



CENTRE COUNTY HISTORICAL SOCIETY

Annual Meeting
March 12, 2023 – 3:00 PM

Call to Order and Welcome

Roger L. Williams, President, Board of Governors

Minutes of the 2022 Annual Meeting

Deb McManus, Secretary

Membership vote to accept the Minutes of the 2021 Annual Meeting

Election of Officers and Governors

Roger L. Williams, President, Board of Governors

Membership Vote to approve:

Board recommended Governor for three-year term:

Bob Potter

Financial Report

Beverly Lipski, Treasurer

Review 2022 Financial Report

Ann Moellenbrock, Budget and Finance Committee Chair

Present CCHS 2023 Projected Annual Budget

Membership vote to approve the 2023 CCHS Annual Budget

2022 CCHS Year in Review

Mary Sorensen, Executive Director

Program

**For the Future of our Past: Preserving and Restoring the Centre Furnace Mansion
Phase II**

Presented by Alan Popovich, CCHS Property Chair and Mary Sorensen, Executive Director

Meeting adjourned

CENTRE FURNACE MANSION

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Minutes of the 2022 Annual Meeting of The Centre County Historical Society

Sunday, March 13, 2022

Introduction:

The Annual Meeting opened with a welcome from Executive Director, Mary Sorensen, who introduced the President of Board of Governors, Roger Williams.

Roger Williams called the business meeting to order at 3:05 p.m. via Zoom. There were 40 members in attendance, (logged on). Roger opened his remarks with a thank you to past President, Bob Hazelton, and Executive Director, Mary Sorensen, for their leadership during a very productive and successful year for the Society. He then introduced the members of the CCHS Executive Board of Governors and the members of the Board of Governors in attendance.

Mary Sorensen addressed the attending members explaining the upcoming voting process during the meeting. Four separate agenda items required a vote from the membership. She provided a screenshot of the poll that would be used and instructions for voting.

Minutes: Secretary, Deb McManus, provided the 2021 Annual Meeting Minutes for acceptance. She noted 2021 was the first year minutes of the Annual Meeting were separate from the Historic Preservation Awards since the events were held together in previous years. She also noted all Annual Meeting and Board of Governors minutes are available on the CCHS website.

A concise compilation of all the Board of Governors 2021 Resolutions is also available on the website.

Roger Williams called for a vote to accept the Minutes of the 2021 Annual Meeting of the Centre County Historical Society. Ann Moellenbrock so motioned and Ann Taylor seconded the motion. The membership voted and the motion to accept the minutes passed.

Treasurer's Report: Treasurer, Beverly Lipski, prepared a detailed report comparing Income and Expenses for years 2020 and 202. During the meeting she noted the following:

1. Membership Dues/Revenues increased in 2021.
2. Contributions increased in 2021.
3. 2 of 3 Fundraisers, the Stocking Stuffer and the Plant Celebration, successfully returned to the CCHS calendar in 2021 following the pandemic restrictions.
4. CCHS Operating Income increased by \$34,000.
5. Property maintenance expenses were slightly higher due to a very rainy season. The grounds needed to be mowed more frequently, thus the higher expense.
6. The year ended with a positive balance of \$22, 500 and withdrawals from investment funds were not needed to supplement operating expenses.
7. Overall, the financial picture showed solid improvement and is on track for growth in 2022.

Beverly also explained the Operating Account versus the Restoration Account and the designated accounts that make up the total CCHS assets. There are earmarked accounts such as the Pencek and Melander Accounts that are designated for specific purposes and are not available for operating expenses. The Restoration Account was established for funds pertaining to Phase I of the Mansion Restoration and will remain active through all Phases of the project.

Budget and Finance: Chair, Ann Moellenbrock, prepared the 2022 Operating Budget for acceptance by the membership. In reviewing the budget categories, she noted the change in dates for the fiscal year. As of the beginning of 2021, the fiscal year began in January and no longer will run from July to July. The major sources of *income* for 2021 were:

1. Membership Dues
2. Grants
3. Annual Giving Campaign (Fall)
4. Centre Gives (Spring, Centre Foundation)
5. Quarterly distributions from Investments
6. Fundraising Activities

The major *expenses* in 2021 were:

1. Maintenance – including lawn care and interior maintenance projects.
2. Insurance
3. Salaries
4. Museum Store – Book publishing fees for two members

Operating expenses for 2022 will be similar to 2021 as utilities, supplies and the above expenses typically do not fluctuate. Postage expenses will be divided into operating costs and fundraising expenses as opposed to charging all postage to operating. CCHS is trending toward more social media communication as a way of reducing overall mailing costs. Given all the factors listed, the 2022 Operating Budget was proposed at \$132,050, just slightly higher than 2021. Deb McManus introduced a motion to accept the Operating Budget as proposed at \$132,050. The motion was seconded by Ann Taylor. The membership voted to accept, and the motion was passed. Two eligible voters abstained from the vote.

Governance: Chair, Ann Taylor, described the process for filling seats and positions on the CCHS Board of Governors. According to the most current CCHS By-laws, the slate of officers and candidates are first presented to the Board of Governors for approval. Once approved by the Board, the entire slate is presented to the membership for approval. The following 2022 slate of officers and candidates approved by the Board of governors is as follows:

Two Year Officer Terms:

Roger Williams, President Bob Hazelton, Vice President

Three Year Member of the Board of Governors:

Rebecca Dreese

Jacqueline Esposito

Ann Hamilton Taylor

Both Ann Taylor and Roger Williams were nominated for 2022 approval so BOG Secretary, Deb McManus, conducted the vote. The motion to approve all candidates as stipulated was made by Alan Popovich. It was seconded by Ann Moellenbrock. The membership voted and the motion was passed.

Ann Taylor also referred the membership to the revised By-laws document that was posted on the CCHS website prior to the Annual Meeting. Jeff Bower introduced a motion to accept the revised By-laws and it was seconded by Ford Risley. The membership voted and the motion passed.

At the finish of the committee business, Roger Williams expressed his appreciation to David Panko for chairing the CCHS Investment Committee and volunteering his services as the financial advisor to the organization.

Year in Review: Mary Sorensen

Mary Sorensen began the review citing some examples of the growth and success CCHS experienced in 2021. Through the generosity of the membership and strong community support, the numbers told a very positive story:

1. Membership – 2021 ended with 771 members and generated \$27, 260. This was up 30% from 2020.
2. Annual Fund – The Annual Fund ended with a total of \$32, 970. It represented a 90% increase over 2020.
3. Centre Gives – The combined donations and member pool money totaled \$19,493 in May 2021.
4. CCHS received \$209,000 in Grant Funding for the Phase I Restoration in 2021.

Mary reviewed the projects, programs, significant events, volunteer activities, improvements, and changes that took place during 2021. Following her presentation, Alan Popovich, Chair of the Properties Committee, joined to describe the Phase I Restoration Project that included replacing the roof and gutters on Centre Furnace Mansion. He shared the plans and timeline for the project. The Society was, and remains deeply grateful to Alan for his expertise and generosity in overseeing this complex project.

***Note: The entire presentation can be viewed, in detail, on the CCHS website.

Roger Williams ended the meeting with a thank you to members, friends and supporters for their part in “keeping the sacred trust, the historic building, in shape for future generations”.

The Annual Meeting concluded at 3:20 p.m.

Respectfully submitted,

Deborah McManus, Secretary

Centre County Historical Society

Resolutions of the Board of Governors --- January 2022 to December 2022

JANUARY 2022

Motion to Accept the proposed 2022 CCHS General Operating Budget as presented by the Budget and Finance Committee. Motion: Ford Risley, Second: Deb McManus. Motion passed unanimously.

FEBRUARY 2022

Motion to grant Ralph Seeley Emeritus status on the CCHS Board of Governors effective immediately. Motion: Ford Risley, Second: Ann Moellenbrock. Motion passed unanimously.

MARCH 2022

Motion to accept the long-term responsibility and cost of maintenance for the PHMC Centre Furnace Historical Marker and seek an estimate for moving the post inward toward the swale by approximately one foot based on the site evaluation. Motion: Ann Taylor, Second: Jackie Esposito. Motion passed.

MAY 2022

Motion to increase the Executive Director's current salary of \$35,000 to \$36,800 and increase Johanna Sedgwick's salary by \$1200 bringing it to \$23,200. In addition, Johanna Sedgwick will begin to use a time sheet to be in compliance with labor practices for non-exempt salaried employees. Motion: Jackie Esposito, Second Ann Taylor. Motion passed unanimously.

Motion to donate \$200 to the Gray's Woods Church to help defray the costs associated with hosting Bob Hazelton's presentations on Scotia. Motion; Roger Williams, Second: Jackie Esposito. Motion passed unanimously.

Motion to approve the 2022-23 Centre County Board of Commissioners and Happy Valley Adventure Bureau Tourism Grant Grants on behalf of the Centre County Historical Society. The motion passed unanimously.

JUNE 2022

Motion to approve an expenditure not to exceed (NTE) the sum of \$2500 for the eave replacement work at Boogersburg School. Rob Veronesi/VBR will submit a final proposal and will do the repair based on that figure. Motion: Ford Risley, Second; Ann Taylor. Motion passed unanimously.

AUGUST 2022

Motion to adopt the re-activation of the Human Resources Committee. Motion: Jackie Esposito, Second: Ann Moellenbrock. Motion passed unanimously.

Motion to adopt the activation of the Human Resources Committee with Becky Dreese as Chair. Motion: Ann Taylor, Second: Ann Moellenbrock. Motion passed unanimously.

Motion to proceed with a partnership with Clearwater Conservancy to move forward with Dan Marriot and his course titled “Envisioning the Future: Creative Approaches to Highway Corridors”. Motion: Ann Taylor, Second, Jackie Esposito. Motion passed unanimously.

Motion to reintroduce a Life Membership category at the \$10,000 level. Motion: Ann Taylor, Second: Jackie Esposito, Motion passed unanimously.

SEPTEMBER 2022

Motion to purchase “in honor” tree markers for the Melander and Heberling trees at a cost of \$573. The Heberling family has donated the funds to cover the cost of the marker. Motion: Ford Risley, Second: Ann Taylor. Motion passed unanimously.

Motion to adopt the newly composed disclaimer statement to be used by the Centre County Historical Society.

History is an interpretive art, based on available evidence. Accordingly, the interpretations are, at times, controversial and contested. The Centre County Historical Society strongly supports freedom of speech and the First Amendment rights of our speakers, authors, and writers. The Society does not necessarily endorse or support all views, conclusions, and opinions expressed, yet believes they merit entry into the marketplace of ideas and the scrutiny it affords.

Motion to adopt as written: Deb McManus, Second: Ford Risley. Motion passed unanimously.

Motion to nominate Robert (Bob) Potter to the CCHS Board of Governors. Motion: Roger Williams, Second: Jackie Esposito. Motion passed unanimously.

OCTOBER 2022

Motion to have CCHS cover the \$3000 cost of installing the on-site *Birthplace of Penn State* marker sponsored by the PSU Alumni Association. Motion: Ford Risley, Second; Jackie Esposito. Motion passed.

Motion to approve the Centre Furnace Mansion Phase II Restoration allocation of \$200,000 for 1) the body painting, window and door restoration, shop sash and shutter restoration and storm window installation by AOC&R Inc. (Anders Olsen), and 2) the purchase by CCHS of forty-two (42), storm windows from the chosen vendor. This motion was based on information presented by Alan Popovich along with quoted estimates. Motion: Ann Moellenbrock, Second: Ann Taylor. Motion passed unanimously.

NOVEMBER 2022

Motion to begin a *Sustaining Membership Program* effective 1/1/2023 at the amount of \$300.00 annually/\$25/ monthly. Motion: Bob Potter, Second; Becky Dreese. Motion passed unanimously.

Motion to transition Johanna Sedgwick to full-time status (from 32 hours per week to 40 hours per week) effective 12/1/2022 following a recommendation from Human Resources Chair, Becky Dreese. Motion: Ford Risley, Second: Bob Potter. Motion passed unanimously.

DECEMBER 2022

Motion to approve the contract for Phase II of the Mansion Restoration Project presented by Alan Popovich, APArchitects, LLC between Anders Olsen Construction and Renovations, Inc. and the Centre County Historical Society. Motion: Roger Williams, Second; Bob Hazelton. Motion passed unanimously.

**CENTRE COUNTY HISTORICAL SOCIETY
OPERATIONAL INCOME AND EXPENSES
CALENDAR YEARS 2022 AND 2021**

	<u>2022</u>	<u>2021</u>	<u>OVER/(UNDER)</u>
INCOME			
Memberships (includes early renewals in prior year)	32,920	27,735	5,185
Operational grants	21,000	10,000	11,000
Fundraising (net)	25,621	22,723	2,899
Contributions	59,094	53,825	5,269
Museum store (net)	17,073	1,690	15,383
Facility rental	200		200
Other income	8,063	6,546	1,517
PPP loan forgiven		13,240	(13,240)
Total operating income	<u>163,972</u>	<u>135,758</u>	<u>28,214</u>
EXPENSES			
Salaries, benefits, payroll taxes	71,028	64,272	6,755
Utilities and telephone	9,160	7,415	1,745
Insurance	6,095	5,853	242
Property maintenance	27,208	16,023	11,185
Supplies, postage, printing	11,950	12,579	(629)
Programs and events	7,206	4,394	2,812
Advertising and customer relations	9,273	3,401	5,872
Professional fees	4,606	7,400	(2,795)
Other expenses	4,497	9,704	(5,207)
Total operating expenses	<u>151,023</u>	<u>131,043</u>	<u>19,980</u>
Net operating income (loss) before use of investment income	<u>12,949</u>	<u>4,715</u>	<u>8,233</u>
Investment income transferred to operating account	10,277	12,758	(2,481)
Withdrawal from investments for operations		5,000	(5,000)
Net operating income after use of investment funds	<u><u>23,226</u></u>	<u><u>22,473</u></u>	<u><u>752</u></u>

**CENTRE COUNTY HISTORICAL SOCIETY
NON-OPERATING ACTIVITY REPORT
CALENDAR YEARS 2022, 2021, 2020**

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Mansion restoration			
Income			
Individual donations	12,627	160,140	51,200
Board-designated funds for restoration grant match			1,548
Keystone grant		100,000	
Foundations/HVAB grant		76,000	
In-kind services		14,755	
Total income	<u>12,627</u>	<u>350,895</u>	<u>52,748</u>
Expenses			
Restoration expenditures	13,480	330,768	
In-kind services		14,755	
Total expenses	<u>13,480</u>	<u>345,523</u>	
University Park Airport display grant			
Income			<u>10,000</u>
Expenses	<u>86</u>	<u>3,066</u>	
Richard W. Pencek Fund Donation Income			
		<u>5,000</u>	
Jaqueline J. Melander Fund Donation Income			
		<u>5,000</u>	

2023 PROPOSED OPERATING BUDGET -- THIS DOES NOT INCLUDE CAPITAL PROJECTS

	BUDGET 2022	ACTUAL 2022	PROJECTED 2023
OPERATING INCOME:		<i>year end</i>	
6100 Membership Dues	\$ 25,000.00	\$ 32,920.00	\$ 30,000.00
6200 Grants (Operational)	\$ 10,000.00	\$ 21,000.00	\$ 10,000.00
6300 Mansion Use	\$ 500.00	\$ 200.00	\$ 500.00
6420 Birdcage Donations	\$ 500.00	\$ 1,423.69	\$ 1,200.00
6440 Annual Giving Fund	\$ 20,000.00	\$ 29,630.10	\$ 27,000.00
6500 Other Donations & Gifts	\$ 2,500.00	\$ 13,604.49	\$ 10,500.00
6600 Collections & Archives	\$ 1,500.00	\$ 5,000.00	\$ 1,000.00
6650 Exhibits	\$ -	\$ 670.91	\$ -
6700 Events/Programs (non-fundraising)	\$ 1,800.00	\$ 2,392.00	\$ 2,500.00
6460 Centre Foundation Endowment	\$ 1,500.00	\$ 1,588.00	\$ 1,500.00
6460 Centre Gives	\$ 20,000.00	\$ 12,847.66	\$ 15,000.00
6800 Museum Store	\$ 4,000.00	\$ 18,527.83	\$ 5,000.00
6900 Misc Income	\$ -	\$ -	\$ -
6950 Investment Income Distributions	\$ 8,000.00	\$ 10,277.00	\$ 8,000.00
<i>Investment withdrawal</i>	\$ -	\$ -	\$ -
Net Fundraising Activity	\$ 36,750.00	\$ 25,622.47	\$ 30,000.00
2022 Income over expenses			\$ 23,226.00
Total Operating Income	\$ 132,050.00	\$ 175,704.15	\$ 165,426.00

OPERATING EXPENSES:			
8100 Administration Expenses			
8110 Accounting Service	\$ 5,000.00	\$ 3,761.00	\$ 5,000.00
8115 Office Supplies	\$ 3,500.00	\$ 2,535.96	\$ 4,000.00
8120 Postage-General (stamps)	\$ 2,500.00	\$ 797.52	\$ 2,500.00
8125 Banking / Credit Card Fees	\$ 1,800.00	\$ 1,373.23	\$ 1,500.00
8130 Printed Materials (non-fundraising)	\$ 6,000.00	\$ 8,028.34	\$ 8,000.00
8140 Professional Fees	\$ 1,500.00	\$ 844.00	\$ 1,000.00
8150 Telephone / Internet	\$ 1,900.00	\$ 2,627.00	\$ 2,000.00
8155 Web-Site Hosting	\$ 700.00	\$ 256.85	\$ 300.00
8160 Tech Support		\$ 435.00	\$ 1,000.00
8170 Advertising (non-fundraising)	\$ 2,500.00	\$ 9,273.00	\$ 5,000.00
8180 License - COG	\$ 100.00	\$ 117.00	\$ 120.00
8100 Admin. Expenses-Other	\$ -	\$ 83.00	\$ 200.00
Total Administration Expenses	\$ 25,500.00	\$ 30,131.90	\$ 30,620.00

	BUDGET 2022	2022 Year End	
8200 Maintenance Expenses			
8210 Furnace Cleaning/Maintenance	\$ 400.00	\$ 450.00	\$ 500.00
8220 Lawn Care	\$ 10,000.00	\$ 11,662.50	\$ 11,000.00
8240 Exterior Repairs / Improvements	\$ 1,500.00	\$ 5,560.03	\$ 7,000.00
8250 Fire Extinguisher Service	\$ 200.00	\$ 108.50	\$ 200.00
8260 Garden & Grounds Maintenance	\$ 500.00	\$ 4,550.08	\$ 1,000.00
8330 Snow Removal	\$ 1,200.00	\$ 1,346.14	\$ 1,200.00
8270 Interior Repairs / Maintenance	\$ 2,000.00	\$ 979.28	\$ 2,000.00
8200 Total Maintenance Expense	\$ 15,800.00	\$ 24,656.53	\$ 22,900.00
8300 Operational Expenses			
8310 Cleaning Service	\$ 1,400.00	\$ 634.94	\$ 100.00
8320 Household Supplies	\$ 500.00	\$ 588.58	\$ 500.00
8330 Utilities	\$ 6,000.00	\$ 6,276.32	\$ 7,000.00
8350 Pest Control	\$ 800.00	\$ 1,490.69	\$ 1,000.00
8360 Security System Expense	\$ 450.00	\$ 426.96	\$ 450.00
8300 Total Operational Expenses	\$ 9,150.00	\$ 9,417.49	\$ 9,050.00
8400 Insurance	\$ 8,000.00	\$ 6,095.00	\$ 8,000.00
8500 Total Salaries & Benefits	\$ 65,000.00	\$ 71,027.71	\$ 69,000.00
8600 Collections/Archives Expenses	\$ 500.00	\$ 474.72	\$ 4,000.00
8650 Exhibit Expense	\$ 500.00	\$ 756.29	\$ 500.00
8700 Events/Programs (non-fundraising)	\$ 4,000.00	\$ 7,205.98	\$ 10,800.00
8800 Museum Store Expenses	\$ 3,000.00	\$ 13,542.00	\$ 3,000.00
8900 Miscellaneous Expenses	\$ 100.00	\$ 840.00	\$ 100.00
8940 Training	\$ 500.00	\$ -	\$ 500.00
	\$ 81,600.00	\$ 99,941.70	\$ 95,900.00
Total Operating Expenses	\$ 132,050.00	\$ 152,477.68	\$ 158,470.00
Net Income/Loss	\$ -	\$ 23,226.68	\$ 6,956.00