

## Minutes of CHRS board meeting September 30, 2017

Convened RC Main room at 10:11 AM

Present: Mike Adams, Scott Robinson, Philip Monego, Richard Watts, Steve Kushman. Jaime Arbona

Also present: Bart Lee, Counsel Emeritus. Walter Hayden, Robert Swartz, Cliff Farrell, John Stuart, John Staples arrives 10:42

Mike Adams welcomes attendees and cites admirable progress in CHRS's transition from hobby club to museum society. Suggests there is a need for greater definition of responsibilities of his seat and the Board's overall functions and direction. General Discussion of these roles. Turned over to Steve for President's report. General Discussion (GD) of various specific items in list. Explanation by Steve of sealing slab technologies.

1. President's Report. (10:15); We're waiting for perfection of permit process and plans creation. John Stuart has drawn new plans for basement (distributed). Commends Walter, John S. and Cliff on all the work and detailed measurements for a professional set of plans. Distribution of list of cost estimates.
  - a. Lift companies: McKinley elevator becomes preferred vendor per consultation with Cliff and Walt. Exact same product: lift platform in enclosed shaft. Two-door (opposing) pass-through door. 700 lb. capacity which will be measured by State as part of final inspection. Garaventa makes lift. Made in Canada. Has battery back-up; internal lighting; plexi doors; push button operation.
  - b. GD of permit process; current permits being applied for will facilitate future restoration of building's façade.
  - c. Waterproofing; per consultation with Sandy, Walt and Jacob of waterproofing company it is pointed out that we have not experienced a typical winter at RC. Since most intrusion was through slab, perhaps wall curtains may not be required. At Walt's suggestion, front and front side walls to be curtained. Some \$15K saved by not doing other (driveway) walls. Description of sealing cold joint between slab and walls. Library walls can be retro-actively sealed with Superstop if intrusion occurs there. GD of sealing process and walls/joints not being sealed this time. Continually running exhaust fans intended and possibly a dehumidifier to fight humidity damage. GD on dehumidification. No plans changed.
  - d. Framing: Time working against Cliff; Saturdays tough for him since there are so many volunteers present that day. Suggested by Walt that we should contract out the framing for the front. Wildwood is suggested (in estimates sheet distributed). Volunteers could do the Office area. We await final estimate from Wildwood.
  - e. Discussion of Ham Room: GD of whether volunteers or contractors will complete floor, etc. Determined that volunteers can scrape to a certain level then the

- flooring people who do main basement and Ham Room. Sump remains. Threshold will exist between the two rooms.
- f. Sandblasting: still awaiting estimate. Then decision needed on how to finish brick walls.
  - g. Electro-mechanical and asphalt: awaiting estimate on asphalt work.
2. GD or aspects of project. Neighbor to be addressed about re-routing some of his drainage. Flower box to be dismantled and flagstones to be removed. GD of zero-scaping the front. No decision taken. Walt suggests positive-regrading to help run off toward the street. John Stuart to supply projected drawing of nine-steps with new façade as existing distance between building and street is less than it was in 1900. GD of inspection process; rebar, etc. Steve will get a list of various inspections needed. **Motion;** to increase cash commitment to \$150,000 from the \$100,00 Board has previously allocated for basement project. **Seconded. Passes unanimously.**
  3. Mike suggests delaying item 8 until next meeting due to time constraints.

Resumption after 10-minute break at 11:15 AM

Steve will distribute projected schedule/completion dates associated with all stages of downstairs project per sidebar with Philip Monego.

GD of cleaning of bathrooms and whether this should be shopped to contractor or assigned to volunteers. No determination made. Matter tabled pending larger matters.

4. Richard Watts presentation. GD of survivability of Board and its functions. GD of Board's current organization and what it *should* look like. Discussion of possible need for paid staffer in future, scheduling of projects, etc. Discussion of getting dedicated staffers for each function (shop, lunch, etc) who cannot (or will not) be distracted by other projects that need work. GD of condition of shop. GD of CHRS Organizational Chart distributed by Richard. Bart volunteers as Collections Manager. Overall discussion about Board having to think about future construction of Board (Organizational Redesign).

Brief Adjournment at 12:35 PM to prepare for working lunch.

Resumption at 12:55 PM

5. Richard Watts resumes with Treasurer's & Membership reports (distributed). GD of sales' venues. Richard and Philip to collaborate on speaking to tax professional (via referral made to Philip) and determining what suggested future action is required.
6. **Next meeting is determined to be October 28<sup>th</sup> 9:30.**
7. Denny addresses accession matter. 'Weeding' is a matter of prohibiting taking in more things than we can store or intend to display (or consider historically important). Need for a collections manager. There is also a need to centralize all incoming appeals (from potential donors). **Jaime to be point of contact.** Button to be installed on CHRS initial page that takes potential donors to JA's contact information. Brief explanation of the process to appear on this page. Scott to draw up a 'straw man' plan for allocation of display space according to genres of display of artifacts. Denny to construct a 'straw man' of Domains for which we may recruit/assign Managers. Domain Managers may

make determinations as to what to take in, what to display, what to get rid of, etc. While Bart Lee volunteers to become CHRS Collection Manager no confirming action was taken by the Board.

Motion to adjourn 2:38. Passed.