

CMA Board of Trustees Meeting (DRAFT)

January 17, 2018

Via teleconference

The meeting was called to order by Chairman Jack Day at 9:03 AM on January 17, 2018.

The following persons were in attendance:

- Directors: Jack Day, John Sowles, Harvey Waller, Dale DeHaan, Lowell Larson, Dan Bussey, Gloria Austin, Dana Banfield, Stewart Morris Jr., Holly Pulsifer,
- Advisors: Jim Granito, John Greenall, Howard Kietzke, Harry Tucci
- Director of Operations: Virginia Goodman

Jack Day thanked the Board for their donations to the Annual Fund.

1. Approval of Minutes
 - a. Motion by John Sowles to approve minutes from October 19, 2017. Second by Dale DeHaan. Motion passed.
2. Treasurers Report
 - a. Lowell briefly went over the Statement of Financial Position and Statement of Activities. He reiterated that valuation of carriages and rare books must be updated.
 - b. With no further discussion, Stewart Morris Jr. moved to accept the financial reports. Second by Dan Bussey. Motion passed.
3. Finance Committee
 - a. Stewart went over the Investment Summary report. The fund beat all indices except equity; John Howle believes 2018 will be positive for the CMA's investments.
 - b. Stewart indicated the fund exceeded the previous year's goal but suggested it might be better going forward to set another goal other than income.
 - i. **Action Item: Finance Committee will meet in February after the January financials have been prepared.**
4. Nominating Committee
 - a. Jack read the Nominating Committee report to everyone present. Term for new Trustees is one year, with renewing term 3 years. Dana Banfield is stepping down from Board, Howard Kietzke is moving from Advisor to Trustee, and Susie Haszelbart is added as Advisor.
 - b. Jack indicated they are thinking about advisors for future years, no one specifically yet. He asked that everyone suggest names for the Board.
 - c. John thanked Dana for his service to the CMA. He has been greatly appreciated, working behind the scenes to bring carriages to the antique auto world. Dana will be presented with a plaque and gift in the near future. Dana indicated that, while he would not be serving on the Board, he is only a phone call away and is willing to assist. He also indicated he

continuing involvement with the Keeneland Concours d'Elegance. Gloria thanked Dana personally for his work on the Concours.

- d. With no further discussion, Harvey Waller moved to accept the slate of officers, trustees and advisors. Second by Gloria. The report of the nominating Committee was accepted. Officers for 2018 are: Jack Day, Chairman; John Sowles, President; Harvey Waller and Dale DeHaan, Vice President; Lowell Larson, Treasurer; and Dan Bussey, Secretary.

5. Keeneland Concours d'Elegance

- a. Dana summarized the contents of his report that had been circulated. He is happy to help with any guidance. He described the "car club paddock" and the fund-raising opportunities it presented. He said that Concours committee member Joe Jennings was preparing signage for origins of body styles, to be placed with each carriage type. He also suggested there was a possibility that the Budweiser Clydesdales might attend. He encouraged everyone to attend if possible.
- b. Jack suggested everyone look up the definition of "Concours d'Elegance" because it is not the same as a car show. He also encouraged everyone to visit their local Concours events. The CMA believes participating in the Concours will be beneficial for new member recruitment.

6. Virtual Museum

- a. Harvey indicated the committee is working with someone (at present not named) to help get it started. He indicated it is a lofty concept and they need assistance getting it off the ground, but they are moving forward and hope to have a progress report at the next meeting.
- b. Gloria asked if access to scanned contents would be fee-based; Harvey indicated no decision had been made on that yet. Discussion ensued of rare books, access to titles on the web, and focus of priority. Virginia described what was currently being done to upload rare book titles to the web; she is being assisted by Linda Freeman in this endeavor.
 - i. **Action Item: Harry Tucci asked for a hard copy of the rare book list to be mailed to him.**

7. 5-Year Business Plan

- a. John indicated the 5-year plan follows closely to what was created 5 years ago, but removed items that were no longer relevant or are better addressed in annual workplans. A task to define and maintain an active "Friends" program was added. Jack talked about the Friends group – a list of about 400 names that is used to circulate CMA publications; it would be good to develop those contacts further. Harry suggested circulating a quarterly newsletter as a sort of status report. Lowell mentioned the Spring Annual Report and Fall Newsletter and asked if more are needed. Holly agreed that we need to broadcast our message in a focused manner and outreach is needed to broaden our base. Jack called for volunteers to help with this effort. Lowell suggested that the Development Committee would be appropriate for researching how to broaden our base of contacts and increase our exposure.

10. Office Operations report

- a. Virginia summarized the office operations report, which included replacement of the pipes for the sprinkler system.
 - i. **Action Item: Virginia to look into writing an article on what was done to protect the library contents.**

11. New Business

- a. John indicated that Jack would attend the CAA Executive Committee meeting in Williamsburg and convey John's message that CAA/CMA merger discussions are still moving forward but nothing will happen in the legal sense until everyone is comfortable with the concept.
- b. Holly asked about a ladies' version of the belt buckle. Howard indicated the company advertises a molded cost for a minimum order of 20. For a smaller buckle, the individual cost would be less. A pin might be another option.
- c. Lowell asked about access to the Brewster records and Carriage Journal issues on the CAA website. He specifically wondered why the CMA can't share in the proceeds of the Carriage Journal sales since it was the CMA's scanner that made that possible. John explained that the Brewster drawings are handled through the Metropolitan Museum of Art, not the CAA. The project is still underway and so the drawings are not yet available on the web. The Carriage Journal belongs to the CAA. Complete individual issues are available for a small fee but 40% of each issue is available for free as a public service. John reminded the group that we purchased the scanner with the full intent of sharing it with the CAA and furthermore, the CAA does a lot for the CMA including providing office equipment, IT support, very reasonable rent, and more. John notes this is another example of how closely the two organizations work well together.
- d. John reminded the Board that he and Jack would like to step aside next year and that the Board should give thought to who will take over. They will stay on as Advisors but he added that fresh leadership is always good.

12. Tech Team report

- a. Stewart reiterated that the team of he, Jill and Virginia work closely with the CAA and CMA to keep technology needs current.

There being no further business, motion by Lowell to adjourn meeting. Second by John. Meeting adjourned at 10:50 AM.