

Smith-Harris House Commission
Regular Meeting Minutes
November 17, 2010

Present: Beth Hogan
Richard MacDonald
Jim and Georgia Lee Littlefield
Maggi Prokop
Donna Jutila

Also Present: Gene Medley
Barbara McGrath

Chairlady Hogan called the November 17, 2010 Smith-Harris House Commission Meeting to order at 7:05 p.m.

1. DELEGATIONS. There were no delegations.

2. FRIENDS REPORT. Gene Medley reported Visions of Christmas Past has been advertised through posters, radio announcements, flyers, newspaper and websites. She asked Commission members to greet visitors during Visions of Christmas Past.

The Friends plan a work party on Saturday at 9 a.m. Commission members were invited to join them.

The Friends are willing to purchase material and have curtains made for the dressing room.

3. EX-OFFICIO REPORT. Mr. Birmingham was unable to be present, and there was no report.

4. AGENDA ADDITIONS.

MOTION: Mr. Littlefield moved to add to this evening's Agenda, under item 8. New Business a. Alternate Meeting Place and c. Replacement of Back Door Lock.
Seconded by Ms. Prokop. (6-0) Unanimous

5. APPROVAL OF MINUTES.

MOTION: Richard MacDonald moved to approve the October 27, 2010 Smith-Harris House Minutes, as presented.
Seconded by Donna Jutila. Maggi Prokop abstained from voting. (5-0-1) Motion carried.

6. FINANCE REPORT.

a. Status Update-Current Balance/Encumbrances. Mr. MacDonald reported as of today \$5,865.73 remains in the Smith-Harris House Commission budget.

b. New Reimbursements. A bill was received from Barbara McGrath in the amount of \$71.40 for the hosting fee for the Smith-Harris House website.

MOTION: Ms. Littlefield moved to reimburse Barbara McGrath \$71.40 for the hosting fee for the Smith-Harris House website. Seconded by Ms. Jutila. (6-0) Unanimous.

7. CHAIRLADY'S REPORT. Chairlady Hogan recommended that the upcoming budget have no increases from last year's budget. A draft will be given to each Commission member prior to the next Commission meeting.

Mr. Littlefield submitted a letter of resignation from this Commission. He stated he is willing to volunteer but is unable to attend meetings. Ms. McGrath has been appointed to the Commission.

Ms. Hogan asked Commission members to consider being an officer of this Commission. The following slate of officers was submitted: Chairlady Barbara McGrath, Vice Chairlady Georgia Lee Littlefield, Treasurer Donna Jutila and Corresponding Secretary Maggi Prokop.

MOTION: Maggi Prokop moved to approve the above slate of officers for the 2011-2013 Executive Board of the Smith-Harris House Commission. Seconded by Richard MacDonald. (6-0) Unanimous

8. NEW BUSINESS

a. Alternate Location for Meetings. Ms. Littlefield suggested that this Commission meet at the Community Center for the next calendar year. She felt this would be a financial savings and save wear and tear on the house.

b. Approval of 2011 Meeting Dates. Commission members reviewed proposed 2011 meeting dates.

MOTION: Ms. Prokop moved to approve the proposed meeting dates for 2011 and that the new location for the meetings be at the Community Center. Seconded by Mr. MacDonald. (6-0) Unanimous.

c. Lock for the Back Door. Ms. Littlefield suggested that the back door lock be replaced, because it is 35 years old, and it has become difficult to use. She agreed to discuss this matter with Ron Bence.

Mr. Littlefield left the meeting.

9. OLD BUSINESS

a. Home for the Holidays. There was no further discussion on Visions of Christmas Past.

b. Formation of Subcommittee for E-Mail Newsletter/Website Overhauls. Ms. McGrath reported the Smith-Harris House Commission website has had 2,000 visitors.

c. Grant Monies-Eastern Community Foundation-goal. There was no update on this matter.

Ms. McGrath reported on the Cynthia Woods Mitchell Grant for interior work on historical homes. The deadline for this grant is February 1. Ms. Littlefield suggested considering having the kitchen restored to the period.

d. Subcommittee Members for Programs 2011. There was no report on this matter.

e. Capital and Maintenance-Priority List. The Commission will discuss this matter after the house assessment is completed.

10. COMMITTEE PROJECTS/SPECIAL COMMITTEES. There were no reports on committee projects or special committees.

11. OUTSIDE MEETINGS

a. Five Rivers. Mr. MacDonald had nothing new to report on Five Rivers.

b. Historical Society. Ms. Prokop reported the Historical Society voted to raise its dues to \$15.

Jerry Boyle is cataloging the artifacts of the Lee House.

Mr. Waterman has been informed that the prisoners' work is no longer free. The cost is \$205 for the Guard, \$25 for transportation and \$1.87 per hour for each prisoner.

c. Other items/events. Ms. Prokop reported she has received a telephone call for an October 2011 rental for a Bridal Shower. There will be no rentals from November to April.

MOTION: Ms. Prokop moved to cancel the December 15
Smith-Harris House Commission Regular Meeting.
Seconded by Ms. Littlefield. (4-0) Unanimous

12. ADJOURNMENT.

MOTION: Richard MacDonald moved to adjourn the Smith-Harris House Commission Meeting of November 17, 2010 at 8:15 p.m. Seconded by Richard MacDonald. (4-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary