

OLIVE BRANCH SCHOOL PRESERVATION SOCIETY

Minutes of the meeting of April 9, 2012

Trustees present: Chairman Bill Berry, Dr. James Gay, Vice Chair Cyndie Gerken, Jane Manemann, Peter Scarff, John Sipe, Howard Stahl, and Treasurer Pam Mustovich. Other interested parties present: Debbie Brandt and OBSPS friend Connie. In the absence of Secretary Ken Strickland, Cyndie Gerken agreed to take the meeting minutes.

Bill Berry called the meeting to order at 7:02 PM. Mr. Berry asked if there were any additions or corrections to the minutes of the January 9, 2012 meeting. Hearing none, Peter Scarff moved to accept the minutes and Pam Mustovich seconded. Motion carried.

Treasurer Pam Mustovich stated that she had revised the report to have separate accounting for memberships and donations. Pam provided copies of the reports to the Trustees and explained that she is also sending out thank you/acknowledgment letters to donors. Cyndie Gerken made a motion to accept the Treasurer's Report, which was seconded by Peter Scarff. The report will be filed for audit.

Bill Berry and Cyndie Gerken are working to make sure we have a complete list of donors and their contact information for all donations received since 2007. Once that information is verified, Treasurer Mustovich will see that the previous years' reports reflect those names and amounts. Cyndie asked that Trustees, who have not already done so, might consider joining or donating to the Society.

Jane Manemann renewed her concern over the membership dues and suggested that the information be deleted from our brochure. Cyndie Gerken stated that we are a membership society and that it had been approved as such by a majority vote, which is stipulated in our Bylaws. Jane's concern is that donors will only give \$10 and not consider an additional donation. It was pointed out that had this been the case, we should have received numerous \$10 checks, which we have not. Furthermore, Jane stated that the implication of joining an organization is another concern. No action was taken.

Howard Stahl is working to get a Finance Committee meeting scheduled. Bill Berry has sent an email to Class of '62 alumni Tom Crouch asking if he would consider being an honorary member of the Committee. Dr. Gay will send letters to Steed, Hammond & Paul, Inc. and Quandel-Danis Construction (architects and construction company who designed and built the new TLS buildings) asking if they might consider being involved in the project or donating to the OBSPS.

Debbie Brandt has been working diligently to acquire alumni lists to be used in mass mailings and fund-raising, and reported that she has 40 pages of email addresses so far. She has made use of the contact information in the Alumni Reunion books (that were brought in by John Sipe and Ken Strickland) and expressed her appreciation. She noted that THS alumni Jerry Free's class meets at Collier's every three months and that she will provide him with OBSPS brochures to share with his classmates. Also, Debbie's THS Class of '71 meets quarterly at Studebaker's Restaurant, and she will make sure she takes brochures to their next meeting.

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Debbie reiterated the importance of distributing the brochures to get our information out. Bill Berry stated that they were given out at the Senior Banquet last December, and are available at the District office. Cyndie Gerken has placed them at the Donnelsville Post Office. But we need to have a presence at sporting events, Homecoming, class reunions, Relay for Life, etc. Cyndie Gerken reminded the Board that she had sent each of them a copy of the *New Carlisle News* article (which announced the new brochure) with a letter suggesting that they send notes and brochures to family or friends. Debbie stepped up this suggestion by asking each Trustee to send out 5 such letters with brochures to personal contacts before the next Board meeting. Cyndie reminded all of the importance of keeping a list of those to whom the brochures had been sent. John Sipe voiced concern that this might duplicate the efforts of the Finance Committee. But it was stated that the major fundraising drive is a long way from coming to fruition, and that working to get the brochures out is something we can do right away.

Cyndie Gerken reminded us of a discussion at our January 9th meeting about the Hart Family Fund (part of the National Trust Preservation Fund) which makes \$2500-\$5000 matching grants which cannot be used for construction, but rather for such expenses as consultation, printing, stationary, and signage. On the NT web site, the stated application deadlines are February 1, June 1, September 1, and November 1. However upon further inquiry, it was learned that the Hart Family Grant deadline was in fact February 1st, which left insufficient time to complete the necessary application forms. Cyndie Gerken will continue to look for NT grant opportunities and reminded the Board that later this summer, Nathalie Wright will be able to assist in applying (for an hourly fee). John Sipe recommended that we also contact alumni Sara Kadel Suver to see if she might be willing to help OBSPS with completing grant application forms.

At the January 9th meeting, we had discussed adding more info to the Preserve Olive Branch page on the TLS web site. Cyndie Gerken has spoken with Mary Jane Kottmyer and Dr. Gay about making those additions. However, it was learned that in order to make the changes we requested, the District would have to re-format its entire site. It was suggested that OBSPS work to get its own web site which could be linked to and from the TLS site. Cyndie was unable to make contact with THS alumni Jason Hanrahan of the Bridge Group, so then spoke with Scott Green of Digital Graphics (who produced our brochure). After meeting with Cyndie to discuss web site options, Mr. Green made a proposal to create an OBSPS stand-alone web site for \$599. He would also secure a domain name and the web hosting, which would be an additional \$77 annually. Peter Scarff asked whether there would be the capability of making donations online via the web site, and Cyndie reported that Scott would set up PayPal capabilities as part of his design work. After further discussion (including clarifying whether the \$77 fee was additional or a part of the \$599), Peter Scarff made a motion to proceed with the web site, and Pam Mustovich seconded. Motion carried. Cyndie will get with Scott and begin the process of sending him all the information that we want to be included on the new site. Once he has gotten the OBSPS web site initially mocked up, Scott will preview the site at a special meeting of the Board. The date of that preview will be determined at a later time.

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Mr. Berry stated that he had received an estimate from Bruce Eggleston for the thermometer-style sign we discussed placing in front of the Olive Branch School (indicating the amount of money received for the subject project). The price would be \$350 installed; Cyndie Gerken offered to donate half of the cost. But, after some discussion, the Board decided to hold off on the sign until a second estimate could be obtained and more funds were available in the Treasury. Mr. Berry will contact Luke Putterbaugh for the additional estimate. Bill also stated that it would be important to have such a sign in place if we have a Clean-up Day or Open House for the public.

Discussion ensued about planning a public "event" at Olive Branch (possibly sometime in June) to officially kick-off our project. Bill Berry stated that Tom Stafford has been contacted and is willing to do an article about the event for the *Springfield News-Sun*. An Open House was thought to be a great idea, but suggestions of doing clean up or other work were met with concerns over liability in the event someone was hurt. Mr. Berry will get with Dr. Gay to discuss this further and to also see about getting the building supplies moved from in front of the building before a public event is scheduled.

Bill Berry reported that Susan Morgan had done a nice presentation about the OBSPS to the Medway Historical Society, and that it was very well received. Dr. Gay again noted the importance of presentations to service clubs and other organizations. He invited Mr. Berry to speak at the April 25th Optimist Club meeting. Mr. Berry will do so, and reported that he had already presented a program to Sertoma and the Rotary Club.

Mr. Berry adjourned the meeting at 8:55 PM.

Our next scheduled Board meeting will be on July 9, 2012.

Respectfully submitted for Secretary Ken Strickland,

Cyndie Gerken, Secretary Pro-tem