

**Minutes of Board of Director's Meeting
Bath High School Preservation
7:30 p.m., November 6, 2008
Bath Christian Church**

Officers and Board Members Present: Harold W. Cutler, Sr., Claudia W. Alligood, Marti Buchanan, Jim Cox, Jack Wallace, Bobby Roberson, Peggy Daw, Susan Modlin, and Mike Godley

Others Present: Nelda G. Ormond, Betsy Gray, and Joanne Childs

Absent: Ron Moore

1. Harold Cutler called the meeting to order and led with the Pledge of Allegiance. He thanked everyone for their attendance.

2. Susan Modlin was called on for a Secretary's Report. With apologies, Ms. Modlin advised that the prior minutes were not yet complete. Peggy Daw was then recognized to read her minutes of the July 11, 2008 called meeting. Jack Wallace made a motion to approve the minutes as read which was seconded by Claudia Alligood. The minutes were approved by unanimous voice vote.

3. Mike Godley was called on for the Treasurer's Report. He handed out copies of the revised budget report and cash flow statement. Mr. Godley advised that David Ross had been paid in full on the roof repairs, and that an initial expenditure for the repair of the windows on the rear of the office wing had been made from the general fund account since the date of his written report. He stated that our expenses were running 5%-10% over the projected budget, but that some new deposits to the window fund were also not reflected in his report. Harold Cutler stated that it was his understanding that Mr. Ross was not to be paid yet. Peggy Daw replied that she understood that the funds could be released on Tuesday, November 4th. Mr. Cutler informed her that we still have serious leaks to the roof and that we would just have to trust Mr. Ross to complete the job since he had already received his final payment. Mr. Cutler asked Mr. Godley if the check had been issued before the final inspection on Tuesday and he replied yes. Marti Buchanan asked Mr. Cutler had he been in contact with Mr. Ross before the inspection to let him know that the check was being withheld. Mr. Cutler replied that he informed Mr. Ross that he would look at the building that day in conjunction with the list of continuing leaks he received from Susan Modlin, and that Mr. Ross had agreed to come back to address these concerns. Mr. Cutler advised that he had further criticized the safety equipment used by Mr. Ross at that time. Mr. Cutler ended by saying he would contact Mr. Ross for a return date to address the remaining leaks. Ms. Daw stated that Mr. Ross assured her that he is committed to getting the building dry. Jim Cox made the comment yes, after the fact. Ms. Buchanan asked Mr. Godley for the amount of the final disbursement and he answered "\$4,800.00".

Mr. Cox requested Mr. Godley to explain the correlation between the beginning and ending bank balances compared to the budget. Mr. Godley explained the beginning bank balance is as of January 1, 2008, less total expenditures including outstanding payments, and the budget simply reflects the actual expenditures versus those budgeted.

Mr. Godley next advised that at the last meeting we had discussed moving all accounts to Southern Bank for ease of use and to improve internal control of our funds, but still maintaining two accounts. Betsy Gray emphasized that legally, we have to keep the window restoration donations separate. Mr. Godley agreed. Jack Wallace made a motion to authorize the Treasurer to move all funds to Southern Bank which was seconded by Marti Buchanan. The motion was approved by unanimous voice vote.

Mr. Godley next proposed that we close out the existing window donor program. We have spent thousands of dollars on the project from general funds. However, the board has not addressed the expectation of the donors as to how their contributions will be recognized. In addition, we will be paying David Hoggard for the next set of windows and need to consider how we will cover those expenses. Mr. Godley proposed that the board consider a four part resolution to address all of the items, to include: (1) that we transfer the money earmarked for the windows to the general fund, (2) recognize donors by a single plaque, individual plates on each window or some other method which would include requested memorials or honorees, (3) send each donor a certificate of appreciation, and (4) set an end date for the current program. He suggested we dedicate those funds only to the Office Wing as that allocation would exactly exhaust available funds to cover the costs for this wing. We could then move forward with a new window program to fund the other buildings. Claudia Alligood made a motion to that effect. There being other questions, Ms. Alligood withdrew her motion. Jack Wallace asked if we had other prospective window donors. Betsy Gray responded that we did. Peggy Daw asked that we have the opportunity to give notice to them of a definite close out date.

Harold Cutler rephrased Ms. Alligood's motion to which she consented as follows: to (1) end Phase 1 of the window, (2) transfer the existing window funds to the general fund, (3) provide a recognition program for Phase 1 donors, and, (4) start a new window fund. Jack Wallace seconded the motion and it was put on the floor for discussion.

Susan Modlin stated that at the request of Peggy Daw, she had collected information on recognition options and costs. Three variations were presented including an outdoor plaque on stone base to list all donors and honorees, a similar indoor plaque, and individual plates on the windows. She advised that we also needed to decide how to approach Town Council with our recognition request. Marti Buchanan advised she had another window donation to present. She had a letter from Polly Cox regarding her prior pledge and a new donation with a memorial designation, and a letter from the Harrisons to clarify the \$1000.00 they already donated which she gave to Mr. Godley. Ms. Buchanan requested that at list of donors and memorials appear in the next newsletter. She suggested that we contact every donor and confirm how they want memorials to read and advise them of the

end date for the program. Ms. Daw stated that she thought we should set December 31, 2008 as the close out. Nelda Ormond advised that she also had another donation from the Boyds. Betsy Gray stated that we needed to decide on the size of the plaque. Mr. Godley will provide an example.

Marti Buchanan made a motion to amend the motion to include 12/31/2008 as the end date for Phase 1 which was seconded by Jack Wallace. Ms. Daw recommended that we present a resolution to the Town Council at Monday night's meeting to allow for a plaque to be placed on the site to recognize the window donors. Ms. Modlin suggested that we request that the plaque be placed in the Office Wing entry as that area should not need extensive reconstruction going forward and that those are the windows being recognized. Ms. Ormond stated that Town Council has been very appreciative of all that we have accomplished and they want to move forward. Ms. Alligood commented further that the town was waiting for future action by the Redevelopment Committee.

Mr. Cutler called for the question. Jack Wallace moved that the motion be accepted as amended which was seconded by Claudia Alligood. The motion passed by unanimous voice vote.

Marti Buchanan advised she has other monies to give to the Treasurer from the class reunion of 1958. A copy of the Treasurer's Report is attached.

Old Business

A. Claudia Alligood gave a final report on the 2008 Golf Tournament. The profits are based on a net amount, not the gross as she had absorbed all of the expenses. This year we had more golfers than ever before but fewer sponsors, and overall were very successful. The winners were

All of the golfers got goodie bags; there were lots of compliments and good public relations. Peggy Daw stated that it looked very professional. Ms. Alligood received around of applause. Susan Modlin asked Ms. Alligood if she meant that by absorbing the costs she meant she personally paid. She responded in the affirmative and that this had been her intention all along.

B. Jim Cox reported on the NC Historic Preservations Trade Workshop held at Coolmore Plantation in Tarboro on 9-27-2008 which he attended with Marti Buchanan and Susan Modlin. The purpose was kick off the new Certificate Program being offered through Edgecombe Community College. It will emphasize historic building repair and restoration. Future classes will be in architectural history, masonry, window restoration, furnishings, carpentry and roofing. Demonstrations of these various subjects were presented throughout the day along with a tour of Coolmore. Mr. Cox encouraged all BHSP members to attend these classes. Marti Buchanan added that we all got a lot of bang for the buck at a minimal cost of \$25.00 for the day. She also added that the classes are free to anyone age 65 or over.

C. Peggy Daw reported on her attendance at the PNC Annual Conference on September 27th, accompanied by Karen Sayer. She stated the most interesting workshop

was by Dwain Anderson, developer. The message she brought back was that we do not need a developer for our projects.

D. Marti Buchanan reported that the BHSP stationary is still not ready, due to printing problems, but the new printer should have it completed within 24 hours. We have already paid for it.

E. Marti Buchanan then gave a report on the class of 1958 Reunion Tour held on October 18, 2008. She recognized the volunteers who helped with the event and gave a synopsis of the displays. Ms. Buchanan advised that Kerry Cox was present to start the oral history project, aided by Jim Cox, and that we now have 12 interviews on tape. Susan Modlin commented that she had made contact with alumnus Don Carrow who had agreed to provide historical photos of the building. Everyone agreed that the day was a success.

New Business

A. Susan Modlin presented a Building Committee report. She advised that she had emailed the board members prior to the meeting detailing continued roof leaks and requested that David Ross be contacted to repair. Her report also stated that gutters and downspouts need to be installed, at least in the porch area, to stop those leaks on a permanent basis because part of the problem was from design flaws. She has also discussed this with David Ross who offered to provide an estimate if we decided to proceed with this.

Ms. Modlin next advised that the classroom partition wall between the Mason-Tankard Room and the adjoining classrooms on both floors had "slipped" due to the leaks along the interior chimney wall which had damaged the sills and joists. Stabilization and repair of this area is urgent. She stated she had been in contact with Gilbert Everett, an alumnus with expertise in jacking up buildings, for an estimate but that they had not met yet. Harold Cutler advised he had asked his son for an estimate also but that he could not set a definite figure. The best he could do was give us an hourly rate of \$65.00 per hour plus materials. Ms. Modlin will follow up on this.

Peggy Daw advised that she had been in contact with David Hoggard and they have targeted the end of November to return to start on the rear windows of the Office Wing. Marti Buchanan stated she did not think we could accomplish everything already scheduled between now and the end of the year and also assist with the windows. Ms. Modlin agreed and advised that she had also been in contact with David Hoggard. He advised her he had other things already scheduled, and with the upcoming holidays this would be a more realistic timeframe. Ms. Modlin also advised that the casements in this area had much more rot than the front windows and that carpentry repairs would be necessary before the refurbished windows could be installed. Ms. Daw said that she would coordinate getting the window work done sooner.

Jim Cox requested that we go forward with getting estimates for gutters as outlined in the report. Harold Cutler made a motion to approve the gutter installation subject to estimates which was seconded by Claudia Alligood. The motion was approved by unanimous voice vote.

B. Marti Buchanan presented a report on the replacement of the eight exterior doors previously approved by the board. She received four estimates and recommended we approve the one submitted by John Griekspoor for \$6,078.57 which includes all labor and materials. The doors and wind-stops were to be supplied by Joe Diggs at Builder's First Choice at a cost of \$3,010.35. Ms. Buchanan also advised, that based on this estimate, we consider replacing all of the exterior doors at one time. Harold Cutler requested that Bobby Roberson investigate grants and other sources to fund the door project. It was also suggested we consider a donation project similar to the window project. This matter was deferred until Mr. Roberson could report back.

C. Marti Buchanan advised that the Washington Christmas Parade will be held December 6th and the Bath Parade on December 7th. The float committee would like to be in both parades this year. The releases for the Washington parade need to be in by November 20th. Bobby Roberson volunteered to handle all of those arrangements. We have been allotted slot #100 for the Bath parade. Ms. Buchanan announced that the theme would be on the proposed uses of the building and contain a replica of the auditorium including some of the original seats. Plans are to meet on Friday, November 14th at 3:30 p.m. to move a total of 9 seats to Mike Godley's barn. Work on the float would start about 4:00 and continue until we got tired, and again that Saturday from 9:00 a.m. and continue on Sunday to have the float completed

D. Marti Buchanan reported that we would like to have the building open for tours and be included in the Historic Bath Christmas Open House on December 14, 2008. Betsy Gray advised that she is once again arranging for the Christmas wreathes to be hung on the exterior. Susan Modlin requested that we add a large wreath under the porch windows. Peggy Daw stated that she would get permission from Town Council for the decorations and Open House events.

E. Marti Buchanan advised that she had prepared an inventory list of all property owned by BHSP and handed out copies. A copy of the Inventory is attached.

Harold Cutler announced that 2009 meetings would be held on the 1st Tuesday of each month at 7:00 p.m. Susan Modlin asked if we could continue at 7:30. Mr. Cutler responded that with shorter daylight hours in winter, most members preferred to meet at 7:00 but that we could revisit the issue after daylight savings time and summer started.

There being no further business, Mr. Cutler adjourned the meeting.

Respectfully submitted,
Susan Modlin, Secretary

Date Approved: 2/3/2009

Chairman of the Board

Attest:

Secretary

BHSP 2008 Statement of Cashflows

Receipts	Projected	YTD Actual
Golf	3000	2520
Raffle	8000	7100
Santas	2000	600
Oyster	3000	2574
Resale	2000	3522
Grants	2500	2500
Donations	1500	1026
Window	3000	4350
Membership	825	2985
Total	25825	27177

Disbursements

Advertising	2000	1510
Resale costs	2000	1754
Services	Landscaping	1830
Construction	Window	10000
	Roof	14000
	Doors	0
Legal	800	
Supplies	2000	1572
Utilities	160	71
Printing	500	1446
Postage	1000	425
Insurance		400
Dues & Registrations		610
Total	32460	29098

Beginning cash in banks

Checking	12153
Savings	5515
Total	17668

Net increase (decrease) in cash from operations

-6635

Projected ending cash in banks

Checking	2518
Savings	8515
Total	11033

Current Bank Balances

Southern	6023
BB&T	9124
Total	15147