



Dublin Historical Society Board Meeting Agenda

Date: 2-13-2024

Time and Place: Virtual Google

Meeting

Attendees: Board Members- Mike Jewell (President), Nicholas Vesha (Vice President), Clay Rose (Treasurer) Katie Guehl (secretary) Perry Orange (Trustee), Tom Holton (former President), Amy Kramb (former Trustee), John Leppert, member, Karen Gilmor, guest.

I. Call to Order –

II. Meeting Minutes

- a. Vote to approve of meeting minutes from: 1-9-2024: Approved.

III. Treasurer's Report

- a. Vote to approve [treasurer's report](#): **Katie and Mike** (insurance bill?) need to reconcile grant spending with the current report.

- B. [receipt](#) from Performance Columbus Deposit

IV. Trustee Nominations

- a. Karen Gillmor: Clay motioned, Perry seconded. Approved.
- b. John Leppert: Mike motioned, Katie seconded. Approved.

V. Updates on activities

a. Museum Topics

1. Skin Solutions furniture situation: we may get donations when they move out.
2. current cleaning company and rate for 35 S. High: asked current tenant for information
3. Recording visitors will be important to secure our value
4. Budget-needs vs. wants list being created
5. Talking with Vernacular about the "Round-Up" App.-**Mike and Katie**
6. Bathroom install-**John and Katie and others who want to help**
7. Carpet-decision needs to be made
8. Cleaning-we will be looking for volunteers via high school clubs, churches, boy or girl scouts, etc. A cleaning "to do" list will need to be created.
9. Volunteer staffing-a schedule, training, and possible hours of operation need to be determined.
- 10.. Signage: **John and Mike** application for master sign-submitted.
John can do
post-hole digging. Anticipate about \$2,000 for cost. Easement and

right-of-way information still needs finalized from the city/
measurements from the city to finalize placement.

11. Outside step railings are designed and submitted and sign are a bundled package to pass through ARB.

12. Utilities: Internet installed-Spectrum. Mar 1, 2024. Columbia Gas and AEP metered separate and ready for Mar 1, 2024.

13. Fire Marshall to inspect March 1 to give us guidelines. **Katie** will ask the landlord to make sure fire safety concerns are remedied by the landlord.

VII. Collections Committee (Katie)

- a. Review current collection policies/assigning numbers/database access: assets versus archives via donation. We have no inventory currently for equipment other than the Square. We need to create a record keeping document for assets versus items acquired for accession into the archives. **Tom** will train Katie and Ashleigh in the use of EHive (our database for accessed items).
- b. Supplies outside of current grant spending \$159.35 to help match grant funds. This money was spent before our grant monies came through.
- c. Upcoming March OHRAB ReGrant: regrant possible due end of March. Great way to obtain archival supplies again and needs for the museum such as fire proofing items, vacuum cleaner.
- d. Possible Tuller family clock accession: tabled the clock accession. Thinking about the purpose of our acquisitions and their relevance to Dublin or a museum display are current talking points and decisions to be made by the museum display subcommittee.

VIII. Tours and Projects

- a. IGS (4/25/24) 'Social Impact Team' Lorena Gonzalez, Coffman Barn and Barn Crib clean-up and equipment reorganization) 9 a.m. to 4 p.m.
- b. LEED (Summer program 11 to 14 year olds, tentative dates 7/12 or 7/19, Coffman Homestead and Park clean-up, contact: Shannon Maurer)
- c. Worthington Historical Society (4/26/24 Kate LaLonde, tentative) Cemetery (they will manage) and then Coffman Homestead. Estimated attendance 20 to 22 people
- d. Historic Dublin Walking Tours (5/3/24, Joel Esala, Sarah Esala)
- e. City of Dublin Tour of the Coffman Homestead - 4/19/2024. Request from Sarah Esala for City summer volunteer training for 'Ferris-Wright' Park. **Tom, Perry, Carol and Marlen** have agreed to provide tours. Estimate between 10 to 15 people from 9:30 a.m. to 11:00 a.m.. Sarah to confirm by late March.
- f. New Drive in Google for tracking all participants for tours/programs (need to keep updated for Grant statistics) '2024 Tours/Events/Presentations'
- g. New volunteer for summer -Reese McIntyre OSU student 614-202-7573
- h. Looking for grant writing support:: have anyone who is interested contact Katie

IX. Ohio Local History Alliance (Region 6): late September all events are promoted for Events all around the state. They paid for printing in

Promotional materials. Mike joined with personal funds.

- a. Regional representative Kate LaLonde
- b. One year membership (collaboration/networking with regional museum leadership)

X. Marketing/Membership Communications

- a. Printed communication (i.e. letters, flyers, brochures, etc.)
 1. Review/feedback/approval of [membership flier](#) (created by Virgil and Gayle, currently in circulation) - see attachment. Flier needs voted on in our next meeting. **All external marketing flyers or all written form letters need to be approved by the board before going into circulation.**
- b. Email communication (external)- Making sure we use our dUBLINOHIOHISTORY.ORG email address is also important. Amy discussed setting up email accounts for John Leppert and Karen Gillmor.
- c. Social media and communications-Amy discussed the need for “template letters” going forward on historical society letterhead. Conversation around making sure we are making documents and putting them in the historical society drive moving forward will be important. Folders can be made open to the board and then documents you create in them would be accessible to board members. Training is needed in this area. A training day should be established for March or April.

XI. Social Media/Website Development

- a. Ongoing work with MJ2 (website development contract) cleaning up/finishing up intern work from 2 years ago. We have to give MJ2 the content. Mike is asking the board about \$1500 to get our website cleaned up.
- a. All Administrator information, log-ins and passwords (Tracked in Google Drive called ‘Social Media and Website Information’)
- b. No resolution on old website: dUBLINOHIOHISTORICALSOCIETY.ORG
 1. Created on 6/12/2001 (still active, being paid by someone)
 2. Talked to Leona Jones and son Scott - not aware who created it, recommended we review old meeting minutes? Contact Society President? : **There are binders in the Coffman House with past minutes.** We need to solve the auto-renewal mystery. Mike will continue to investigate.
- c. Facebook (still working with Gayle and MJ2 to secure Adm rights, Kevin Simmons has agreed to be the Administrator once we have secured access.
- d. ‘X’ is secured and Katie has agreed to be the Adm.
- e. Instagram Adm. TBD

XII. ‘Strategic Plan’: This needs to be updated/developed for our current goals.

A 3 and 5 year plan are on **Mike’s** list. Several plans developed between 1984 and 1988.

- a. Leadership Dublin (recommendations 2018) was supposed to be towards goals but wasn’t accomplished.

XIII. Policy and Procedures for the Dubin Historical Society

- a. Do they exist? Bylaws updated in 2022. Procedural rules and regulations need to be written/created. Mike is going to work on this. Karen suggests that we gather resource individuals who could help us with gaining new support. **Karen** will set up a meeting with Amy and Katie to work on new

resources. Working with neighboring societies will help in this development.

- b. By-Laws last reviewed on 2021

XIV. Architectural Review Board (Mike) -this was not addressed due to time.

XV. Other Issues

- a. Newsletter discussion/approval for next newsletter-needs addressed in March.
- b. Social Media point person-we are still looking for a resource person here
- c. Nick Vesha stepped down as acting vice president. Katie Guehl nominated as Vice President by [Mike Jewell](#). Perry seconded. Nick will remain a trustee.

XVI. Adjournment: 8:07pm

XVII. Next meeting: Tuesday March 12th, 2024 at 6:00 PM at 35 S. High Street (museum)