director 1	Linda Clements	√
Director 2	Vicki Kinney	√
Director 3	Janet Steeper	
HSDV Historian (Honorary)	Laura Tennant	

APPROVAL OF AGENDA – Today’s agenda was approved as presented. (Motion: Becca, Second: Gloria)

APPROVAL OF MINUTES – Minutes were approved for the February 14, 2024 Executive Board of Directors Meeting (Motion: Becca, Second: Vicki)

TREASURER’S REPORT –

- John presented the Balance Sheet for February 2024. (See Attachment 1).
- Motion: Accept treasurer’s report. Passed (Motion: Becca; Second: Linda)
- Becca to send an acknowledgement to Stella Hardy for her monthly \$10 donation on PayPal.

CORRESPONDENCE – Communications received:

- Received various monthly mailings from museums associations

PRESIDENT COMMENTS:

- None

BOARD MEMBER COMMENTS:

- Becca will not be able to attend the BoD meeting in April. Needs someone to volunteer to take the minutes. No one volunteered but it will be covered.

OLD BUSINESS

1. Reviewing/updating the action item list - EVERYONE. (See Attachment 2)
2. Plans: Moving Cabinets from St. Anns
 - a) See Action item #xxx...
3. Report: Depot Committee
 - a) Rebuild progress – John, Stony and Linda
 - i) Drawings are progressing and getting close.
 - ii) Add action item for Linda to Talk to Service Station owner about exchange of property so that the property line is the middle of the creek.
4. Put up Kiosk large metal pole deferred till next meeting – Stony not attending meeting
5. Plans: Docent Day, Volunteer Pins and Volunteer party
 - a) Community Center has been reserved for April 21st. Backyard and Gym 2 pm – 6 pm
 - i) Want to do hamburgers/hot dogs/potato salad/beans/salad/sodas. Gene to BBQ. Laura and Vicki to get the food.
 - b) Current list of award recipients distributed to board. (Note: Not attached to minutes in order to maintain “surprise” for recipients.)
 - c) Still missing volunteer lists for Dayton Valley Days, if that includes any additional people. Needed within next 2 weeks to finalize invitation list. Should we invite by email or snail mail? Do by snail mail with printed invite, by April 1st. Need RSVP.
 - d) Becca presented a basic format for the certificate for non-members. (Note: Not attached to minutes in order to maintain “surprise” for recipients.) Motion: Format for the non-member recognition certificate. (Motion: Becca; Second: Vicki) Motion passed. Do on parchment/card stock.
 - e) 2024 Volunteer’s aren’t yet eligible for a pin. However, should they still be invited to the party? Motion: Invite 2024 volunteers to the party. (Motion: Becca; Second: Vicki) Motion passed.
6. Website Domain Consolidation and Rehosting – Becca
 - a) Background preparations for new web host have been completed. Becca just received ownership information for HSDV.org domain. That domain will move within next week or two.
7. Get checking account changed and notify state of new officers
 - a) See Action Item list

8. Restoration of Museum Paintings – DEFERRED LAST MEETING - Laura not attending meeting
9. Mary Epperson and watering system at Museum – Vicki
 - a) Vicki is working with Mary on what should be done. Mary is authorized to put together what she thinks is appropriate. Vicki should contact the county to see if they have any equipment/irrigation supplies we could use for free.
10. Hayride and Paranormal members – Vicki
 - a) No progress yet.
11. IRS form for 2023 - John
 - a) On Action Item as Form 990
12. Nevada Recreation and Park Society (NRPS) – Gloria
 - a) Gloria is putting together a basket.
13. Mills Park Railroaders want to set up model train in St. Ann's for Dayton Valley Days???
 - a) Gloria is rethinking whether St. Ann's will be available at the appropriate time. Everyone agrees. Gloria to let them know we can't support them.
14. Painting of stairs at museum. – Gloria
 - a) Stairs are done but the banisters are yet to be completed.

NEW BUSINESS

1. Dayton Chamber and their list – Vicki – DEFERRED LAST MEETING
 - a) We are not interested in purchasing their email list.
2. Finding someone to do the newsletter – DEFERRED LAST MEETING
 - a) Gloria to try to put one out this month. Include a request for someone to take over the newsletter.
 - b) Submit stuff by end of the month.
3. Putting the sign back up at Depot after wind blew it down
 - a) Linda will call a work party from the RR group once the weather is good.
4. Making the museum more presentable in computer room and office in front
 - a) Can we get an office manager/volunteer for 4 hours/week to clean up the office and organize it? Maybe hire someone through a temp agency?
 - b) The front office should be cleaned up, the carpet removed, and maybe put in shelves on one wall. Maybe put a new carpet remenant over the existing carpet.
5. Making a working space for accessioning so they can leave things up permanently
 - a) There is no room at the museum for this.
 - b) Vicki might be able to get a cart from her church. If so, all the accessioning items could be kept on the cart.
6. Getting the gentlemen from Historic Society In Douglas County to come and teach us PastPerfect – This will be deferred till next meeting, Stony not at this meeting.
7. New Bingo machine ordered – Gloria and John
 - a) Awaiting a delivery date.

NEXT BOARD MEETING: Wednesday, April 10, 2024

ADJOURN: Meeting formally adjourned at 2:22 pm.

Respectfully submitted: Becca Krach, Secretary

Approved by the Board: _____

BOARD OF DIRECTORS

Pres. Gloria Manning 775-775-508-9043 – Vice Pres. Stony Tennant 775-246-3256
Secretary, Becca Krach 443-799-4827 – Treasurer, John Crowley 775-720-4104
Directors: Linda Clements 775-246-0505; Vicki Kinney 775-750-7915; Janet Steeper 706-284-7021
Dayton Historian & Curator – Laura Tennant 775-246-3256

**Attachment 1
Treasurer's Balance Sheet for February 2024**

**Historical Society of Dayton Valley
Monthly Income and Expenses**

January, 2024	Starting Balance:	\$ 29,457.74
Income		
Membership Dues	\$	36.00
HSDV Donation (Alison Williams)	\$	200.00
HSDV Donation (Gary Foote, \$500- \$10.44 fee)	\$	489.56
HSDV Donation (Sam Baugh , St Ann's)	\$	3,000.00
Book sales (\$45 -\$1.39 PP fee)	\$	43.61
Book sales	\$	40.00
Pictures (\$120-\$2.88 fee)	\$	117.12
Bingo	\$	2,200.00
Holiday Party	\$	15.00
		\$ 6,141.29
TOTAL INCOME January, 2024	\$	6,141.29
January Expenses		
AMS Insurance	\$	269.85
AT&T	\$	85.70
Cactus Bingo Supply	\$	951.12
Bingo snacks	\$	31.74
To Paypal (T-mobile)	\$	50.00
HSDV Volunter Pins	\$	1,064.00
Holiday Party decorations (L Clements)	\$	64.11
Printable Business Cards	\$	11.61
		\$ 2,528.13
Project expenses		
Alpen Engineering	\$	2,455.00
Sutro Self Storage	\$	178.00
St. Ann's Project (Paint)		
Square Rail Project		
Lyon County Recorder (Scan Historic Records)		
TOTAL EXPENSE January 2024	\$	5,161.13
	Ending Balance:	\$ 30,437.90
US Bank CD \$5,125.12 (Matures 10/26/24)	_____	
US Bank CD \$5,127.95 (Matures 4/20/24)	_____	
US Bank CD \$5,127.95 (Matures 4/20/24)	_____	

**Attachment 2
Action Item List**

No	Status	Month	Who	Item
1	Open	Nov-23	All	We need to have a training session in the spring for museum docents on how to accept PayPal.
2	Open	Nov-23	All	Possible future speakers for General Membership Meetings: a) Fort Churchill Calvary Re-enactment Group b) Brenda Findley on key founders of VC c) Curator of History for Nevada Railroad Museum d) Lady to talk about the Hippie era.
3	Open	Nov-23	John	John needs to work on our sales tax exemption as it is due to expire in June.
4	Open	Jan-24	John	John needs to submit form IRS-990 which is due on May 15th.
5	Open	Jan-24	Linda	HSDV needs to move forward on the transfer of ownership of the Station Masters House. Feb-24: Linda is to find out how to do the paperwork.
6	Closed Feb-24	Jan-24	Laura/Vicki	Laura and Vicki to plan a "Volunteer Day" for the week of April 21-27, including a tour of the museum and St. Ann's after the lunch. Feb-24: To be removed from action item list as it is being discussed as an on-going agenda item.
7	Open	Jan-24	Laura/Gloria	Need to send out an email calling for volunteers for museum docents.
8	Open	Jan-24	John	Need to schedule an audit of the treasurer's records for 2023. Feb-24: In the past, it has been Patrick Neyland and Gene Kinny.
9	Open	Jan-24	All	Create an online store on the website to sell mugs, books, calendars of historic photos, etc.
10	Open	Jan-24	All	Need to start planning and soliciting volunteers for a Haunted Hayride starting in March.
11	Open	Jan-24	Becca	Becca to post the expense form and BoD minutes on the website
12	Open	Jan-24	All	All leaders should put together a list of volunteer members, with a best-guess at the number of years of service, and send to Becca, who will assemble a master list.

13	Closed Feb-24	Jan-24	All	HSDV needs to decide which display cabinets to keep for St. Ann's and what to do with the rest. Feb-24: To be removed from action item list as it is being discussed as an on-going agenda item.
14	Open	Jan-24	Linda	Need to start holding By-laws Committee meetings once Linda is able.
15	Open	Jan-24	Gloria	Need to send out an email calling for volunteers for bingo volunteers. (After soliciting for museum docents.)
16	Open	Jan-24	Becca	Becca to coordinate an operational and overall audit of the bingo operation, with Tom Micallef and Linda De Rosa as auditors, once Gloria, Sue, and Vicki are available to meet with them.
17	Closed Feb-24	Jan-24	Janet	Janet to bring deserts for the Feb 15th General Membership Meeting.
18	Open	Jan-24	Vicki	Vicki is to purchase a book for listing donations.
19	Closed Feb-24	Jan-24	Becca	Becca to investigate a new web host for HSDV.org as time permits Feb-24: New host selected. Refer to Action Item 34 for next step.
20	Open	Feb-24	Becca	Track number of thank you cards sent and their gift amounts to determine if we need to raise the gift amount to receive a card higher.
21	Open	Feb-24	John	Open a new bank account at US Bank and once done, close the prior account at Nevada State Bank.
22	Open	Feb-24	Gloria	Update the header on the agenda in regards to allowing guest to make comment once the board has completed its discussion.
23	Open	Feb-24	Gloria/Becca	BoD meeting agendas should be approved in email, then posted to the website, with a goal of posting them 1 week prior to the meeting.
24	Open	Feb-24	Gloria	Include a notice in the newsletter that the agenda and minutes of BoD meetings will be posted to the website.
25	Open	Feb-24	Gloria	Include in the standard agenda as the first item to approve the final agenda for the meeting.
26	Open	Feb-24	Linda	Draft a formal paper about the use of the speeder car by the Society, including a statement regarding insurance.
27	Open	Feb-24	Vicki	Submit expense report to John for the purchase of trash bags.
28	Open	Feb-24	Vicki/Stony	Mark the cisterns on the St. Ann's property and acknowledge the history of them.
29	Open	Feb-24	Stony	Make room in the storage shed behind the museum to store some of St. Ann's cabinets. Let Becca know what doesn't fit so she can see if they will fit in her garage.

30	Open	Feb-24	All	Plan a party on the depot site when we have a ground breaking and another when we complete building.
31	Open	Feb-24	Becca/Linda	Linda to provide the permission statements to Becca, who will post them along with the pdf of Lucena Parsons' Journal on the website.
32	Open	Feb-24	Stony	Get permissions from the county to erect Large metal pole Kiosk; and get help from the power company to actually erect it.
33	Open	Feb-24	Gloria	Reserve the community center for the Volunteer Party during the week of April 21-27. Preference is Saturday and second choice is Sunday.
34	Open	Feb-24	Becca	Acquire a 2 year hosting plan at Hostinger.com, and establish our email accounts there. Consider migrating the website to the same host.
35	Open	Feb-24	John	Notify the state of our new officers.
36	Open	Feb-24	Vicki	Vicki to see if Mary Epperson is willing to work on the watering system at the museum. Also, Vicki is to make any landscaping changes she would like.
37	Open	Feb-24	Vicki	Contact our "Paranormal members and suggest they can do a paranormal walking tour separate from our Hayride event.
38	Open	Feb-24	John	Purchase QuickBooks for HSDV.
39	Open	Feb-24	Gloria	Put together a basket for a raffle/door prize for the Nevada Recreation and Park Society Conference in April.