

## **CMA Board of Trustees Meeting (DRAFT)**

October 13, 2016

Lebanon, PA

The meeting was called to order by Chairman Jack Day at 6:00 p.m. on October 16, 2016 at the Lebanon Fairgrounds, Lebanon, PA.

The following persons were in attendance:

- Directors: Dan Bussey, Harvey Waller, John Sowles, Jack Day, Lowell Larson, Jerry Rider, Ken Wheeling (teleconf), Stewart Morris Jr. (teleconf), Stewart Morris Sr. (teleconf), Dale DeHaan (teleconf)
- Advisors: Howard Kietzke, Ray Casella, Holly Pulsifer, and Harry Tucci
- As Guest: Susan Koso
- Employee: Virginia Goodman (teleconf)

### 1. Approval of Minutes

- a. Motion by John Sowles to approve minutes from July 13, 2016. Second by Ray Casella. Motion passed unanimously.
- b. In the future, meeting material will be sent directly to Board members and Advisors as well as appearing on the web site.

### 2. Treasurer Report

- a. Lowell presented the new treasurer report formats suggested by our accountant Brad Oberlander. These meet the unique requirements of a non-profit. The Statement of Financial Position is the equivalent of a Balance Sheet and the Statement of Activity is our year to date actual vs budgeted income and expenses. These formats should now put us into conformance with standard accounting procedures (SAPs). Lowell Larsen discussed items on the Statement of Activities.

### 3. Investment Report

- a. Lowell reported that our endowment is doing well despite the market. He attributes this to good management by our advisor, John Howell of US Capital and Stewart Jr's oversight. The investment report was discussed, and the return on our investments is 11.3% YTD. The allocation of the CMA investment account is 61% Fixed Income, 29% Equities, 12% Alternatives and 1% Cash. The current cash flow yield on the portfolio is 6.20% and the current projected annual income is \$44,350.

### 4. Office Ops and Admin

- a. Action Items - amendments and elaboration
  - i. Ken Wheeling's visit to Mt. Vernon is on hold.
  - ii. Meeting with CAA Directors at Mullet Hall cancelled.

- iii. **Action Item:** John will attend CAA board meeting at next opportunity, likely Grand Oaks in early February.
  - iv. **Action Item:** Visit to CMA's carriage collection in Augusta, GA has been postponed until spring.
  - v. **Action Item:** Trustees and Advisors have been assigned committees. Unless heard otherwise, these assignments will stand.
  - vi. **Action Item:** All Directors, Advisors, etc. to e-mail three names and addresses to Virginia for inclusion on the mailing list.
  - vii. **Action Item:** All members of the board are requested to donate to the CMA's fundraising campaign, at any monetary level. A 100% show of commitment is important.
- b. John Sowles reported on five projects that are outstanding.
- i. The Museum Awards Program is on hold
  - ii. Mt. Vernon Survey is on hold
  - iii. Brewster Name Patent – Harvey Waller reported the patenting the name isn't practical due to costs nor possible because the name has been in the public domain
    - Something must be produced to be patented.
    - Howard Kietzke presented information on sand casting belt buckles using the Brewster hub by Northwest Brass Works. Cost is \$20 each for 50 pieces plus \$130 for tooling.
    - On a motion by Harvey Waller, Howard Kietzke was directed to obtain a prototype of a man's and woman's belt and buckle. It was seconded and passed unanimously.
  - iv. Virtual Museum – see below
  - v. Carriage Data Base Template – see below
- c. Insurance – The policy was up for renewal and it was renewed at the old rate. It was noted that the vehicles are probably underinsured.
- i. **Action Item.** Virginia to send details of insurance policy, coverage, and premiums to Dale.
  - ii. **Action Item:** Explore possibility of joining with an insurance company for discount to CAA and CMA supporters with anticipation of small revenue stream.
- d. Fall Newsletter – Lowell Larsen reported that Virginia Goodman is preparing an article on Judge Moore and his Brewster vehicles. Holly Pulsifer has assisted with the article as well. The Newsletter will include the Fall Appeal.
- Lowell Larsen requested names to whom the appeal should be sent.

- It was suggested that the ask be for a specific purpose such as software for the Virtual Museum on which Ray Casella and Harvey have been working and new furniture for the Library reading room.
  - **Action Item:** Newsletter and Annual Appeal to go out early November.
- e. Research Resources - Virginia sends out her weekly activity log that includes research requests
- i. **Action Item:** Directors and Advisors are asked to reach out to Virginia to help her answer those requests.
5. Strategy report
- a. Five-Year Business Plan Renewal/Refresh
    - i. Our Business Plan expires this year. Proposed is a retreat in Augusta, GA where we spend a day developing the new plan. To entice participation, we will also view the CMA's and Billy Morris' collection. For the hardy, we will clean and photograph those CMA vehicles we did not clean in 2014.
6. Curatorial
- a. Lending Agreement – need to stipulate that loans are for static display only and clarify how and who pays for maintenance, cleaning and repairs.
    - i. **Action Item:** John to revise draft and circulate for final comments.
7. Tech Committee – report accepted as written.
8. Virtual Museum and Collection Catalogue template – Discussion followed about the various attributes of a virtual museum, the difference between the collection template and how the two can work together.
- a. **Action Item** – Harvey, Ray, John, Jack and Virginia to develop a work plan going forward.
9. Carriage Record Template – The template would provide a standard vehicle record format that could be used by carriage public, collectors and museums. The standard format can also be used as the foundation for a searchable database which could be shared with others. A next step is to associate each data field with a standard set of alternative detail descriptions such as for vehicle type, manufacturer, lamps, springs, etc. such the carriage public can be helped to accurately describe their vehicles.

10. New Business

- a. Honoring Ken – Jack made a motion to name the archive room for Ken Wheeling and cited numerous reasons why. After enthusiastic and supportive discussion, motion was made by Dale DeHaan and unanimously passed.
  - i. **Action Item** – John to write an article about Ken.
  
- b. Brewster records – Jerry reported on his progress to inventory and document the Brewster records. The web-site is being revised so it is more accessible and searchable. The Brewster database is incomplete and research needs to be done to fill the gaps as the information is available. He is well along and now needs to tie them together.

11. Next Board Meeting

- a. We propose that the next CMA Board of Trustees meeting will be in Grand Oaks - February 2-5, 2017.
  - i. **Action Item** – John will look into the possibility of holding a joint meeting of the CMA and CAA boards.
  
- b. 2017 Meeting – John Sowles proposed the next in-person meeting be scheduled one week prior to Martin’s Spring Auction (April 25 – 26). The Agenda will include drafting a new 5-year business plan. The meeting will also include a cleaning session in Augusta. Clean vehicles could be deaccessioned.

12. Motion by Harvey Waller to adjourn meeting. Motion passed unanimously. Meeting adjourned at 7:30 p.m.