

Action Items Report – July 2016

Action Items from February

- 1. Action Item to carry forward:** Determine dollar amount that should be in restricted funds from previous deaccession of carriages, books, and artifacts, and add that as a line item on future reports. – In 2011, carriages were sold at Martin's Auction and the total proceeds earned were \$25650.
- 2. Action Item to carry forward:** Ken and Mindy to create an Acquisitions List, identifying holes that need to be filled in the collection – This item is on hold and will be readdressed at a later date. The Curatorial Committee may continue to make acquisitions per our Collections Development policy.
- 3. Action Item:** Call and send Welcome Packet to new Advisors, and inquire as to their specific interests within the organization – John Sowles and Mindy Groff - Completed. The new advisors received welcome e-mails and phone calls from John and Mindy.
- 4. Action Item:** Update Board of Directors Contact List on website – Mindy Groff – Completed. This is available in the restricted area of our website
- 5. Action Item:** Place all Trustees and Advisors into Committees – John Sowles – Agenda Item
- 6. Action Item:** Compile list of 2016 CMA Goals, to be approved by Executive Committee via e-mail – John Sowles, Jack Day, and Mindy Groff – Completed. These were shared during the April board meeting.
- 7. Action Item:** Get quote from accountant Brad Oberlander on cost to produce quarterly financial reports, in order to properly measure performance and adhere to non-profit standards– Mindy Groff – Completed. The arrangement was approved by the board at April's meeting. The details of this arrangement are still being finalized.
- 8. Action Item:** Write Annual Report to mail in late February – Mindy Groff and Lowell Larson – Completed
- 9. Action Item:** All Directors, Advisors, etc. to e-mail three names and addresses to Mindy for inclusion on the mailing list – Ongoing. If you have not yet submitted three (or more!) names, please do so at your earliest convenience.
- 10. Action Item:** All members of the board are encouraged to donate to the CMA's fundraising campaign, at any monetary level, so that we reach 100% support – Ongoing. Thanks to those members who have done so already.
- 11. Action Item:** Mindy to send stationary to John Sowles so he can also write thank-you notes- Completed
- 12. Action Item:** Get quote from local Graphic Designer on taking the Fire and Police vehicle to completion – Completed. The quote was higher than budgeted, so we are evaluating how to move forward.

13. Action Item: Jack Day and Ken Wheeling to discuss potential loan of CMA vehicles to the St. Lawrence Museum. – **This item carries forward.**

14. Action Item: Discuss potential sale of Fletcher vehicles at Martin's Auction this year – **Agenda Item**

15. Action Item: Put key pad lock on door to room that will hold scanner – Mindy Groff – **This item will be completed before Mindy's departure later this month**

16. Action Item: Ken Wheeling to schedule visit to Mt. Vernon, and inform Jack Day and Harry Tucci of his plans so they can join him – Ken Wheeling – **This item carries forward.**

17. Action Item: John Sowles to discuss potential joint CMA/ CAA meeting with Jerry Rider. After this discussion, John and Mindy will send out a list of possibilities to the board for feedback – **This item carries forward**

Action Items from April

1. Action Item: Follow up with accountant on agreement and arrange for him to prepare 1st quarter statements – Finance Committee – **Mindy is in the process of finalizing these details**

2. Action Item: Determine ownership of CMA vehicles currently at Skyline Farm – Curatorial Committee – **Agenda Item**

3. Action Item: Draft a Loan Agreement to be used for any potential vehicle loans. The contract should consider provisions regarding length of loan, accessibility, care, transport, insurance, and any other concerns – Curatorial Committee – **Agenda Item**

4. Action Item: All Trustees and Advisors to confirm assignments to and/or volunteer for one or more of the four committees and projects. – **Agenda Item**