

APPROVED 1/31/24
Washington County Historical Society Board Meeting Minutes
Wednesday, Jan. 10, 2024 - 10 AM
Daughters of Utah Pioneers Museum Meeting Room

Board members present: George Cannon, Susan Crook, Ian Crowe, Teresa Orton, Linda Shogren, Jesse Stocking, and Loren Webb
WCHS member Dick Kohler also present.

Ian Crowe welcomed everyone to the meeting.

1. Motion was made to approve the draft WCHS Nov. 29, 2023, minutes, with changes noted in the WCHS Board emails by Teresa Orton. Linda Shogren seconded the motion. Unanimously approved.

2. Treasurer Susan Crook presented the proposed WCHS budget for 2024. She said there are no proposals for a city RAP tax grant. Loren Webb is seeking a Utah Humanities grant of \$1,200. Loren gave a copy of his Utah Humanities application to both Board member Teresa Orton and to Susan Crook. Loren said he previously submitted a request for \$2,700 to the WCHS board in October 2023 to fund the oral history interview program for 2024 and ask that it be included in the proposed budget.

3. Under general expenses, the Historical Society had a contract with bookkeeper, Carol Golichnik. Teresa felt there was no need to keep the bookkeeper position for the 2024 year, but she recommended retaining the QuickBooks online program.
Based on Teresa's request, Susan dropped the bookkeeper line item from the proposed budget and kept the QuickBooks line item.

4. Susan also said the directors' and officers' insurance budget of \$600 is important to retain in the budget.

5. She said if the Society fails to renew the Business Entity Renewal fees, the Society would lose its non-profit status. She also mentioned the Charitable Solicitation Permit renewal is needed if the Society wants to seek charitable funds for its operation.

6. If the Society is no longer taking advantage of the Utah Nonprofits Association membership, as with the St. George Chamber of Commerce membership, then the board may prefer not to renew those memberships. Ian said the board would not be renewing the Chamber membership or the Utah Nonprofits Association membership.
7. If the board wants to continue to use QuickBooks online, then that annual fee would need to be renewed.
8. She also said the Adobe Acrobat Pro PDF Editor had been useful for her when editing documents and she suggested the board may want to renew that fee. Ian said he felt the board should retain that online program.
9. The Magicjack Voicemail renewal fee is for forwarding emails from members of the public asking for information about the Society. It paid up until mid-2026.
10. A Termageddon app renewal fee is to protect the Society's website from legal challenges regarding the storing on our website of personal information. George felt this is a necessary expense and will advise when it comes up for renewal in April 2024. It was retained on the budget.
11. Taxes form 990N need to be filed each year. This form is for entities with less than \$50,000 income per year. Someone needs to file that with the IRS, Susan said. Ian Crow said he would file it.
12. A 1099 form is needed when the Society pays someone for services billed \$600 or more and that is due the end of January. Currently we have to file 4 - 1099 forms. Susan Crook said she would file those.
13. Since Nov. 26, 2023 the Society has received 10 WCHS memberships, but there were only three names on the membership forms. She said someone on the board needs to find out from Paypal why no names are attached to the membership form.
14. As for the Pioneer Courthouse, an Infowest charge needs to be reversed, Susan said, since the Society no longer has access to the

building when it went back to the City of St. George effective Jan. 1, 2024. The City is working with Infowest to get the account changed and a credit back to us for the January charge.

15. Susan said new signatories need to be on the WCHS bank accounts since Secretary Jeanine Vander Bruggen and Susan, as treasurer, will no longer be on the accounts after the board's annual Jan. 31, 2024 meeting, since they are both retiring.
16. Susan also asked what the board would project for new WCHS memberships for 2024. Ian Crowe said the board would seek 40 new members.
17. Susan said Scott Hirschi gave a \$500 donation. Ian said the WCHS's goal for donations is to raise \$5,000 from major organizations.
18. Linda Shogren said she would like to have a booth set up at the Washington County Fair, and for other events, to recruit members. Susan said if the WCHS wants a canopy for the booth, the request would need to state what the funds would be used for. Loren said the WCHS booth at the County Fair in the past has been in conjunction with the Sons of Utah Pioneer Cotton Mission Chapter, the Daughters of Utah Pioneers and Arts to Zion. Linda said she would find out more about the booths. George suggested funding be sought for a portable computer and moderate size display/monitor/screen that could be used any place we set up a booth or demonstration.
19. George said it is important to establish relationships with other organizations on projects of mutual interest. Teresa Orton said other organizations have set up a community table at the St. George Arts Festival, and the WCHS might want to consider participation in that event.
20. Linda asked about applying for grant money for Souvenirs, Wearables and Gifts (SWAG). Teresa Orton suggested she include that with her upcoming grant application to St George City RAP Tax for her brochure distribution.

21. Dick Kohler said he applied for a \$1,200 public programs grant to Utah Humanities for videography of events and lectures. He was asked to provide a copy of the grant application to the Board.
22. Another grant application Dick applied for is for historical video production in connection with the Smithsonian Project Exhibit for \$6000 grant application to Washington County RAP Tax. This is for videos to put on the kiosks that will be put on display around the County. Dick was asked to provide a copy of the grant application to the Board.
23. George said he wants funding for maintenance of the WCHS website to be included in the proposed budget in the amount of \$2500. It was added.
24. Susan said the WCHS's general liability insurance is through Beehive Insurance. Dick said since the Society no longer has responsibility for the Pioneer Courthouse, there is no need for general liability insurance, so Susan dropped that line item from the proposed budget.
25. Ian Crowe said, as President, he would be responsible for renewing the following:
 - Business Entity permit, due April 30.
 - Charitable Solicitation Permit due June 1.
 - P.O. Box rental due in April.
26. Susan recommended using Google Workspace, which does not charge a fee to non-profit organizations, and saves and organizes Google documents.
27. The motion was made by Teresa Orton and seconded by Loren Webb to close the Courthouse checking account and transfer the funds to the WCHS savings account.
28. Teresa Orton made a motion and Jesse Stocking seconded to approve the 2024 proposed budget with changes.

29. Susan said she needs to give access for all log-in websites to Ian Crowe as president, along with the new treasurer and secretary. She said changes in the WCHS contact list need to be updated.
30. On the 2023 budget versus actual final report, Susan referenced the operating expense grants carryover. She said only \$38 was left in the Sorenson grant and the Washington County grant came out to zero dollars left. A motion was made by Linda Shogren and seconded by Teresa Orton to approve the Budget versus Actual 2023 Final Report. Motion was approved with George Cannon abstaining.
31. Susan Crook recommended the WCHS board issue an appreciation commendation to retiring WCHS Secretary Jeanine Vander Bruggen for her four years of managing the Pioneer Courthouse. Motion was unanimously approved to send \$100, a thank you card and flowers to Jeanine. Ian Crowe said he would take care of that.
32. Loren Webb said he has arranged for nine interviews for January and February to be conducted at the Community Education Channel studios in connection with the Utah Humanities grant application. Interviewees include: *Lenny Brinkerhoff*, a historian in Virgin, Utah; *Bob Flowers*, Santa Clara-Ivins Police Chief; *Kelly Larson*, retired deputy police chief, St. George Police Department who also wrote a history of the St. George Police Department; *Susan Savage*, long-time Leeds resident who wrote a history of water development in Leeds; *Jeff and Connie Morby*, associated with Terracor and Leucadia Corporation, developers of Bloomington and Bloomington Hills; *LaRee Jones*, retired Washington County School District elementary teacher who brought the National History Day program to the school district; Hurricane Police Chief *Lynn Excell*, one of the longest serving police chiefs in the U.S.; and former St. George City Councilwoman and prominent businesswoman *Gloria Shakespeare*.

Loren also mentioned he contacted *Ron Thompson* prior to today's meeting and received from Ron corrections to the draft transcript from his Oct. 27, 2023 oral history interview. Loren said Ron told him that Ron had recent left shoulder surgery. Loren forwarded the corrections to transcriber

Susan Mower.

33. Regarding people who want to pay or renew their memberships at the upcoming annual WCHS Jan. 31 meeting, Teresa asked if people have to be a paid member to be nominated to the board? It was agreed that it should be mandatory.

Jesse suggested that they should have to be paid up before the meeting begins. Teresa also suggested that a form for people to fill out should have a place for their name, email address, street address, and phone number.

The board agreed that one person be present to process the forms, and that member sign-up would be at 9:30 a.m., a half hour prior to the Jan. 31, 10 a.m. meeting. Ian Crowe said he would get someone.

34. George also motioned that the official WCHS membership list be kept on the WCHS website as it has been for many years. Linda seconded the motion, which was approved.

35. Regarding lifetime memberships, Loren suggested the cost of memberships should be fairly substantial and George suggested that while lifetime memberships might be used for current expenses in the short term, they along with other donations should be used to build an endowment. When people commit to being a lifetime member, they commit to a lifetime of service to the Society, Dick said.

36. Teresa Orton gave Ian Crowe the thumb drive with a copy of all WCHS documents provided by outgoing Secretary, Jeanine Vander Bruggen. Teresa also said that the boxes and posters that belong to the WCHS are in the storage shed at the DUP Museum and will need to be moved to a more permanent place.

The meeting was adjourned at 12:07 PM.

The next meeting will be the annual meeting on Jan. 31 at 10 AM in the meeting room of the Daughters of Utah Pioneers Museum.

