Dublin Historical Society Board Meeting Minutes
Date: January 14th
Time and Place: 35 S. High Street, Dublin OH

Attendees: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee), Tom Holton (former President), Gayle Holton (member), Jim Early (member),

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from: November 2024

III. Treasurer's Report

a. Vote to approve treasurer's report: report approved.

b. Proposed 2025 Financials shared by Clay Rose

IV. Updates on activities

a. 2025 board meeting dates will be: 6:00 PM for 2025: Feb 11, March 11, April 8, May 12, June 10, July 8, Aug. 12, Sept. 9, Oct. 14. Nov Annual Meeting Sunday, Nov. 9th Prince of Peace Lutheran Church Dublin (Brand Rd) 5:00-7:00 PM. Meeting at 5:00, dinner at 6:00.

b. Walking Tours and Open House Dates Document

Holiday Coffman Homestead Open Houses

Thurs. Dec. 4th 5:00-7:00 PM Tree lighting

Sun. December 7th 1:00-3:00

Sun. December 14th 1:00-3:00

Spooktacular

October 16 and 17th

Museum Dates

Saturday, December 13th Santa at the Museum 1:30-3:30

Walking Tours

Friday, June 6 5:30-7:00 PM

Friday, July 11 5:30-7:00 PM

Friday, August 8 5:30-7:00 PM

c. Dublin City Schools Collaboration-proposed field trip options for grade 3
Representatives to meet at Emerald Campus. 8:00 AM meeting: January 30th, 2025

d. Museum Issues

1. Filling Trustee Shifts in the Museum for Opening and Closing starting with Feb. 7th. Trustees worked to fill these spots
2. Fourth of July, St Patrick's Day- Room rented to Virgil Mathias. Due to museum open hours on the 4th, it was proposed to use the room and funds provided for rental for a fundraiser or refund Virgil's rental fee.

4th July. The museum will be open that day, except for the meeting room, and Marlen and Virgil will decide if they want to use the rental fee and use the meeting room as a "Private Event" room for guests. If the Mathias' hold an

event, their guests can be welcome in that room, and visit the museum if they wish, and DHS doesn't have to refund/lose the $300 rental fee. Not yet decided.

d. Procedures on incoming donations defined

1. The Executive Committee will notify trustees of new donors.
2. Clay will prepare a tax letter.
3. The goal is to mail or deliver both a tax letter and a personal letter within two weeks of a donation. Karen and Virgil will compose the personal letter to send to Mike for signature and personal note. Mike will then mail the letters.

V. 2025 Committees-MIke will notify committee leads with names of people who want to join each committee.

VI. New Business

VII. Adjournment: 8:20 PM

VIII. Next meeting: February 11th, 2025 at the museum 35 S. High Dublin

Dublin Historical Society Board Meeting Minutes
Date: February 11th, 2025
Time and Place: 6:00 p.m. Virtual Meeting

Invites: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee), Kevin Simmons (member), Kari Parsons (member), Tom Holton (member), Ashleigh Minor (member), Craig Stevens (City of Dublin Liaison),

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from: January 2025

III. Treasurer's Report February 2025

Dublin to issue 2024 Bed Tax Grant check ($20,000) on Thursday. Check mail 2/17.

a. Vote to approve report: passed.

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
   1. St. Patrick's Day parade day at the museum. Extra docents and Trustee Coverage. Five additional docent shifts have been created in SignUpGenius.
   2. Opportunity for new membership drive and volunteer recruiting (Mike/John).
   3. Volunteering- coverage & training: Super Bowl Sunday no attendance.
   4. Attendance Data: Careful data is taken currently. Perry and Linda Z. are creating a report.
   5. Operations gap-if the back door electronic lock were to fail, we need to make sure a physical key for the back door needs to exist outside.
   6. Monitoring for theft and fire: if the price is $10-$15 per month, Perry would like to explore these options. Mike doesn't think extra monitors are needed. Tom suggests purchasing some electronic air tags in some items such as the top hat and baseball glove.
   7. John is working on permission to get a copy of a photo that currently hangs in the Dublin Village Tavern.

b. **Conference Room Utilization: (Katie)**
   1. Current upcoming rentals: we have two upcoming rentals-one business and one personal.
   2. Proposal for spring rentals: Katie would like to release a casual ad for our rental space on our social media and in our newsletter. A more formal board approved one would go on our website and will be proposed at the March meeting.

c. **Fundraising: (Virgil/Karen)**
   1. Updates: working on 3 major potential sponsors. Hope to report by March meeting. Discussion for a fundraising event upcoming. Casual evening with a

band discussed. Karen has been working on Grant for Dublin Foundation. Considering grant money for two old laptops which need to be replaced. Asheigh would like “Archive Space.” 6 Ipads are used and very old. Wanted to explore kiosks and Ipads for Coffman House and museum. Another possible addition would be an interactive board for children. Gayle is looking into that cost. Money needed for rotating exhibits is another possible cost. If any committee chairs have any other ideas, let Karen know for suggestions for grant money spending. Mar 31, 2025 . Considering writing the grant for up to $5,000.

2. Any news on ‘Crawford-Hoying’ and ‘Performance Columbus: none reported.

d. **Communications: (Mike/Mark)**
    1. ‘Spring Newsletter’
        a. Need articles from each committee to Mike by March 1st. Articles needed for room rental, volunteers, etc.

e. **Membership/Volunteers: (John/Mike)**
    1. First round of 2025 membership renewals to go out April 1st.. No additional membership data is available prior to March 1st 2024. Discussed whether or not we need to add more benefits to our membership. We currently offer: discounted room rentals, newsletter, free tours, free programs. John suggests we put these ideas in writing and solidify this. Karen suggested a “Night at the Museum” event for members only. Meeting with archivist/archives may also be a special night we could offer.
    2. Planning on x3 events at the ‘Dublin Market at Bridge Park’ for membership and volunteer drives
    3. Finalizing budget and will have it before March 11th. Meeting.
    4. Planning on March 15th membership/volunteer drive at the museum. Have 5 docent slots scheduled from 10 a.m. to 4:00 p.m..
    5. Member benefits…what do we have to offer?
    6. Volunteer ‘Requested Assignments’ (update): Mike sent an email out to all volunteers for school programs.
    7. Perry asked: Can we get added to Trip Advisor for museum, Coffman House
    8. Perry also wants to explore how we can gain the stories and knowledge of our historians on YouTube. Tom will try to contact Eric Rood again about videos taken in November of 2023.

f. **School Programing: (Carol/Katie)**
    1. Request from DCS teachers for flyers for students to take home after visits/tours: Katie will send information to Gayle to draft a flyer within two weeks. Goal to get flyers out by March 20th Depp visit. Katie received permission from the district to make copies of the flyer on district copiers. An electronic copy or paper copy can be offered.
    2. DCS helped us to solidify our tour request options/incoming tours. Survey and informational document to go out mid February for spring 2025/test run of tours offered.

g. **Coffman Homestead: (Rich/Tom)**
    1. Updated volunteer list provided to Rich: Rich has many volunteers-11 to date. Rich will send out dates for the meeting soon. Coffman tour dates are on the website. Rich would like to combine this with other events. There is concern about the cost for these one off events or one sponsor for the summer events. It is suggested that an estimated budget for events be put together to submit to Virgil and Karen for their planning.
    2. Request into City for ‘Petting Zoo or Farm Animal’ resour**ces**

h. **Exhibit Committee: (Gina/Julie)**

1. Next scheduled meeting is April 4th. @ 11:00 a.m. to 1:00 p.m.
2. Picture fell down and cracked. John will get glass replaced or replace frame/glass. Concern is raised about making sure all items are better secured as to date about 3-4 items have fallen.
3. Karen would like to reframe and scan the reverend's photo from the museum. The current frame isn't up to standards.

i. Collections/Archives Committee: (Ashleigh/Kari)

1. Archive project updates om inventories and storage in the Records Room. The goal is to get the collection ready for public access. 9 collections are organized. Kari, Ashleigh, and Tom have been working on the collection.
2. Records Room climate observations. Temperature and humidity have been tracked. The temperature and humidity have ranged from 55% to 10% humidity. Concern about summer humidity is a concern. Dublin does have climate controlled storage. Craig will explore an option if some documents could be stored in this climate controlled space. Concern about limits to access is voiced. Craig wants any updates or requests to help with any issues in the room.
3. Archive Space database: what it is, what we want it, how it can be used, what we need. A goal is to get the collection materials in one location that is searchable by the public. "Archive Space" is an information software. An outside company would maintain this for us. This works similar to a library database. We could link in our current Ehive items to this as well. Ashleigh will look into the cost for maintenance. The quote request was placed on 2/10/25. The hope would be to include this in the 2025 grant request.
4. Records Room furniture: need a few (strong) hands to help us rearrange the furniture in the Records Room to make better use of the space we have. I've measured and created a new floor plan for the space, we just need some help physically shuffling everything around. Flexible on the timing! Craig said to contact him for shelving requests. Craig would like to meet with this committee to support their planning for their space. His contact information will be shared with this committee.

V. Accesions/Loans

1. Items presented to Perry Orange by Becky Eger
    a. Two dresses from Becky Eger that her mother made for the sesquicentennial. 1960. We currently have about 6 of these types of dresses in the Coffman House. We can accept them to determine their condition. We can acquire this for a costume for now. Katie will send Becky the "loan" paperwork. The dress is still hanging in the museum. Dresses need to be stored at the Coffman House.
    b. Paperwork from the original sale of the Eger house (presented by Becky Eger)-Kari took this to the archives.

VI. ARB Updates: (Mike)

1. "Giving Garden:" by the Coffman House is deteriorated. Scout project has been submitted to the city. Some elevated beds will be added. City to maintain gardens.

VII. New Business

1. Update on the stairlift (unable to secure State permit) so stairlift will not be possible.
2. Bridge date request: Katie had a question about a footbridge over Indian Run Falls. Katie will send this question to Craig to attempt to find year and

month.

3. Are we charging for the Coffman Homestead open house and the walking tours and if so how much? Members free? Need to update the website.
4. IGS: April 24th, 2025 for working on the crib.

VIII. Adjournment: 7:59 PM

IX. Next meeting: Next meeting is March 11th @ 35 S. High Street, Dublin History Museum 6:00 PM

Dublin Historical Society Board Meeting Minutes
Date: March 11th, 2025
Time and Place: 35 S. High Street, Dublin OH

Board Members- Mike Jewell (President) online, Katie Guehl(Vice President/Secretary), Clay Rose (Treasurer) Perry Orange (trustee), Virgil Mathias (trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (trustee), Carol Homon (member), Gayle Holton (member), Gina Kantner (member), Julie Duffy (member), Kari Parsons (member), Asheigh Minor (member), Tom Holton (former president/member), Carl Karrer (member), Kevin Simmons (member), online: Craig Stevens (City of Dublin representative)

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from virtual meeting February 11th, 2025

Motion to approve. Motion passed.

III. Treasurer's Report

DHS Check Register

a. Vote to approve treasurer's report: Motion to approve. Motion passed.

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
    1. Leadership Dublin (update) group is very engaged.
        a. Surveys: Stakeholder (8), Museum Patrons (0) 3/8/25 Feedback survey flyer with QR code has been circulating with visitors. 15% participation expected. City of Dublin employees included. QR code could be added to the website.
    2. 'Ring System' (update). We wanted a RING representative to help us make decisions on our system. They do not do fire for commercial properties. Exploring other options for fire. Mike's phone is working well for security.
    3. New 'Trustee' schedule coming out the first of April: Mike will be building a schedule. We have some strong volunteers who can help us out. Emergency procedures are in place.
    4. Cleaning inside/cleaning outside: the inside is staying very clean due to weekly cleaning by volunteers. May need 2 outdoor sessions of cleaning due to spring pollen and dust storms from the south.
    5. Perry and Linda have gathered data on attendance and weather. February was definitely a weaker month of attendance. Exploring Friday attendance versus weekend attendance. Summaries so far: winter was slower. We will watch to see spring/summer trends. Rich asked what to do for closings. Do we need to be added to a list to be included in local closings on news stations.
b. **Conference Room Utilization: (Katie)**
    1. The meeting room rental has been advertised on Facebook and Next Door Apps as of March 3/9/2025
    2. Room rental sign suggested for outside of glass room.

3. Room Rental Spreadsheet-updates room rentals to date and pending rentals
4. Rate considerations to increase or remain the same will be determined once the rentals become steady. Discounts will be offered to nonprofits or partners of the society.
5. Next Steps considering using our website (another company example)) for advertisement/rental bookings? We will weigh using a web based rental sign up on how busy Katie becomes keeping up with requests.
6. John-stabilizing the food warmer-thank you!
7. Photos of catering tables/cocktail tables needed

c. **Fundraising: (Virgil/Karen)**

1. Dublin Foundation Grant. Karen is looking into the best software for our archives. Past Perfect used by the Hayes Museum. "Catalogue It" is another program used at the First Ladies Museum. Karen would like Tom to weigh in. 6 new Ipads were also recommended. Laptops need to be replaced for archive work. Virgil and Karen need to know from committee heads what is needed. They need each committee leader to contact them about their needs. Perry recommends that Karen adn Virgil go to each of the committee member to learn information about these needed items. Perry suggests a more disciplined "ask" by way of a template for each committee to fill out by April 1. Each committee needs to create an itemized list with cost for each on this template. Katie wrote a grant several years ago that can be used for new grants. The template will be a brief document (one page) which needs to be created by Virgil and Karen. Karen needs Katie to email any grant info. We are exempted from 990 and audit. Katie can provide Karen a list of the grants currently received. Mike suggests that we hold a grant work meeting next week. A meeting is proposed for Thursday March 20th at the museum at 10:00 AM.
2. Possible corporate sponsors IGS, Performance Columbus Crawford Hoying, and Cardinal Health: Virgil has been in contact with Performance Columbus about this year's funds.
3. Huntington is a possible sponsor, but they would like to see a "sponsorship" package.

d. **Communications: (Mike/Mark)**

1. 'Spring Newsletter"
    a. Need articles sent to Amy Kramb for proof-reading (cc: Gayle Holton) by March 21st..
    b. Guest articles (Stu Harris, WTWP), and David Hartman will do an article
    c. Posting calendar dates for Coffman Homestead and Historic Dublin Walking tours

e. **Membership/Volunteers: (John/Mike)**

1. St. Patrick's Day recruiting event. Need help from trustees…thanks! Katie, John, Clay, Perry, and Mike will be helping out at the parade. Pushing for volunteers. New names from volunteers sign up. We need to make a policy for the restrooms. Find out if the Chamber is open. No public restroom sign?
2. Need to set a date for April for volunteer training and education. (April 14th and April 17th @ 6:30 p.m. to 8:00 p.m.) Mike proposes both dates. Perry will support. Dublin Memories at the training. Demystify the process. They will put together a new shirt order. Please let Katie know if you need another shirt or if you didn't get the right order this time.
    a. Will need help. Please let me know if you're able.
3. FYI, six new volunteer sign-ups in the past month (via website) and 3 are OSU students. Linda Zack has volunteered to help me get this better organized.
4. What is the value of a membership? How do we sell this? Working on a renewal letter w/Virgil. First renewal letters will be going out April 1st. Please send Mike membership money thoughts by April 21rst. Virgil asks are we set on renewal on anniversary dates? It is set on an anniversary. Mike monitors it. Karen gives feedback that Jan. or Feb. many organizations send out their membership regardless of time of renewal. 55 members currently. Rich said we combined it with the holiday party/or annual meeting.

f. **School Programing: (Carol/Katie)**

1. School Tour Requests Dates-four school tours planned for spring. Setting up each school for each tour offered to practice for a bigger impact/more school visits in the 2025-2026 school year.
2. Gayle's flyer-created to give to students after a tour
3. Working on field trip form with donation QR. Should flyers also have QR? Working on field trip request templates for teachers too.
4. Photos still need to be added to Carol's wonderful guided tour and activity sheets/scavenger hunt. These need to be tried before April tours. Request for fur bag submitted. Needs pick up April 14th at Ohio DNR Wildlife District One 1500 Dublin Rd. Columbus, 43215-Mike will pick up the fur bag.
5. rain plan-shoe covers, games or pelts, barn docent needs 15 min. program)
6. Next meeting need to develop yearly procedures/dates for release of program survey
7. We need to work through rain plan in the event of a downpour on either day of Bailey tour

g. **Coffman Homestead: (Rich/Tom)**

1. May 4th Open House 1:00 p.m. to 3:00 p.m. Looking to add more to the event.
    a. Looking at 'Dos Hermanos' food truck donating chips/salsa/appetizer for free and petting zoo 'Bring the Farm to You'-permit needed for that event. Permit is $200. $1500 budget. April 1 we need to promote it. Sandwich boards. Ice cream event in June. About 12 volunteers. We need to better promote the Coffman House.
    b. Estimated budget $800 (Virgil and Karen), permit required $200. Events and costs are coming together. Crafts have been suggested.

h. **Exhibit Committee: (Gina/Julie)**

1. Meeting scheduled for April 4th 11:00 a.m. to 1:00 p.m. @DHM: more information coming soon. If Dublin Foundation is twice a year, that is a good time for asking for display money.

i. Collections/Archives Committee: (Ashleigh/Kari)

1. Request to Virgil and Karen for $2,500 annual fee and then an initial $500 for set-up from Lyrasis to get us set-up with "ArchivesSpace' for archive management and public access. Also request for a laptop(s).
2. Archive room reorganization March 27th from 10:00 a.m to 2:00 p.m. (Ashleigh, Kari, Mike, Tom, Clay, John and Perry)
3. Craig/city will provide shelving by the end of this week. The basement has no climate control. It is a cooler basement than most. There is a sewage drain in that room. Things need to be off of the floor. Height due to sprinklers is somewhat limited due to fire code. Ashleigh prepared the room for the shelving.
4. Someone from this committee will take the Eger dresses to archive storage.
5. Mark was into the archives to look at medical data and Kari and Ashleigh worked on large maps. They are waiting for a software transition.

V. Accesions/Loans **(Trustees/Tom):** none

VI. Updates on activities (Pending Tour Requests/Key Dates)

1. Abraham Depp Elementary (Tom, Clay and Kevin), 3/20/2025 (rescheduled)
2. Heritage Interpreter Tour (Mike, Perry?, ??), 4/4/2025 @10:00 a.m., @DHM (Sarah Esala)
3. Dublin Senior Leadership DHM tour Tuesday April 1st, (Mike and ??). They are meeting at the library and then mid-day come down to the museum for a tour. Expecting 25 Directors. Meeting is from 7:30 a.m. to 2:00 p.m..

(Coordinating with Kendel Blake assist to the City Manager)

4. Dublin Teen Buddy Program, ice cream social and celebration event, City of Dublin, Tuesday 6/10/2025 @1:30 p.m. to 3:30 p.m. (Shannon Maurer)
5. 'Columbus Urban Sketchers' request to use the Coffman Homestead (barn access for 2.5 hours) April 5th from 9:30 a.m. to 1:00 p.m.. Contact is administrator Melanie Cornelius (614-570-1762).
6. St. Brigid of Kildare Church DHM tour request, still in planning stages w/Gina Miller, Between July to November, 55+ age group, Gina to make them aware of the mobility and ADA issues, possibly a Saturday or Sunday. Will need knowledgeable docents.
7. Jim Ruggles from Northern Ohio Rural Water association. They will be here in Dublin for a conference for 3 days staying in Bridge Park and would like either a tour of the Coffman Homestead, DHS and/or Historic Dublin walking tour. Approximately 5 to 20 people and they will have their own transportation. This would be on Monday May 5th., and will confirm with me as their committee determines what sites they would like to visit prior to the convention. Discussed tour fee.
8. Tammie Thomas Headlee (Thomas family tour), Thursday July 17th., 10:00 a.m.. Expecting 30 participants (7 children included). Being coordinated by Clay Rose. (paid $300 in advance). Tom Holton to lead.
9. Dublin Market at Bridge Park joint event with the City of Dublin and their Heritage Interpreters. Sarah Esala asked us to join them and looked at September 6th.. Not confirmed yet but will require volunteers to promote the museum and seek volunteers/docents for the DHM and promote Fall events.
10. Goddard Schools of Dublin, May 27th details TBD, 23 children/3 adults, contact Jessica Bannerman Asst. Director, 614-799-8870, email: ddublin1oh3@goddardschools
11. Program for New Friends Luncheon - 1:00 @ Golf Club of Dublin Clay and another volunteer. November 11, 2025 date
12. Worthington Griswold Group
13. Aug. 12th Muirfield Garden Club
14. Memorandum from the City for the bed tax grant was signed by Katie today. A copy will be added to the drive when it is sent back. The memorandum just states that we agree to spend the money ($27,500) in the way that we proposed.
15. John attended the America 250 meeting. He will attend the Dublin one as well.

VII. Collections Committee (Katie)

1. John-the museum picture needs fixed. John got a photo from the Dublin Village Tavern to be displayed. New frame needs to be purchased and the picture rehung.
2. Katie will send Becky the "loan" paperwork for Eger dresses. The dress is still hanging in the museum? Dresses need to be stored at the Coffman House.
3. Thank you to Craig for handling the bridge question from Feb.

VIII. Architectural Review Board (Mike)

1. February 26th meeting cancelled

IX. Other Issues

1. 5987 Cosgray Rd -post-poned topic until April

2. 'IGS Day of Service' Coffman Homestead
    a. Monday April 14th 8:00 a.m to Noon
    b. IGS employees (4 to 6)
    c. Cleaning and organizing the Crib (small barn behind school house)

    d. Need at least 3 volunteers from DHS
3. Mural 5’ x 5’ gift from the City of Dublin (Megan), similar to the Council Chamber dedication mural or canvas print (install before April 1st Dublin Leadership Retreat, tour of the museum)
4. Meeting with Matt Earman (Director of Dublin Parks and Recreation) about cabin and decor. (TBD)
5. New Marketing and Event Coordinator of HDBA, Gracie Nees (meeting 3/17/2025 @DHM @
6. Meeting Raygan Barrett with the DAC who is looking at changes to the ARTbox, at our location, and making it reflective or a nod to Dublin history. May need some volunteer help!
7. Cornet Band dates
8. Strategic Plan needs work in the next few weeks with board members.

X. Adjournment: 8:00 PM

XI. Next meeting: April 8th, 2025 @Dublin History Museum, 35. S. High Street, Dublin

Dublin Historical Society Board Meeting Agenda
Date: April 8th, 2025
Time and Place: 6:00 p.m. Dublin History Museum

Invites: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (trustee), John Leppert (trustee), Rich Weber (Trustee), Karen Gillmor(trustee), Virgil Mathias, (trustee), Marlen Mathias (member), Tom Holton (past president), online: Craig Stevens (city representative), Perry Orange (trustee), Kari Parsons (member)

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from: March Minutes 2025: approved.

III. Treasurer's Report DHS Check Register. Vote to approve passed.

a. Internet Service: Spectrum's charges went up. Electric bill was no charge. Going to look for internet service at a lower rate. Question on internet at the Coffman House-city pays for the Coffman House internet services as the city building is right on site/next door.

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
   1. Updates on attendance: multiple cities and countries visited.
   2. Operational updates: Leadership Dublin Survey for stakeholders is being reviewed. April 30th Leadership Dublin will present to DHS with some data about operations. They are benchmarking with other museums. Leadership Dublin (7 members) is very engaged and there is excitement about their report. About 2,600 people have attended the museum to date. Drive folder holds museum attendance. Tracking is both by day of the week and Saturdays and Sundays. Looking for trends. Looked at the monthly view too. Dual bar charts with attendance and weather are factored into the data. Excited to see spring and summer data. Possibility of opening on a summer weekday would be good data to have. Volunteers have been strong.
   3. Finished patron and key stakeholder surveys (Leadership Dublin)
   4. Docent trainings are coming up on April 14th and 17th. Rich made a suggestion to record our training session for volunteers that will miss. Katie will show Mike how to use screencastify to do recordings.
   5. Question: Are we a member of Historic Dublin Business

Association (HDBA)? Yes we are. They have a new director. Mike stays in touch with them via the strategic planning meeting. Rich volunteered to attend those meetings on behalf of the society.

b. **Conference Room Utilization: (Katie)**
    1. Asking permission to buy 3-4 round indoor/outdoor tables totalling $645- $860 for parties as we have made $900.00 so far from Sept. 2024-April 2025 and have $425 pending as of 3/22/25. Room rental advertising went out on 3/9/2025.
    2. All templates are in the Room Rental Shared Doc and folder created for contracts submitted. Katie needs to link the emergency document to the contract. The emergency document needs to be posted in the museum.
    3. 4 contracts out currently for museum space rental.
    4. July 4th room utilization: Our intent is to open the museum 11:00-6:00 Friday. It will be parade day. St. Patrick's Day brought 140 people into the museum. A special event area will be made by the display committee. Displays will include the Chamber of Commerce, and the Irish Festival. Hoping to get some Memorial Tournament display items as well. The conference room is needed for display. Clay will reimburse Virgil and Marlen for generously removing their rental of the room. Clover Coffee will be present to set up coffee/cold brew and cold drinks outdoors weather permitting.

c. **Fundraising: (Virgil/Karen)**
    1. Updates: Wishes and needs are in the drive. The question of hiring a part time director was addressed as a wish on the lists. Karen and Virgil wondered about a director to keep the museum open more days and wondered about setting a target to expand our offering to the community. Is the board ready to consider it is the question. Perry thinks if we are planning for the future, it is wise. Perry hesitates to hire a director should be a goal at this time. Perry asks that we look at a cause and effect relationship with our product (the museum) and determine a method with parameters including: a detailed job description, data to back up/justify that role. Discussion of whether or not we can sustain the museum came up. Coordinating the museum docents, room rentals, social media, and manages the building. The belief that we should begin to develop a job description, and leadership Dublin ideas to gather information on what it is like to be an employer. The thought that someone could manage the homestead, Davis Cabin, and the archives/that the society as a whole could have a paid director versus just a museum director. The ideas shared was that there is enough work at the society with the multiple grounds, building care, museum, visits, and archives to warrant discussion of a director. In May, Perry and Mike will report out the findings of the Leadership Dublin study. A director is a long term goal and was added to the wishlist. Further work is needed to make a goal of a director for the society happen.
    2. Sponsors: Virgil is waiting to hear back from Performance Columbus and Crawford Hoying.
    3. Karen's grant work to the Dublin Foundation was submitted. It was all online. Mike read Karen's grant to make sure that it represented the society. The grant was sent to Katie to be organized in the drive. The grant was for $10,263. We hope to

see results in May.

d. **Communications: (Mike/Mark)**
    1. Spring newsletter (extra copies available): Gayle put together a beautiful newsletter. A suggestion was made to add regular guest writers. Board members were encouraged to write articles or find others who may want to submit an article to Mike.

e. **Membership/Volunteers: (John/Mike)**
    1. April 14th and April 17th are volunteer training dates (6:30 p.m. to 8:00 p.m.)
    2. Volunteer appreciation month (treat planned)
    3. May Dublin Market starts up and we will again be present setting up a table to get volunteers as this was a success last year.
    4. T-shirts orders are due to the museum folder by Friday, April 18th. Katie and Mike will put together an order form and submit all orders.

f. **School Programing: (Carol/Katie)**

    1. First tours feedback and upcoming tour needs-five docents needed for museum tours. We have received wonderful feedback from the schools. The docents have come up with ideas to improve school tours. Clay revised Carol's walking tour. The amount of people needed for the museum visit has been adjusted to 5 for museum visits. The divide of docents is: One needed for the walking tour, one for the program, and three for the museum to supervise the scavenger hunt. The clipboards need felt for on the backs of them so that students don't scratch the plexi boxes.
    2. District just posted (4/7) fall opportunities with sign ups for next year! We will need to check this in June and resend in August perhaps. It went out advertising to grades 3 and 4.
    3. The barn and house need to be ready by April 24th for upcoming school tours.

g. **Coffman Homestead: (Rich/Tom)**

    1. Review of the April 3rd committee meeting (Rich): They are still working on details for Coffman Homestead Open house dates.
    2. First 'Open House' is May 4th., 1:00 p.m. to 3:00 p.m. The plan is a dual theme: Items planned are: Cinco de Mayo Food Truck provided by Dos Hermanos. Mother's Day theme too with Oakland nursery for a planting of flowers for mom. Future ideas include: Farm animal event idea (turned down for this year due to $1,200.00 cost). Old games are another idea. Can we find a tractor? Buzz Stauch may have something. Dog training show may be fun too. Many of the ideas will be for 2026. Schools can market the event and homeschooling groups can be notified.
    3. Gina Miller redid the schoolhouse tour.
    4. Craig would like an email about the repairs needed at Coffman Barn and Davis Cabin. John and Mike will email Craig. John Leppert meets with John Brucchette. Megan, John, and Matt know about the damages and needs. Craig will follow up to see what he can do to support our efforts. Water leaks/log damage at the Davis Cabin and Coffman Barn are some issues. New

lights are needed around the Coffman Homestead.
5. The Coffman House will be open for the holiday tree lighting again! Katie will give Rich the cornet band director's information for winter open houses-especially tree lighting.

h. **Exhibit Committee: (Mike)**

1. Recent meeting held 4/4/25
2. We are going to expand into the Conference Room for special exhibits. First exhibit will be celebrating the Dublin Chamber of Commerce 50th Anniversary. The Grand Marshalls and Grand Leprechauns will be featured in displays to be made.
3. No significant changes to the museum displays until the end of this year, just some tweaks.
4. Cornet band display to stay and looking at adding a dress display in the Coffman House to fill that void. We would like to complete the new dress display before the May 4th open house. Tom has a contact at the textile department at OSU for support. Small dress forms need to be ordered.
5. Committee needs approval for the following items:
    a. Dress form mannequins: not to exceed $200.
    b. 6 plexi boxes for building the special display section plus hardware ($650).
    c. Seeking a motion to approve for a total for the display committee not to exceed $900. Motion approved.
6. Planning a special event for early Summer at the museum. Tom is reaching out to Jim Thompson, as a special guest, to do a Q&A on Bill Moose. Date and time still to be announced. (Tom) June 14th suggested. To be recorded.

i. Collections/Archives Committee: (Ashleigh/Kari)

1. Dublin Foundation Grant submitted - Thanks Karen
2. Justice department archive room reorganized with additional shelving (compliments of the City of Dublin). Thanks to Ashleigh, Kari, John, Clay, Tom, Perry and Mike.
3. Craig reports that shelving is in the archival space and filled up. The room has been reorganized. Ashleigh needs time to reset the materials. The room has been transformed. In the door to the right, there is a set of shelves that are very thin. If those shelves are not needed, they can be removed. Please let Craig know if they are not needed and they can be placed for removal.

j. **America 250 (John)**

1. Updates: none to report at this time.

k. **Historic Dublin Walking Tours (Clay)**

1. Updates: school walking tours went well. School tour guide rewritten by Clay.
2. 2 sign-ups for adult tours so far: money is collected.

V. Accesions/Loans

- None presented this month

VI. ARB Updates (Mike):

- No meeting last month (cancelled twice now due to more Administrative approvals): new rules provide a chance for less

meeting. Mark S. will be joining ARB now and representing the society as Mike's term is almost over.

VII. New Business/Open Discussion

1. Museum tour with City of Dublin leadership team (4/1/2025)
    a. Potential that any new city employee, as part of their onboarding process, will have to do a museum tour as proposed by Megan. Different departments such as the Dublin Police Department were involved in the discussion. There was lots of positive feedback.
2. HDBA "Bunny Hop" April 19th from 2pm to 4pm. We'll be hiding a bunny in the museum, and there will be "Hunt Cards" that the kiddos will need to turn in at the CoHatch patio, for prizes between 3pm to 5pm. We need volunteers to help! We will be providing a candy treat at our own expense unless anyone would like to donate some candy! Remember we had over 680 kiddos for Halloween.
3. Looking for a new internet provider as Spectrum has jacked up our service on our anniversary date. Spectrum bill went from $99.98 to $139.98. Verizon has a $69.00 rate for businesses w/contract. Alta Fiber may be a good future option but they are currently not serving business customers in our district until 2026. Another solution may be "Mobile Citizen" who caters to non-profit organizations. Initial rates look great but seeking Board approval to pursue and allowing Clay and Mike to determine if we should switch to their service plan and make that switch if appropriate. (4G LTE and 5G internet service $120 per year, unlimited data usage, technical support 24/7). Approval requested. Approval passed.
4. John Leppertoffered to staff the Davis cabin for open houses for nice spring days. A sandwich board is needed. John put a new sweep on the Davis Cabin door and is doing some trim around the door to keep out water and leaves. This was well received by board members.
5. Virgil asked about Dublin merchandise. Long term there may be a need to have merchandise. Square space is an ecommerce product that we could use to sell items and a service we already subscribe to.
6 John wondered about a display at the museum to advertise all of our locations, and upcoming tours. All agreed this needs to be created.
7. Rich wondered about how many people are receiving our newsletter currently. We only have 36 contacts receiving the newsletter. This was something that we have worked hard on each term, so there was discussion for expanding this list.

VIII. Adjournment: 8:00 PM

IX. Next meeting: May 13th., @35 S. High Street, DHM, starting at 6:00 p.m.

Dublin Historical Society Board Meeting May 2025 Agenda
Date: Tuesday, May 13th
Time and Place: 6:00 p.m. Dublin History Museum

Invites: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee).

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from: April 8th, 2025

III. Treasurer's Report: motion to approve passed. .

a. Vote to approve report: DHS Check Register: approved. We have been spending for tables and linens. We have an Amazon Prime Account and we renewed our "Go Daddy" account. We have taken in $950 in room rentals. It was mentioned our bill was a little high with Go Daddy. We have cancelled our auto renewal. It expires in 2027.

b. Resolution regarding signatures on checking account

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
    1. Leadership Dublin (update)-we will have a report out separate from our board meeting.
        a. Graduation event May 15th
        b. Formal presentation to the Board (TBD)
    2. Update on attendance: surpassed 3,600 visitors.
    3. 50/50 Raffle for guessing first year total attendance on October 19th, 2025: half to the person, half to the society. Suggested to put the contest out in the summer newsletter. Suggested we put this data in each newsletter. In June release a newsletter with attendance. In September, guess how many we have had in our first year. Guess what the attendance will be by October 19, 2025. Closest to the number wins. Split the pot if a tie. You could sell tickets at the museum. $5.00 entry fee. Mike will gather some peop
b. **Conference Room Utilization: (Katie)**
    1. Four rentals pending and 4 more interested. $50 price point is good. A few changes to the contract are needed. Amy created a fillable PDF. New tables are a big selling point for sit-down events. Lots of back and forth to establish open dates. Proposing a quote this summer from MJ2 for the rental calendar on our website. Amy will add a rental page link to our website for now.
    2. General Calendar on our website discussion needed
    3. A policy needs drafted for volunteers/members.

4. Invoice and receipt needs created.

c. **Fundraising: (Virgil/Karen)**
   1. Update: Crawford Hoying is not renewing their sponsorship. Conversations continue with Performance Columbus for possible renewal. 4 levels of corporate sponsorship. The Dublin Foundation has 5 grant requests. They meet Thursday the 15th of May. We are hoping the grant comes to fruition. Karen intends to apply again in the fall with them if we find success. Karen discussed how the Hayes museum has reserve funds. Karen gathered information on which grant sources would be beneficial to DHS. Karen discussed "conflict of interest" policy and form that can be signed. It lives in the shared drive with the bylaws. Mike will cross reference Karen's form.
   2. We need to work with MJ2 to establish donation-room rental, tours, donations, shirts with auto receipt.

d. **Communications: (Mike)**
   1. Need to start thinking about our Summer newsletter
   2. Virgil help Mike to coordinate the newsletter. What we need is the text and the pictures. Articles are needed. It can be longer if we have the volume. We can make it longer if we have the content.

e. **Membership/Volunteers: (Mike/Linda)**
   1. April and May membership renewals sent out
   2. Senior Expo (June 10th) Dublin Rec Center 10:00 AM-1:00 PM
      a. Mike and Linda to manage 'Volunteer' table
   3. Friendship Village (May 14th)
      b. Volunteer recruitment event here at the museum: volunteer numbers
   4. Next volunteer meeting May 24th 9:00 a.m. to 10:30 a.m.
   5. Shirt order went on Monday 5/12/25. Another one can be processed in June. Need to reconcile payments with Clay. $489.92 due to Embroidery Design Group

f. **School Programing: (Carol/Katie)**
   1. Post school visit meeting needed to wrap up thoughts for 2025/2026.
   2. 7 of 16 schools filled out the form for a school visit for next year.
   3. Need to get clipboards back to Katie
   4. Small change to flyer-remove the word "today"
   5. Added some items to Davis Cabin and stored some lesson items there
   6. Pioneer Games are in the crib

g. **Coffman Homestead: (Rich/Tom/Mike)**
   1. Open House event on May 4th
      a. Total attendance 37 versus 11 last year: rainy but good attendance!
         i. Dos Hermanos donation and flower donation from Oakland Nursery. Visit Dublin and the City of Dublin will post our events. The Chamber will also repost.
      b. June 8th event (need help!)
         i. Icecream (Rich working on donation and historic kids games
            1. Need extra volunteers to help with these two special events! Farm games will be the theme. Signs on the street. 1:00 pm-3:00 pm. Having a sign out on Wednesdays for food truck day would be helpful. On the backside of the barn a box to advertise open houses. The city may be able to help us with signage. A proposal is needed for a glass box for signage. Reaching out to Craig about this is needed.

2. City did a site visit of the barn and cabin due to water leaks as the city pays for maintenance of both buildings. The city acknowledged the problem. Craig let us know he will continue to advocate for us.

h. **Exhibit Committee: (Gina/Tom/Gayle/Mike)**

1. Next meeting June 24th (Dublin Chamber 50th Anniversary display layout meeting). Cabinetry will be redone.
2. June 28th (Finalize time capsule and complete the display for the Dublin Chamber 50th Anniversary)
3. Tom's request for dress funds: when the room above the kitchen at the Coffman House was being cleaned out, there were many dresses. Four dresses plus a bathing suit assumed to be Ida Coffman's. 1920's-1930's time period. Curator available on a $50. Tom is asking for approval of up to $150 to decide usable, nonusable, date materials. Guidance on storage and preservation. The room where the cornet band was is where the dresses will be displayed. Some hats were also found and will be added on display. Motion to approve up to $150 for curator approved.
4. Museum painting reframed thanks to a donation from Karen Gilmor. A small plaque needs to be made to commemorate the painting. The display committee will decide where to hang the painting.
5. Gail made a new "Explore Dublin" map with historical sites.

i. Collections/Archives Committee: (Ashleigh/Kari)

1. No update on the Dublin Foundation grant request
2. Drawers and Cabinets from the Coffman House has been cleaned out to identify and catalogue. The records room has been set up for preprocessing and processing.
3. Kiwanis documents (township plats) need to be organized. The electronic version is on the shared drive.

j. **Programming/Special Events Committee: (Lead TBD)**

1. First meeting June 7th 9:00 a.m. to 10:00 a.m. (Tuesday)
    a. Start planning for a 'Fall Speaking Series'
        i. Have several (4) speakers interested for monthly (September, October, November, December). Proposed ghost program in October, arrowheads specialist.
        ii. Becky Schisler would like to offer tours this fall. She would like board members shadow her tours.
    b. If your interested please let Mike know
        i. Already have 6 volunteers that have signed-up to help
2. Davis Log Cabin ('Open House')
    a. John Leppert update-signs are in. 5-6 volunteers. Open house dates TBD. Katie and John will work together to create a sign up.. Memorial Day might be a great day to have the cabin open.

V. Accesions/Loans

1. None this month

VI. ARB Updates (Mike):

1. Update on 72 and 84 North High Street (Oscar's): plans are approved. It will be a major interior renovation. The exterior will be kept. The back will get a major improvement. It is owned by partners.
2. Facade changes to 48 South High Street. It will go back to its original look. Old stone building will be a carryout restaurant where the palm reader was.
3. Mark Stechschulte will take over as our ARB representative.

VII. New Business

1. John Leppert America 250 meeting Wed. Discussions of famous people from Dublin. Daughters of the American Revolution rep needed. More information from the city needed.

VIII. Adjournment: 7:45 PM

IX. Next meeting: Next meeting is: June 10thth @ 6:00 p.m. 35 S. High Street, Dublin History Museum

Dublin Historical Society Board Meeting May 2025 Agenda
Date: Tuesday, June 10th, 2025
Time and Place: 6:00 p.m. Dublin History Museum

Invites: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee), Craig Stevens (city representative), Marlen Mathias (member)

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from: May 13, 2025

III. Treasurer's Report

a. Vote to approve report: DHS Check Register: Switching internet provider soon to save funds. Motion to approve financial report: approved.

b. Tax exempt letters/cards/purchases-If you purchase items at Lowes, Hobby Lobby,or Target, we have tax exemption set up. Use the Hobby Lobby tax exemption card with the credit card if going there. All other locations use treasurer's phone number for tax exemption. Target-needs 2025 tax exemption letter in the drive to finish Target registration (990 or W-9?) Clay and Katie will resolve Target tax exemption issues.

c..Embroidery Design $503. 90. Some more checks in the folder for more shirts/previous ordered shirts. Need to reconcile a few. Shirt orders will now go through a new website designed by Embroidery Designs for DHS volunteers.

D. receipts from purchases for furniture used in the museum to Clay for record keeping.

a. **Museum Operations: (Perry/Mike)**
1. Google Business Profile Report: from Jan-June 282 profile views, 3 phone calls, 65 people for directions. Katie is being sent Google business reports every few months if this data is needed.
2. Attendance to date: over 4,000
3. Flower fairy has visited: please water the front pots when you are out and about in downtown Dublin.
4. Location of 4th of July flags/big flag: Virgil will supply some flags for out front. John will hang our large US flag out front.
5. Open trustee shifts need to be taken. June-July dates are all fulfilled due to trustees taking shifts.

b. **Conference Room Utilization: (Katie)**
1. 8 upcoming/pending rentals (grad parties, birthday parties, bridal and baby showers
2. Middle legs on tables: be careful when you set them up.
3. Amy updated our website with museum room rental information.
4. General Calendar on our website discussion needed: room rental, volunteer wear,

walking tours, donation/dues: can we get it sponsored?: Mike and Katie will sit down with MJ2 to discuss our website and hope to make room rental information more accessible to the public. .

c. **Fundraising: (Virgil/Karen)**

1. Update: Former sponsors are not donating this year. Our former sponsors had other obligations. It is assumed that they were not displeased with our progress. We will need auxiliary income for events, programs, and printing. Discussion of Leadership Dublin's findings will take place Saturday to determine how to continue to pay our rent. Everyone is encouraged to look for sponsors. Discussion of how we can improve our public relations is discussed. Karen has a person she connects with to help us get our relations going and is willing to underwrite project planning in this area. The Foundation has not provided the check from our grant. A murder mystery is suggested or other unique fundraising event. A discussion of Abby theater partnering with us has come up. A small group is needed to pull ideas together. Discussion of more public awareness is needed. A float is an idea. It has not been done since the Fourth of July parade since the bicentennial. Rich will set up a meeting to get some ideas going.
2. Craig Stevens will work with Matt Earman to try to get a date for discussing the Coffman Barn.

d. **Communications: (Virgil)**

1. Summer newsletter: Bimonthly newsletter led by Virgil to come out at the end of June. Gayle will support this effort. More articles and just a few updates. Donation requests and museum rental will still exist. By the 10th-12th of the month materials are due. Tom requests to edit articles of historic nature. Everyone is encouraged to provide pmaterials.

e. **Membership/Volunteers: (Mike/Linda)**

1. Senior Expo - June 10th at the Dublin Rec. Center, targeting volunteers (Mike/Linda): The senior event had over 20 vendors. 95% of the attendees didn't know about the museum. A lot of time was spent educating the public on the museum. People were within a 20 minute radius from the museum.
2. Friendship Village of Dublin - June 30th presentation to residents on June 30th, targeting volunteers. Tom and Clay will be helping out with the presentation.
3. 7 new volunteers. Lots of young volunteers. Some high school and college students. Ohio State, Miami, Indiana, (several universities represented).

f. **School Programing: (Carol/Katie)**

1. Goddard Visit: this rescheduled visit went well.
2. Date for school visit committee follow up meeting/plan for fall

g. **Coffman Homestead: (Rich//Mike)**

1. Sunday June 8th results: had 48 visitors. Ice cream and kids games were very popular. Mike will create rope rings for the ring toss. Minimum of 4 docents in the house would be helpful. We need to train docents for the house. Mike can give Rich/Tom Holton the names of volunteers to train for docent training. An attempt to train them before July is needed. We have a small list of people who want to be house docents.

2. July programing: Mike will get Shirley's contact information to Katie to try to get some advertisements for us for our July open house. Bunting flags would be nice for the fourth. Putting the sign out the Tuesday before the event was helpful.

3. Dublin Life Magazine: currently advertises us as open every Sunday.

h. **Exhibit Committee: (Gina/Tom/Gayle/Mike)**

1. Picture form the DAC now hanging in the museum

2. New children's activity (yellow pages and rotary phone, scavenger hunt): the phone is very popular. The scavenger hunt is now out for visitors to the museum.

3. A specialist on historic clothing came in to look at the dresses at the Coffman House. $150 was spent for a 2 hour visit. 1920's-1930's are the ages of the dresses. We believe most dresses are Ida's. Most interesting is a bustle dress. A dress form is needed for bustle attachment. New dresses are not needed yet. Peach Tremeer looked at the dresses and looked at the Sesquicentennial. Those dresses are 50 years old. A cornet band uniform was also found from 1929. 2 pairs of trousers were found too. Gayle, Gina, and Tom met to talk about moving things around to get a better display. Gina will make a plan. The cornet band room needs to be painted. Gayle reports a lot of opportunities in redoing those rooms. There was a discussion about a Victorian theme for the holiday event. We will be open the night of the tree lighting. We

need to think about an evening event. Luminaries could be used. A 5:00-7:00 suggested. We will be open the night of the tree lighting.

i. Collections/Archives Committee: (Ashleigh/Kari)

1. Artifact accession process: Kari and Ashleigh will have a report to the board next meeting. Do not accept artifacts at the museum. Ashleigh was added to the board meeting invite list. We have not received money from the Foundation yet. The committee will meet to make decisions on the grant money.

j. **Programming/Special Events Committee: (Lead TBD)**

1. Davis Log Cabin ('Open House')
    a. John Leppert update: The lockbox is set up. A training session took place last week. John is planning on making repairs on the cabin. We need to follow up with the city about both the Davis Cabin and the Coffman House leaks when we meet with Matt Earman.
2. 'Fall Speaking Series' - starting this September, second Sunday of each month from 4 p.m. to 5 p.m..
    a. Email ideas to Mike
    b. Next meeting July 26th 8:30 a.m. @ museum (working on 2026 schedule)
    c. We have a historical speaker (, ghost tour speaker, Lucy Depp, Santa (historian ages 8 and up)
    d. Katie needs to add the second Sundays at 4:00 to our calendar so as not to conflict with room rentals.

VI. ARB Updates (Mike):

1. Mark Stechschulte - newest Board Member and representing the DHS. Mark needs to be added to our board meeting invite.

VII. New Business

1. Question: how many members do we currently have? Executive board approved a renewal letter for members. Renewal goes out on ;6member renewal date. 63 current paid members. A keychain sale with a donation box will begin the Fourth of July. The Mathias family will be donating the first 45.

VIII. Adjournment: 7:55 PM

IX. Next meeting: Next meeting is: July 8th @ 6:00 p.m. 35 S. High Street, Dublin History Museum

Dublin Historical Society Board Meeting Minutes
Date: July 8th, 2025
Time and Place: 6:00 p.m. Dublin History Museum

Board Members- Mike Jewell (President), Katie Cook (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee), Sharon Adamek, Becky Schisler (member).

I. Call to Order – Welcome Sharon Adamek-we would like to bring Sharon on as a new trustee and work on our communications and social media. Sharon has a strong background in helping small organizations with programming planning. Mike makes a motion to bring Sharon on as a trustee. Motion passes. Katie needs to include Sharon on the board meeting invite list.

II. Meeting Minutes

a. Vote to approve of meeting minutes from June 10th, 2025: minutes passed.

III. Treasurer's Report DHS Check Register: incoming funds from walking tours. Spending on fundraising and exhibits. Motion to accept the register.

a. Vote to approve report: passed.

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
   1. Update event and patron visitor counts 4,295 visitors since October. Evaluating Fridays, Saturdays, and Sundays without special events/closing days on inclement weather. Perry suggests a meeting in October to look at the numbers and evaluate our attendance and think about next year's schedule. On the 4th of July we had a lot of attendance, but then after the parade attendance was quiet. Volunteers are on the rise.
   2. The July 4th 'Open House' event with Clover Coffee was a success.
      a. Between 9:30 a.m. and until 12:00 p.m. (total of 184, includes 127 exterior entries to the education space and 57 into the museum).
   3. The volunteer shirt website is up and running and linked to our website.

b. **Conference Room Utilization: (Katie)**
   1. Many August events
   2. Name change: Katie's new last name will be Cook. Email has already been changed.

c. **Fundraising: (Virgil/Karen)**
   1. Updates: Dublin Cleaners donated money for our archival project. We received a letter. Clay needs to send a tax letter. Katie needs to open a tax exempt account for Best Buy. Karen offers to make up the difference for the archival project and to fund the Davis Cabin finishing furnishings. Katie will get a wish list to Karen and work on the project this fall with students. We are still waiting on the Dublin Foundation Check. Karen will reach out to the Dublin Foundation about this matter.

d. **Communications: (Virgil/Mike)**
   1. Proposed newsletter distribution (Virgil): Virgil wants to propose a two prong approach. Virgil would like to distribute our newsletter (3-5 copies) to surrounding businesses and offices. To expand our exposure, Virgil proposes

we set up an email list just for emailing our newsletter. Virgil would like to look for sponsors for our newsletter. Marlen has volunteered to distribute the newsletter in the community to local businesses. We can add a label for the newsletter. Katie can add the label in the drive. Ideas for new articles are being generated. Sharon asked about newsletter sponsorship advertisements. Gayle mentioned that our newsletter needs work to go out via email. The newsletter is about $1.00 a piece to print. About $250.00 spent per issue. Gayle needs to get Katie the email version of the newsletter to be emailed out. Virgil and Marlen will hand deliver some to city members and our members in assisted living settings.

e. **Membership/Volunteers: (John/Mike)**

1. 'Dublin Friendship Village' presentation
    a. Clay, Tom, Linda and Mike-74 participants: a tour scheduled. Mike will recruit volunteers after the tour.
    b. 17 participants with Clay on a walking tour class of '75. Clay used a "half" classroom and "half" walking tour format as it was so hot outside.

f. **School Programing: (Carol/Katie)**

1. Updates: none to report at this time.

g. **Coffman Homestead: (Rich/Mike)**

1. Next Open House is July 13th from 1p to 3p
    a. Ice Cream Social and Pioneer Kids Games: Perry is taking over this event in Rich's absence. We have plenty of staff and shadowing staff. Gayle had a question for Sharon about posting photos of children. Asking permission from parents is best practice.
    b. Signage/meeting with Matt Earman (24x26 sign like the new one at the Dublin Spring). Photos and content need to be developed. We would like Tom Holton's help developing what images should be on the sign. The location is at the corner of the stone wall by the barn. They will QR code our website on the sign for the link to tours.

h. **Exhibit Committee: (Mike/Gayle)**

1. Completed the 50th Anniversary display for the Dublin Chamber of Commerce
2. July 21 meeting with the Memorial Tournament (50th Anniversary 2026): we can rent cases to accommodate displays. The display could go upstairs where the Cornet Band display is.

i. Collections/Archives Committee: (Ashleigh/Kari)

1. Updates: next meeting will be an update.

V. Accessions/Loans

1. None at this time was reported.

VI. ARB Updates (Mark)

1. Mike recently completed his term(s) and we are glad to announce that Mark Stechschulte was appointed by the Dublin City Council to fill Mike's vacated position and he will represent the DHS and will report any significant issues related to the 'Dublin Historic District'. The first meeting for Mark was about 40 S. High Street. The garage was one issue. 83 S. Riverview. The Hahm family bought the house in the 70's. They are motivated to maintain the history of the house. The father of the family was a founding member of DHS. They are wanting to add an addition onto the house. The family wants the house to remain in the family.

VII. New Business

1. Mike and Katie request for website upgrades to be completed by MJ2. Amy Kramb helped us to update our website and do about half of our proposal.

We are at about 8 hours for the services. It is a minimum of 4 hours. Our current budget is $1,000.00. Becky has a resource which is a possibility for getting this work accomplished.

2. Need help with the iCare/iServe/iLead tours on July 29th. Three groups of kids rotating at 9:15 a.m., 10 a.m. and 10:55 a.m.. 'Walking Tour of Historic Dublin'. (Mike will be on Jury Duty that week): Clay will cover for Mike when he is on jury duty. Check with Carol on covering this as well. Katie and Becky will help out.
3. St. Brigid of Kildare Church tour, expecting 15 people on Tuesday August 12th. Tour being coordinated by Gina Miller. It starts at 10:30 a.m. and then they are going to lunch at Mezzo's. Some folks are going to have mobility issues and are OK watching the video in the education space. (Mike will be out of town)
4. Muirfield Village Garden Club tour ***also*** Tuesday August 12th and they start at 11:00 a.m.. Coordinated by Carol Homon. Group size needs to be confirmed with Carol.
5. Katie-Todd Corwin (part owner of Apothecary/Wine communication: the establishment needs a nonprofit to run "pull tabs." Sharon will look into this, and Katie will reach out about Todd visiting our next meeting to talk about it.

VIII. Adjournment: 7:33 PM

IX. Next meeting: Next meeting is August 12th. @ 35 S. High Street, Dublin History Museum

- Mike Jewell and Virgil Mathias will not be present for this meeting

Dublin Historical Society Board Meeting Agenda
Date: August 12th, 2025
Time and Place: 6:00 p.m. Dublin History Museum

Invites: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee), Sharon Adamak (Trustee), Craig Stevens (City of Dublin), Todd and Mark Corwin (owners of Apothecary and Uncorked), Mark Stechschulte (member), Tom Holton (past president), Gayle Holton (member)

I. Call to Order –

II. Meeting Minutes

a. Vote to approve meeting minutes from: July, 2025: Motion to approve passed.

III. Treasurer's Report DHS Check Register

We received our $3,000.00 grant from the Dublin Foundation. We have switched to an internet provider for nonprofits for $120 per year. T-Mobile which can handle up to 20 devices at one time.

a. Vote to approve report: motion to approve report passed.

IV. Guests and Newer Faces

a. Todd Corwin-pull tab program (along with information from Missing Jimmy's about their program). Soft opening for DHS volunteers at the Apothecary and Uncorked Wine Tastings Monday, Aug 25, 2025. Pull-tab program is likened to an "instant bingo." The Corwin brothers spoke to the attorney general's office. An application from a nonprofit is needed first. Then a contract between the nonprofit and the establishment needs to be made. The nonprofit fills the machine to prevent theft. The company who runs pulltabs we believe is responsible for purchasing the machines we believe. The establishment gets 6% of the profit and the nonprofit gets 94% minus the winnings. There is no way to make a loss. It is suggested that we seek legal information/tax implications. The question is posed as to how you choose a company for service/provider. We need to speak to the nonprofit that partners with Missing Jimmy's. Clay makes the motion to learn more information out of interest. Karen will talk to the Attorney General's office about the pull-tab program. The Ohio ethics committee can also give their input to look out for our best interests.

Getting to know our meeting attendees and new trustees better:

b. Craig Stevens Bio
c. Sharon Adamek Bio
d. Mark Stechschulte Bio
e. Rich Weber Bio (tabled until October meeting)

V. Committee Reports:

1. **Collections/Archives Committee: (Ashleigh/Kari)**
    a. Request from Mary Toliver: Tom handled this request.
    b. Archival Collections Management Policy**:** historically we had a one page document. The last version was 2020. Tom and Ashleigh have now

modernized our archival policies (now 7 pages). It needs to be put into the shared drive. They are working on term limits for committee members. Delineation between purchases, donations, and loans. Once the draft is finalized, board members need to sign off on the policy including the ethics portion. We can send it out to board members ahead of our next meeting.

c. Museum Accession Items for Board approval: Clay motions to approve at accession. Motion passes. We just need to publicize about receiving the grant.

d. Policy on prints: the committee used the Ohio History Connection forms to establish a policy.

3. Museum Operations: (Perry/Mike)

1. Attendance update. 228 people at the Coffman Homestead. 2459 visitors, 4627 visitors at the museum since our opening in October 2024. April was our top month followed by June and March. Data taken will tell us whether or not to adjust hours once the hours are up. Sunday is the busiest day, 41 states and 22 countries. Data review proposal on October 11th Saturday. 9:00. Feedback from Leadership Dublin will also be reviewed. Perry has "scrubbed" the data to take out the outliers (parades, special events). Saturday camps with kids in the winter time are proposed if we do a closing during the winter months.
2. Tree trimming service and new lights handled by John and Mike
3. Celebration-We made it through summer with coverage-volunteer recruitment has been strong. Still have two open trustee slots open for 8/16 (Saturday) and 8/30 (Saturday).
4. Had a visitor from New Mexico Sunday-one of our last states in our hunt to have someone from every state within our first year.
5. Second Sunday Speaker Series Flyer
6. City Bed Tax Grant considerations need to be considered. The window to apply is from August 25-Sept. 19th. Trustees will touch base to make sure this is submitted.

4. Conference Room Utilization: (Katie)

1. July was a slow rental month. August has had weekly room rentals and has been a popular month.
2. Working on an upcoming possible 10 day rental for an educational workshop. We have hosted a kid's camp (sold 20 of the keychains), bridal shower, baby shower, and retirement party this weekend. Two other rentals in the works currently. Amy's website changes were very helpful! $500 so far for rentals for early August. An upcoming retirement party soon too. Rental monies from April to the end of August totalled $1,350.00.
3. Plans to put out another social media advertisement for parties/holiday parties
4. Grateful for our set up crews and tear down crews who make the gatherings run smoothly (Katie M.,Macquire, Keagan, Becky and Bob Schisler, Brad, Jenny)
5. Thank you to all who attended the One Hope Wine-down Wednesday charity fundraiser. Susan was very grateful for the opportunity. We are waiting to receive a check from that event.
6. $175 City payment for rental- Katie needs to speak to Clay about this item.

5. Fundraising: (Virgil/Karen)

1. Sharon-Robert from Missing Jimmy's proposed teaming up to do a Bingo night at Missing Jimmy's. The non-profit (DHS) sells the boards. DHS gets half the winnings. Missing Jimmy's gets food and drink sales. This might be a fun event for our volunteers. The public could participate. We could use a point person for this possible event.
2. Dublin Foundation Grant: What are the next steps now that we have purchased the requested equipment and have received and deposited the $3,000 grant check-follow up is needed to post and document results.

6. Communications: (Mike/Sharon)

1. Social media focus and continued work with our City partners. Sharon will handle our social media accounts. 90% of people who came to our events were notified by social media.
2. City text alerts for upcoming weekend events are now in place. Thanks Linda Zack!

7. Membership/Volunteers: (John/Mike)

1. Poor return on our membership renewals (are memberships a thing of the past)? Will continue to monitor. Memberships are down.
2. The next recruiting event is August 23rd at the Dublin Market. (Mike and Linda)
3. The next scheduled orientation is August 21st at 10:00 a.m. Volunteers are being sought after through retirement communities.

8. School Programing: (Carol/Katie)

1. 2025/2026 Schedule
2. Plans to send out an email about fall tours set to go out on August 20th. Once dates are finalized, volunteers will be needed.

9. 'Second Sunday Speaker Series' (Mike/John/Sharon)

1. Planned 'Fall Events' (digital flyer). Registration now available on our website.
2. 2026 Dates already set and committee already working on speakers. If you know of anyone let Mike or John know. Back up spaces that are possible are the library and justice center. All rsvp's go into a database so we can plan accordingly. We need a statement of how long the programs are. Recording the programs is suggested. Katie and Perry will work on this.
3. 'America 250' focus for 2026.

10. Exhibit Committee: (Gina/Gayle/Tom/Mike)

1. Memorial Tournament staff tour (8/11/25): The sports room will switch out the first week in May 2026 for an exhibit. Tournament staff were offered a larger room and/or smaller displays. A timeline was discussed. Muirfield had a lot of photos and artifacts. There was an interest in both the tournament and the land acquisition and development. A follow-up meeting is scheduled. Looking to help celebrate the 50th anniversary of the tournament in 2026 with this special display.

VII. ARB Updates (Mark): Conversation about an awning with Boho who wanted to make their business more prominent from the street. Renovations on a few buildings and new roofing were discussed. Simulated cedar and simulated slate is also discussed.

VIII. New Business

1. Coffman Homestead summer open house results: 228! The committee will preplan next year. Thank you to George Kneil for donating the ice cream.
2. Historic Dublin walking tours: 38 people
3. America 250 updates (John): there are still no events set up yet. John brought up the Daughters of the American Revolution as a possible speaker. There is a Worthington chapter. John has reached out to a possible speaker to tie in to next year's Second Sunday Speaker Series. Karen reports that other places around Ohio are avidly making plans already. Karen recognizes that the celebration ends on July 4th, 2026.
4. One year anniversary plans: an internal celebration with volunteers is suggested. The thought is that everyone brings something. We need to pick a date.

5. Creating a committee/meeting dates for Coffman House signage and Davis Cabin signage: John Burchett (facilities manager)-Katie and John to contact Craig about signage once ideas are finalized. Rich would like to join the efforts.
6. Rich posted on his Facebook account about the Coffman Homestead. Richard Coffman will be visiting from Utah in the spring and so we may want to meet with him.
7. Gayle-the old fashioned Christmas celebration-the cornet band is committed. Suggestions for a harpist for one of the dates. The society typically decorates the outside. Can we find a donor for decorations? Wreaths, luminaries, and greenery would be needed around the first of December. Mike needs to reach out to the city about adding us as a “dot” on the tree lighting activities. Mike will check about greenery.
8. Tom gave out old township maps as we had duplicates in the archival room.

IX. Adjournment: 8:16 pm

X. Next meeting: Next meeting is: September 9th @ 35 S. High Street, Dublin History Museum @ 6:00 p.m..

Dublin Historical Society Board Meeting Agenda
Date: September 9th, 2025
Time and Place: 6:00 p.m. Dublin History Museum

Invites: Board Members- Mike Jewell (President), Katie Guehl (Vice President/Secretary), Clay Rose (Treasurer), Perry Orange (Trustee), Virgil Mathias (Trustee), Karen Gillmor (trustee), John Leppert (trustee), Rich Weber (Trustee), Sharon Adamek (trustee).

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from: August 2025 table this and sent the minutes out with

III. Treasurer's Report DHS Check Register: Cyber Grants from Honda will give us some small support. We have also had donations in the museum and from Davis Cabin tours. The keyring sales have also generated some funds. We need to work on tracking donation sources.

a. Vote to approve report: passed

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
    1. Museum volume (YTD and since 10/18/24) 4,879 visitors since October. States: 42, Countries 23.
    2. Meeting on 10/11/25 @ 9 a.m. to discuss 2026 operating days and hours with the primary trustees who helped manage the 2025 the daily operations and volunteered their time and efforts to keep the museum open…thank you!!! All trustees are invited to the meeting Leadership Dublin data will be presented. Early issues are Friday could be adjusted.

b. **Conference Room Utilization: (Katie)**
    1. No new reports. Dora cups needed from the city.

c. **Fundraising: (Virgil/Karen)**
    1. Where are we on the following 'Budget Wish List' items submitted early of April 2025 (Virgil) Funds for America 250 were brought up. No funds needed at this time. Attendance to the America 250 has been 12-15 people. Mike and John are currently looking for speakers.
        a. 'Museum Operations'
        b. 'Conference Room Furniture'
        c. 'Coffman Homestead Tours/Events'
        d. 'America 250 Financial Needs": none
    2. Any new corporate or private funding opportunities: Davis Cabin funding provided by Karen Gilmor. The archival team also had funding needs post grant. Karen provided a new list of archival needs in the amount of $3884.63 Karen will donate these funds in increments. Technology and organizational items were requested. The subscription for the **Lyrasis** archival program in the amount of $2500 per year will be rewritten each year to the Dublin Foundation. A date needs to be set on the calendar for grant rewriting in February for a March deadline. Karen will write this grant. Discussion of a

Coffman Homestead Grant was also discussed.

d. **Communications: (Sharon/Katie/Amy)**
    1. Social Media
        a. Thanks to Sharon Adamak for our significant social media presence!

            Ways to support Sharon-commenting on posts and sharing, liking, and commenting on her posts: Sharon discusses the 65 plus age group is 45% of our social media.

    2. Website Development
        a. Katie and Amy met with Mary Lynn Gilbert on 8/24/25 on future support
            i. Update: Google Business Profile (Katie)
        b. Can we add a page to our website about the log cabins in Dublin?

        Cemeteries? Historic Homes (Rich) Katie, Rich, and John can work on our website pages when the city signs for the Coffman House and Davis Cabin signs are finished. Concern about the HDBA notifying local businesses and communication of events is needed.

    3. Newsletter
        a. Individuals added to newsletter list (how to add contacts and flag) (Mike): there is a new newsletter email list sign up.
        b. Next issue topics and deadline (Virgil) September/October Newsletter is almost ready. A sponsor is needed for the printing. Katie needs to add the newsletter flag to all volunteers. Forms can go in the donation box.

e. **Volunteers: (Mike/Linda)**
    1. Volunteer recruiting events:
        a. Friendship Village Museum and Coffman Homestead Tour (8/8/25) 3-4 new recruits.
        b. Dublin Market at Bridge Park (8/23/25) joint event with the Dublin A.M. Rotary Club (donated spot from Bridge Park)
        c. Dublin Market at Bridge Park (9/6/25) joint event with the City of Dublin for volunteer recruiting (paid for by the City of Dublin)
        d. Continued in-house and external recruiting from trustees and current docents.

f. **School Programing: (Carol/Katie)**
    1. Dates/Sign up for upcoming school tours
        a. Museum/Walking Tours: Bailey Oct, 9th and 10th
        b. Museum/Walking Tours: Wyandotte October 29th and 30th
        c. Coffman House Tours: Wright Nov. 6th and 7th

g. **Events/Tours (Rich/Mike/Clay)**
    1. Coffman Homestead
        a. Done for the season for weekend open house events.
        b. Very successful year doing the ice cream socials and kids pioneers games. Had great support from our City of Dublin partners and increased Social Media push. **Total attendance: 228 2025 attendance: 27 people 2024**
        c. Upcoming events: 'An Old Fashioned Christmas at the Coffman Homestead' 12/4 5:30p.m. to 7:30 p.m. (during the City of Dublin Coffman Park Tree Lighting and they are including us as an event). Also doing additional open house events on 12/7 (4p to 6p) and 12/14

(1p to 3p). Volunteers needed!! I want to thank the 'Muirfield Village Garden Club' for making this all possible!!

2 . Upcoming Tours/Events:

a. (10/3/25) Craig Duffey (class of 1965 tour) Clay
- Davis Cabin (John/Katie) 3:30 'ish
- Museum tour Class of 1970 will join 4:00'ish with horsdevours
- Artifacts could be donated (framed baseball team picture, team bat, child's rocking chair from the Davis) family. All items will be discussed in future meetings.

b. City of Dublin
- (9/17/25) Sara Escala 'REI' tour of the Coffman Homestead Tour approximately at 3:30p to 4:15p. Possible 15 to 20 people.
- Oct. 1 Boy Scout Tour

c. (10/6/25) Litany Zen 5th grade girl scout tour of the historic district and then a museum scavenger hunt (tour).

d. 'Second Sunday Speaker Series"
- 5:00 PM Numbers are looking good as of Sunday (9/7)! We may have to move to the library if needed and they are willing to accommodate as needed. 9/14 (19), 10/12 (46) and 11/9 (35).
- Dates and speakers are already being planned for next year. The committee is strong. March, April, May, June, July.

h. **Exhibit Committee: (Gina/Gayle/Tom/Mike)**

1. Members of the exhibit committee along with other key members from the DHS met with the Muirfield Memorial Tournament staff about a collaborative 50th anniversary exhibit at the DHM. Key takeaways:
   a. Agreement to do an exhibit to commemorate the 50th anniversary of the Memorial Tournament
   b. The next meeting is scheduled Thursday, September 25th to discuss the scope of the project and finalize the timeline for the exhibit. Planned exhibit opening May 1st. Roto will support this effort.

i. Collections/Archives Committee: (Ashleigh/Kari/Tom)

1. Archival Collections Management Policy
   a. Email was sent on 8/28/25 to all the trustees to review and comment prior to this meeting. Seeking trustee approval as written with no recommendations and comments to date as requested. Motion to approve the policy.

V. Accessions/Loans:

1. Received a letter from Steve McCaw wanting to donate a book "An Uncommon Common Family" History includes the family relationship between the 'Horst' family and the 'Karrer' family. The request letter to be turned over to the 'Collections/Archive' committee.
2. Kari brought the John Sells restate document with the transcription completed

by Tom Holton.

3. Proposed accession of the Sesquicentennial Flag donated by Marilyn (Peach) Tremeer. Motion made. Motion approved.

VI. ARB Updates (Mark):

4 items 83 South Riverview Haam family-bedroom added to the back of the property. Awnings will be added to the Boho store. Solar panels will be installed in homes on Franklin. Also on Franklin Street, a full front porch on the front of the house was proposed.

VII. New Business

1. 'Pup Crawl' on 8/31 (John Leppert trustee museum coverage): great photos, had about 30-40 dogs.
2. BusinessRate award 'Best of 2025' DHS Museum recognition for outstanding satisfaction from recent online 'Google' reviews by our visitors. Rated as a top-rated non-profit organization! We received a 2025 plaque recognizing our good Google reviews.
3. One year anniversary celebration!
    a. Volunteer recognition party with potluck?
        i. Dates and time TBD. Either Tuesday evening (10/14) following a short Board meeting or a Friday or Saturday evening celebration, private event, on Saturday 10/18 for the volunteers and significant others. Simple appetizers, potluck and shared beverages. Katie will put together a sign up genius.
4. Signage drafts for Coffman House and Davis Cabin under construction
5. Annual Meeting -5:30-6:00 meeting, 6:00-7:30 social time. Prince of Peace Lutheran Church. Katie will call about the room. Food and payment TBD. Sign Up Genius needed.

VIII. Adjournment: 7:45 PM

IX. Next meeting: Next meeting is: October 14th, @ 35 S. High Street, Dublin History Museum

Dublin Historical Society Board Meeting Agenda
Date: Tuesday, October 14th, 2025
Time and Place: 6:00 p.m. Dublin History Museum

Board Members Present - Mike Jewell (President), Virgil Mathias (Trustee), Karen Gillmor (Trustee), John Leppert (Trustee), Rich Weber (Trustee), Sharon Adamek (Trustee).
Absent: Katie Cook (Vice President/Secretary), Clay Rose (Treasurer) and Perry Orange (Trustee)

I. Call to Order –

II. Meeting Minutes

a. Vote to approve of meeting minutes from 9/9/2025

1. Motion by John Leppert to approve and seconded by Rich Weber, motion carried.

III. Treasurer's Report DHS Check Register

a. Vote to approve report:

1. Motion by Rich Weber to approve and seconded by Virgil Mathias, motion carried.

b. Karen inquired how much or bed-tax request was for this year and Mike reported it was $60,000. Mike also updated the work that has been done with the City to potentially securing consistent funding from the Bed-tax General Fund. Ongoing communication is being done with Megan and Andy on that future funding request. Karen gave the group an update on tax implications for 2025 donors and the loss of tax deductions for charitable contributions after this year. This may be best opportunity for charitable donations this year due to the loss of the tax break next year.

IV. Committee Reports:

a. **Museum Operations: (Perry/Mike)**
    1. New 2026 Museum Hours
        a. January 2026 (1/5/26) through March 2026 (3/1/26)
            i. Friday (tours by appointment only)
            ii. Saturday and Sunday 12p.m. to 4:00p.m.
            iii. Tours by appointment (outside regular operating hours)
                1. Need at least a one-week notice.
                2. All private tours (voluntary donation of $5 per person)
            iv. Motion was made by Clay Rose and seconded by Virgil Mathias
                1. Motion approved.
        b. March 2026 (3/2/26) through January 2027 (1/3/2027)
            i. Friday, Saturday, and Sunday 12 p.m. to 4 p.m.
            ii. Tours by appointment (outside regular operating hours)
                1. Need at least a one-week advance notice.

2. All private tours (voluntary donation of $5 per person)

iii. Motion was made by Clay Rose and seconded by John Leppert

1. Motion was approved

c. Will continue to promote the use of the conference room space throughout the year!

b. **Communications: (Virgil/Sharon/Mike/John)**

1. Newsletter (Virgil)
    a. Virgil updated the group that distribution, hardcopies (7 to 10 locations), of the most recent newsletter has been completed.
    b. Mike asked the criteria for selecting the 'Meet Our Volunteers' spotlight. Virgil said there currently isn't but felt we should limit it to those volunteers that go over and above, like Gayle and that would limit it to six a year. Mike said we shouldn't discount the volunteers that volunteer in other programs and agencies in the City. Rich suggested we recognize all our volunteers in the end of year or beginning of the year newsletter so that would eliminate a selection process and inadvertently miss someone and cause hard feelings. Tom Holton recommended recognizing volunteers based on length of service. The decision was to highlight list all our current volunteers in the next newsletter, or subsequent issues, and possibly list them by years of service and list them alphabetically under the years of service category. Also for the 'Meet Our Trustees' spotlight we still have Rich Weber and Sharon Adamek to feature. Rich recommended we put a slide on the annual meeting to recognize the volunteers.
    c. Virgil also mentioned he possibly has a sponsor (Dublin Barber Shop $175 per issue) or sponsors (he wants two more) for the newsletter but had no details to provide at this time. His goal is $500 per issue. Gayle reports she typically charges $300 to $350 for a 4 page newsletter. Rich questioned what the sponsor gets for the donations? Virgil is thinking they will be recognized in the newsletter but TBD.
    d. He's working on the November/December issues. Virgil reports he does all the research and the content and then sends it over to Gayle.
2. Social Media (Sharon)
    a. Sharon gave us an update on our 'Facebook' exposure.
        i. Between September 16th and today:
            1. Views are up 35%
            2. Visits up 67%
            3. Messaging is up 266%
            4. 18 new followers
            5. Ad potential to consider for calling out any special events. A trial ad for the "Visit Dublin" award promotion got over 5,000 views. Cost is minimal.
            6. Sharon is focusing on increasing the number of shares we currently have. Share when you can!
            7. Now increasing Instagram exposure.
3. 'Dublin Life' article (Mike)
    a. Mike just updated the group on impact on traffic since the article.
    b. Mike updated the group on the museum tour and meeting with Rachel Hanz on 10/10.
        i. Rachel wanting to know our efforts on America 250 for next year. We are mainly going to focus on the 'Second Sunday Speaker Series' as our contribution

to the City's efforts.

ii. Also she threw out the idea of us doing a special segment, in each addition, similar to what the Pickerington magazine does called "Then and Now". We expressed interest and she is going to pursue this for us.

iii. Also asked for a 'timeline' and Mike to follow-up with that.

4. (John/Rich) Sign rough drafts to send content to the city-don't pick on format/the way they look-discuss content only…the city will beautify the signs. We are not graphic artists! Coffman Homestead and Davis Cabin Signage
    a. Craig gave the group an update on his investigation of the "Davis' cabin. Craig was able to gather more information for the Adm. (Marge) at the Park and Rec department. He found out that before the cabin was moved the Facilities department and oversight of the cabin. They have little to no records of the cabin as does the Park and Rec department. What pictures we have are now in the possession of Katie and John. So the layout that John, Rich and Katie is now to be sent to Craig, along with high resolution pictures, so he could move it forward in the City (Matt Earman) for a decision. It is proposed to have our logo and City logo on the sign along with our QR code to link individuals to our website.
    b. Rich said at some point it would be great to have a page on our website for the Davis cabin.

c. **Volunteers: (John/Mike)**
    1. Volunteer Potluck is Saturday 1:00-5:00! Bringing Chilli: Sharon, Carol A, Becky, and Mike. Appetizers are Mark, John D., and Katie. Gina, and Carol H. are bringing salads. No one signed up for chips and dips yet. Rich is bringing chili garnishes. Karen and Amy are bringing dessert!
    2. Have 5 new volunteers this past month:
        a. Mary Jo DiSalvo
        b. Anne Clarke
        c. Tim Hansley
        d. Finn Blake
        e. Michelle Wang (pending orientation)

d. **School Programing: (Carol/Katie)**
    1. Recap of Oct. 9th and 10th-thank you to all volunteers!
    2. Reminder of Oct. 29th and 30th
    3. Coffman Homestead Visit Plans and Docents
    4. Sat. Nov. 1 Katie will have students at the Davis Cabin with weaver Rami Sawyer from historic Roscoe Village. She is not charging for the program and materials, but is asking for gas reimbursement. Cabin grant funds will be used towards this reimbursement. Students 1:00-3:00 pm. Lessons and use of grant monies from Gilmor donation have begun.
    5. Mark your calendar:. The Davis Cabin Spring Tours with Indian Run will be April 14th with an April 15th storm date.
    6. November 6th and 7th update from Carol. Wright Elementary at the Coffman House. There are 5 fifth graders (2 on the 6th and 3 on the 7th). New activities in the shelter house including an animal/plant education series and pioneer games. The bad weather plan will be to stay inside the shelter house. 9:30 a to 12pm. Will continue with seeking volunteers.

e. **Exhibit Committee: (Mike/Tom/Gayle**
    1. Muirfield 50th Anniversary (tentative exhibit opening date May1st, 2026)
        a. Mike gave a group an update on working with the Muirfield team.
        b. John, Tom, Gayle, Gina and Mike are working on this project.
        c. The interview was done by Jim Bassett and filmed by the Muirfield team. Once the video is completed we'll share with everyone.

f. Collections/Archives Committee: (Ashleigh/Kari)

1. Accessions/Loans: Headlee Potential Donor Form vote to approve
    a. Tom Holton asked the Board if this collection is acceptable to add to the collection.
        i. Motion was made by Virgil and seconded by Rich and motion was carried.
    b. Tom then presented a 1963 State Runner-up Baseball team picture donated by Jim Weaver and Craig Duffey. 'Potential Donor Form' needs approval.
        i. Motion was made by Sharon and seconded by Virgil and motion was carried
    c. The Davis Rocking Chair donation has been pulled as the family has decided to keep it in their possession.

g. Events

1. 'Second Sunday Speaker Series'
    a. Moving all future events to the Dublin branch of the Columbus Metropolitan Library.
        i. The library has reserved all of our 2026 dates and our capacity will now be 130 attendees
        ii. Time will have to switch from 3:00 p.m. to 4:30 p.m. as the library closes at 5:00 p.m..
        iii. The library has also agreed to cover all speaker fees! And they will also promote us through their network! They have also offered to manage our registration process which will need to be considered.
        iv. We will still manage the topics and speakers!
        v. The City of Dublin, events team, has agreed to be a primary partner, in 2026, as part of the America 250 celebration, helping us to promote our SSSS events.
        vi. FYI, we had 82 attendees for our recent SSSS event (10/12/2025). Visitors from around central Ohio (Marysville, Plain City, Powell, Circleville, and Hilliard.
        vii. In 2026 we will be possibly video recording the speakers and possibly post these to our website.
        viii. Jim Gilbert was recommended as a potential speaker for next year especially with his past experience with the Memorial Tournament and the 'Leatherlips Curse'. Mike to follow-up with our City partners for potential contact information.
2. Annual Dinner Details-Remember to pay on our website donation button. RSVP's are up to 21 yes, 1 maybe, 4 no. Spouse/significant others number included in 21. Even if you are a board member and always come, please RSVP to the Evite so we have accurate numbers. Katie is working on dinner details with set up 12:30 PM (note change in time!) on November 9th. If you are interested in helping with the set up, contact Katie. Helping set up so far: Linda Zack, John Leppert, Katie Cook, Karen LIntala (from Prince of Peace Church).

V. Visit Dublin 'Voters Choice Awards'

1. Hope you're voting daily!
2. Tough competition and a very long voting period.

VI. ARB Updates (Mark cannot attend this evening. He will provide updates, and answer any questions, at the January Board meeting.

VII. New Business

1. 2026 Officer Nominations:

a. President: Mike Jewell
b. Vice President: Katie Cook
c. Treasurer: Clay Rose
d. Secretary: (no nominations)

2. Carol Homon - Mentioned to the group that Silvia Miller, a member of the Muirfield Women's Garden Club has been recognized by the State of Ohio for writing the official song of the 250 anniversary. She is to sing in front of the commissioners in November and January 7th at the State House.
3. Carol also updated the group on two visitors that came into the museum.
    a. Carol Coffman and we have her contact information and Tom Holton is going follow-up by email and the nephew of Harold Rose. Carol stressed when we have these type of visitors, to the museum, we need to get contact information. Tom to follow-up on Bob Chapman recent visit.
4. Tom Holton gave the group an update on 'ArchiveSpace' application. Ashleigh has started loading information into the database and testing it out with Tom Kari. Tom says it more of a 'finder' search engine that will provide the user what we actually have in our collection. The archive team will then work with the individual requesting to see the item in our collection and coordinate a time and location to see the requested item with supervision. Ashleigh will be providing a demo in the near future. Tom had nothing but high praise for Ashleigh for the work she has done on this so far!
5. Gayle also reminded everyone that there are some photos in 'Dublin Memories' that are still copyright protected so make sure your not printing or publishing pictures that are protected without permission.

VIII. Adjournment:

IX. Next meeting: Next meeting is: Our Annual Meeting Sunday, November 9th, 5:30-7:30 Prince of Peace Lutheran Church, Dublin OH 43017.

There will be no scheduled December meeting however if warranted a request for a 'Special Meeting' can be made by the Board.