

WASHINGTON COUNTY HISTORICAL SOCIETY
BOARD OF DIRECTORS MEETING
APPROVED MINUTES OF OCT. 11, 2023
10 A.M. AT THE PIONEER COURTHOUSE, ST. GEORGE, UTAH



Board members present: Brad Bennett, George Cannon, Ian Crowe, Teresa Orton, Linda Shogren, Jesse Stocking, Jeanine Vander Bruggen and Loren Webb. Excused: Susan Crook
Others in attendance: Richard Kohler

President Ian Crowe called the meeting to order and welcomed everyone.

Minutes of Sept. 13, 2023. Teresa Orton made a motion to approve the minutes as corrected. Loren Webb seconded the motion. Motion was unanimously approved.

Budget needs for 2024.

- Teresa Orton gave explanations on three pieces of financial handouts distributed to those present, including a budget overview for 2024; a statement of financial position as of Oct. 10, 2023; and a budget vs actuals for the 2023 budget by class (fiscal year 2023). Teresa explained that the budget needs for 2024 is strictly for the WCHS and does not include the Pioneer Courthouse. Teresa said there is almost a \$3,000 loss in revenues for 2024. There will not be a 2023-2024 Washington County RAP Tax grant for the WCHS other than the Washington County RAP grant application submitted by Richard Kohler to be used exclusively for the Smithsonian Exhibit.
- Richard asked if the total balance of funds for 2024 is \$48,000. This amount is the current bank balance. Teresa said the figure listed on the Statement of Financial Position (as of Oct. 10, 2023) is not correct because it is less due to checks that have been written since that date.
- Loren submitted his 2024 budget request on behalf of the oral history program and for Richard Kohler's field trips, a total of \$2,400. He was asking \$1,200 for six oral interviews at \$300 apiece. Richard requested \$1,200, which includes \$100 for each of the twelve field trips to be videotaped. Ian wanted to know if the WCHS can get college interns to help with videotaping.
- Teresa wanted to know about the \$2,100 listed in the budget for the bookkeeper. With the conversion of financial records to Quickbooks this past year, a need was seen to have an experienced person on contract. Quickbooks generates its own reports rather than using manual reports. They may or may not be needed with the

Pioneer Courthouse operations going away. Quickbooks costs \$75 per year and Teresa, Jeanine and Ian feel the cost is worth it. WCHS Board needs to decide if the bookkeeper should be retained.

- Dick said he doesn't see revenues listed in the 2024 budget needs handout.
- Teresa pointed out the report shows a gross profit of \$27,956 but only \$12,000 will actually carry over for 2024 WCHS operations from grants, membership and donations. Of the of the \$48,000 shown in the WCHS Statement of Financial Position as of Oct. 10, 2023, almost \$18,000 of it belongs to the Pioneer Courthouse and will be gone after the Courthouse closes its operations. Any grant money, whatever has not been spent at the end of the year, will be returned to whoever offered the grant.
- Teresa said there may need to be some fundraising to help the 2024 budget.
- Jesse Stocking said the 2024 budget overview is a draft, not a final draft of where the monies will be spent.
- Ian said lifetime memberships would be a way to increase the budget.
- Linda Shogren asked about the county fair booth. Jeanine said the booth has been provided free of charge by Washington County for inside fair use through an agreement to have historical booth displaying Lynne Clark's framed photos on loan from the County in the Pioneer Courthouse. The Pioneer Courthouse supplied all materials. Silver Reef, SUP, and DUP have traditionally been invited to participate.
- Linda wanted to know if she could request \$1,000 for funds for booth and tent setup materials because having a booth would provide good exposure for WCHS. Jeanine said that would have to be through a grant, donations, or fundraising.

Pioneer Courthouse Closure Impact

- WCHS has returned \$5,000 to Washington County for unused funds granted to the Pioneer Courthouse for the 2022-2023 Washington County RAP Tax period. As of the end of September 2023, \$14,791 is remaining from the \$20,000 Washington County awarded WCHS in December 2022. The total amount has been reduced to reflect payments of \$6,500 to Austin Pickett for his work on creating a new promotional website, combining the Pioneer Courthouse and WCHS websites.
- Teresa said we may not have to have liability insurance if we will not be leasing the Pioneer Courthouse from the city.
- Because of clarification from Jeanine, Teresa said the WCHS will need to apply for the Utah State Charitable Solicitation permit.
- The Pioneer Courthouse operations are funded, in part, through a \$7,500 Sorenson grant awarded in October 2022. The security, telephone, and Wi-Fi costs are paid with this grant as well as costs for the dumpster. The dumpster costs are split with

the DUP Museum and Pioneer Courthouse. There will be a cancelation fee when the telephone service at the Courthouse when the service is ended.,

- Dick asked who voted that the Courthouse is closing? Dick asked why we were doing this. Dick said he would sue Jeanine over the issue. Dick said he didn't believe that the WCHS board authorized the upcoming Courthouse closure.
- Teresa said the city and the county control a lot of the money given to WCHS, and the city has stated the lease on the building will be terminated. Jeanine added that the decision has been made by the city. The official letter has not been received.
- Dick said one person – Jeanine – cannot cancel the lease with the courthouse, which is what he believes happened. He said it is not Jeanine's say, it is the Washington County Historical Society board's say.
- George said he understood the courthouse was going to be shut down for maintenance. Jeanine said it would be shut down for maintenance and because there will be no one available to run the facility with tours and events the way the lease requires. George said he thought former board member Keith Cannon was putting together a team to continue to run the courthouse. Jeanine replied that Keith is not doing that because he has to find the volunteers and she believes Keith doesn't understand that he would be doing that. Dick said Keith told him that he was planning to run a transition team to keep the courthouse open. He also said he had found multiple people to keep the Courthouse running. He said the board approved minutes in September and there was no action by the board to close the courthouse.
- Dick said Jeanine reported that she talked to City official Marc Mortenson. Teresa also said Ian met with Marc and he was told the courthouse was going to be closed by the city. Ian said there is nothing the WCHS can do.
- Jeanine reiterated that \$17,000 of the \$48,000 remaining in the 2023 budget will go for closing of the Courthouse, leaving \$30,000 to the WCHS.
- Dick said even if the Courthouse is closing, a decision on the funds should be made by the WCHS board, not by Jeanine.
- Jeanine said she had to prepare a final report for the Washington County 2022-2023 RAP grant. She wrote a check to the county on Thursday after talking to County Commissioner Victor Iverson. She suggested using the grant money for the \$6,000 2023-2024 Washington County RAP grant that Dick submitted. Iverson told her it would be better to pay the money back.
- Teresa reiterated the funds are reduced because of the closure of the courthouse.
- Brad Bennett wondered if we need to have a motion recognizing the upcoming courthouse closure.

- Teresa said we may want to have in the minutes that the city is planning to terminate the lease, effective Dec. 31.
- Dick said he plans to talk to a city council member about this.
- Jeanine said the City Council is coming to visit the Courthouse on Thursday, Oct. 12. She said she is leaving, and Keith is not in a position to organize a whole new group of volunteers. For Keith to make sure it is open five days a week, he is not willing to do that, she said.
- Dick said he could get volunteers who would want to do that.
- Teresa said it is safe to say the WCHS is definitely interested in forming a reorganization committee to reopen the building.
- Teresa liked Linda Shogren's suggestion to have the WCHS use the Relief Society building in Washington City for future meetings. It would be nice to get people from outside St. George to get interested in WCHS.
- Loren said the closure of the Courthouse could affect Linda Shogren's work on the sixteen museums within the county. Linda said she will adjust to that.
- Jeanine said she did not know when the Courthouse renovations will be completed by the city.
- Brad asked would it make sense to contact the Sorenson grant people to ask them how they want the Sorenson grant to be used?

Washington County Audit

- **A letter was received from Camille Hastings, senior staff accountant with Washington County. The letter said the county donated \$20,000 in December 2022 and the county wants to see records sent by the WCHS how the monies were used by WCHS for website upgrade and the Courthouse. The letter also stated that any excess funds not used need to be returned by Dec. 1. Jeanine said someone needs to be responsible for answering this letter. Teresa said Treasurer Susan Crook would be responsible for creating a report.**

Discussion on WCHS Financials and George Cannon and Dick Kohler's financial review of the 3 WCHS accounts from 1-1-22, with findings.

- Dick and George have been struggling for months to get monthly financial statements that clearly and accurately reflect the finances of the WCHS, including the Courthouse. The fundamental issue is that there needs to be a report each month that shows the beginning and ending balance of each bank account and a list of transactions that leads from the beginning balance to the ending balance. The beginning balance for each month must be the same as the ending balance of the previous month and must match

the balances on the bank statements. The transactions must show the date, amount, payor/payee, and clearly identify what the transactions were for.

- Draft financial reports so far have not met those criteria. Dick has gone through the bank statements and checks from January 2022 through August 2023 and put that data into monthly spreadsheets. George has set up a single spreadsheet with a similar structure to include acceptable data for each monthly report from November 2022 through September 2023. He populated the November 2022, December 2022, and January 2023 reports with the information gleaned from draft financial reports that have been produced over the months. Ian e-mailed all the Board members with the twenty bank statement spreadsheets just before this meeting. George responded by e-mailing his single spreadsheet with the three months of reported data to all the Board members.
- In comparing the bank data and report data using a similar format, they found that the information didn't correlate very well and there was a lot of important information that was missing. The next step in trying to get an accurate sequence of monthly reports is to start with the bank statement spreadsheets and supplement them with the information that has appeared in the draft monthly financial reports, filling in other required information where it can be determined. Problems will be noted..
- Dick Kohler said it took him 45 minutes for each month to enter the data from the WCHS bank account and put it into an Excel spreadsheet. It includes nearly every check and every transaction.
- Teresa wanted to know what Dick and George found.
- George said since last November he tried to get financial statements that make sense. He made up a spreadsheet to put an acceptable amount of information for November, December 2022, and January 2023. Once he got the bank statements he made up the reports for the three months and compared them with the financial reports. He said the amounts need to match where they started and where they ended.
- Teresa said what they have in the report is the account and the amount that is transferred. The basic question for the board is, does it matter who the payor is or the account to which it is charged. Loren said he would like to see the date of whatever transaction is made. George said it needs to be tracked and should match.
- Dick said there is no reason we shouldn't be able to know who signed on an individual transaction.
- Teresa said she understood that George was going to give a report about this. George said he is still working on that. He said you need to be able to track what is in the bank

statement. George said he sent to every board member a spreadsheet regarding the three-month financial period in question.

- Teresa said she didn't recall seeing the spreadsheet. George clarified that he sent it out this morning just prior to the board meeting at 10 a.m.
- Teresa said Dick and George have identified questions or discrepancies during that three-month period, and Teresa said she would forward their report to Susan Crook who will come back with an answer on the report.
- George said they want a report that matches the bank accounts.
- Dick said one of the discrepancies is when WCHS had an election in May, there were transactions where Jeanine used the courthouse register to pay for eight WCHS memberships using the courthouse checkbook, then used the Society on another account number. Jeanine said it was to keep a record of everyone who did pay so that we had a membership form and amount. The new members paid in cash, so to keep track of that it went through the register of the courthouse. There is a logical explanation for every single transaction that occurred, both Jeanine and Teresa said.
- Teresa said we have done a better job of approving things through the WCHS and not so much with the Courthouse because there are daily revenues and expenditures. A budget was approved for the courthouse and Jeanine kept within the budget.
- Teresa agreed that for any major expenditures the board needs to approve during its meetings.
- Teresa said she had reports for July and August and will email them to every board member for the three accounts and statement of activities.

Matthew Godfrey Visit on Oct. 25.

- Loren said he emailed Matthew, a senior historian with the LDS Church History Department, telling him the board is excited for his visit. Loren said he would introduce Matthew who will speak for 30 to 45 minutes using a tv screen. A question-and-answer period will follow. The board will then reconvene at 11:30 a.m.
- Jesse said following Matthew Godfrey's meeting with the WCHS, he will meet with the Sons of Utah Pioneers in Hurricane.
- George suggested that we bring up the WCHS website during the meeting with Godfrey. We would like to see what he can do to support our history collection and what we can do to support his. Linda said she invited all sixteen museums in the county to attend. Teresa suggested she could send a notice of the Oct. 25 meeting on

the WCHS distribution list. She suggested that we create a flyer and maybe put it on the WCHS Facebook site as well. It was suggested that the WCHS should invite Greater Zion officials Joyce Kelly and Brittany McMichael to attend. It was suggested we invite Tom Nead of the LDS Historic Sites for Southern Utah and Marilyn Lamoreaux of Legacy Lecture Series. The board also asked Loren if he could request a photo from Matthew to help with creating a flyer that needs to be sent out by Monday. Jeanine said she will have the Courthouse open at 9:30 a.m. for Matthew to get set up.

New Business

1. George sent out the Board a Statement of Work and list of charges so far for intern, Justin LeClair. George will get an interim invoice from Justin and submit it to Susan for payment.
2. George addressed the need to bring the new promotional WCHS website contract for \$6500 to a close with a presentation by Austin Pickett and Susan Crook to the board of what was produced, and a full accounting of money spent. There needs to be a statement of what was produced, and how the end product has been transmitted and how it will be maintained. Once that has been done, there should be a final payment. A special meeting for that presentation has been scheduled for November 8.
3. Jeanine wanted to know about bylaws and planning for elections in January. Ian said we will draft an agenda for what we need. Ian said he would support reinstating lifetime memberships and two-year terms for board members. Teresa said she has been working on bylaws. She said she wants everyone's input, then she will submit those bylaw changes to attorney Tony Allen who has agreed to review it pro bono.

The meeting was adjourned at 12 noon.

Next Board Meeting: November 8, 2023, 10:00, Pioneer Courthouse