

***South East Spokane County Historical Society and Museum  
Board Meeting Minutes  
January 20, 2015***

Attendees: Barb Neal, Evie Heinevetter, Lisa La Bolle, Geri Knott, Glenn Leitz, Darlene Wernz

- ❖ Donations: Fairfield's Doctor/Dentist practice donated some old equipment to the museum, both large items like an exam table and small items like syringes, blood pressure cuffs, etc. We will schedule a date to meet there to go through the basement of their practice and determine which things are appropriate for the museum.
  - **Action**: Glenn Leitz will find a photo of Fairfield's original dentist & doctor
  - **Action**: Barb Neal will schedule a date for us to take inventory at the practice.
- ❖ Donated Books: We have begun receiving donations for our next book fair, scheduled for next June on Flag Day. We will also plan on selling books at the Rockford Fair if we have any books left after Flag Day. Some of the books are antique and/or vintage. We will research to determine if it is better to sell these books outright versus selling them cheaply at the book fair.
  - **Action**: Barb will call area libraries to ask for donations.
- ❖ Pioneer Interviews:
  - **Action**: Barb Neal will begin interviewing area pioneers and recording their memories.
  - **Action**: Glenn Leitz will contact a source to acquire a copy of the Gordon Lederer videotaped interviews.
- ❖ Additional Storage: Barb Neal suggested that we acquire a Pod for additional storage, to be located either beside the museum or behind the library next door. It will cost approximately \$1,000 to purchase, but we may be able to get it for a lower price due via our non-profit status. We will use it to store extra tables, chairs, and weather-resistant items, hopefully allowing more space in the museum for displays.
  - **Action**: Barb will check on the cost/options related to a Pod purchase.
  - **Action**: Darlene Wernz will meet with the Fairfield Town Council to ask permission to place a Pod and determine where they prefer it is located.
- ❖ Additional Map Idea: We would like to add a Mulan Road map to an outside wall on the museum, much like the current area map. It would probably be located on the outside wall separating us from the library. We plan to do the work this summer.
- ❖ Website: Lisa La Bolle is developing a new website for the museum: FairfieldMuseumWA.com and is seeking feedback.
  - **Action**: Lisa will contact area towns to ask that they add links to our website on their town websites.

- ❖ Financials: Evie Heinevetter, Treasurer, presented the financial statements. Approved by the Board. Our CDs are coming due and will be moved into savings, as the return (though very small) is higher.
  - Expenses of \$5,530.49
    - \$769.00 Town of Fairfield for water and sewer
    - \$1,690.51 Avista power bill
    - \$559.87 Misc. (mail box, insurance, misc. expenses)
    - \$1,093.96 Books, photographs, frames
    - \$590.00 Cash Out for events (returned in income portion)
    - \$257.98 Building Maintenance Expense
    - \$569.17 Purchase of Website for ten years (GoDaddy)
  - Income of \$3,435.02
    - \$1,023.35 Sale of books and photographs
    - \$385.00 Memberships
    - \$431.92 Donations
    - \$571.25 Bake Sale
    - \$925.00 Memorials
    - \$98.50 Donations for Latah Mammoth Fund
- ❖ Avista Bill: Lisa contacted Avista to find out about conservation issues such as how to avoid using emergency heat versus the heat pump and lighting options.
  - **Action**: Barb is going to request a historical record of our bills to compare since we upgraded the heating system.
  - **Action**: Lisa will request an Avista visit to identify potential conservation areas.
- ❖ Repairs: A roof leaked caused a sag in a section of sheetrock near the office area in the museum. Barb has been working on roof repairs but that section of sheetrock and insulation need to be replaced.
  - **Action**: Barb is going to request bids on the repair work to see if we can afford to have it done or will need to figure out how to do the work ourselves.
- ❖ Inventory: The remaining donated organs, pianos, music, etc. must be moved out of the Fairfield Care Center by the end of February. Most have been donated to other area museums other than the ones we chose to keep in our museum.
  - **Action**: Barb will contact Owens Auction about selling the remaining pieces.
- ❖ Engagement with Schools: Evie contacted the Superintendent of Liberty Schools and is arranging a tour of the museum with him. The end goal is to set up field trips and other engagements with the school.
- ❖ Displays: We are lacking display space. The Board suggested moving our big screen TV to an open spot on a wall so we can have the large amount of space it requires for display purposes.
  - **Action**: Barb will ask her son-in-law to mount the TV on the wall.
  - **Action**: Glenn brought in picture rail molding for the front room
  - **Action**: We will develop plans to add shelving in both rooms.

- **Action:** We will move the big bookcase in the front room to the space now occupied by the TV and take the doors off the bottom for additional display space. We will use the previous bookcase space for the large donated organ.

Respectfully submitted,  
Lisa La Bolle  
Secretary