



Historic Fort Wayne Coalition

EXECUTIVE BOARD MEETING  
HELD  
November 15, 2009

**MEMBERS PRESENT:** Tom Berlucchi, William Eichler, Thomas Steele, Dale Jones, Bob Hovansian, Lloyd Hevelhorst

**NOT PRESENT:** Shawn Fitchpatrick

**GUESTS/COMMITTEE OFFICERS PRESENT:** None

MEETING CALLED TO ORDER AT 12:58p

- Confirm Richard Ren's membership application has been received/processed.
- Will E. introduced version of the 2010 HFWC Membership application that will be used.
- Bob H. inquired about the changing of the HFWC business mailing address from Columbiaville address to current Secretary's address.
  - Per Tom B. no change in the business address.

**OLD BUSINESS**

- Minutes of the November 4, 2009 Executive Board Meeting were presented to the Executive Board.
  - Will E. made motion to approve the November 4, 2009 minutes without correction
  - Bob H – 2nded – **APPROVED without corrections**

**NEW BUSINESS**

- HFWC Annual Meeting Presentation
  - Bob H and Tom S suggested showing the membership the presentation that was shown to Levin/Conyers staff.
  - Items that will need to be needed for the presentation
    - Correct version of HFWC Mission Statement
    - Review Power Point prior to meeting
    - Projector to be available for the meeting
  - Pot Luck to be held during the Annual Meeting/Presentation
- HFWC Budget – 2009
  - Will E. explained that much of the figures within this budget were based on estimation.

- HFWC Budget – 2010
  - Several changes are recommended to occur in the 2010 budget from 2009
    - Postage Expense
      - Change from \$100 to \$400 due to election year postage
    - Dues and Subscriptions
      - \$100 for 2010
    - Advertisement
      - Increase to \$3000
    - Acadia Booklets for presentations
      - Listed under Presentations not Office Supplies
  - Mileage Reimbursement
    - Discussion reflected a need for this type of corporate document to reimburse gas and associated expenses when doing approved HFWC presentations or business.
    - Will E and Tom S. to work on creating this.
- Will E. made motion to approve the HFWC 2010 Budget
  - Bob H. – 2nded – **APPROVED**
- Will E. recommended the following amendments to the HFWC 2010 Budget
  - “Fireworks Meal” to be placed under “Program Expenses”
    - Tom S. asked if the Detroit Fireworks was the best event to host a volunteer recognition event due to it being late at night and midweek.
    - Discussion to consider other volunteer recognition events that might be more available to all members was held.
  - “Member Events” category to be moved to “Program Expenses”
  - Remove “Air Filters” expense line item.
    - This item rolls into “Facilities Expenses”
  - HVAC Maintenance increase to \$500
    - Noting that repairs completed in Bldg 507 and 110 were from HFWC accounts.
  - Grounds to carry over from 2009
    - Increase “Gas/Diesel” to \$1250
    - Cost of 2009 lawn mower purchases are not being carried forward to 2010.
    - Exec Board should look into upgrading lawn mowers using a monthly payment purchase.
      - Insurance should cover this
  - Projects Changes
    - Will E. recommends a workbench for the window team
    - Bob H. recommends a morticer
      - Tom B. has a “Shopsmith” that the window team can use

(HFWC 2010 Budget Amendments Cont.)

- Create and “Education” line item under “Program Expenses”
  - \$500 to start
- “Education/Presentation” costs under “Program Expenses”
- “Executive Board Presentation”
  - Placed under “Admin”
  - For award certificates for Eagle Scouts, etc.
  - \$500
- Digital Camera
  - \$500
- Will made motion to accept amendments to HFWC 2010 Budget for presentation to the membership at Annual Meeting.
  - Discussion began
    - Recommended adding a digital camera for HFWC archiving.
    - Lloyd H did not agree with the Digital Camera line item.
    - Discussion ended
  - Bob H. – 2nded – **APPROVED**
- Per Tom B: Committee Secretaries only operate within their respective committees until discussion/minutes are finalized.
- Bob H: Michael Cash from the 2<sup>nd</sup> A.M.E. church came to the Projects Committee meeting in November.
  - Mr. Cash offered services for the HFWC.
  - Part of Rev. Holly’s church
- Xmas at the Fort email to go out to the membership with volunteer matrix.
- Next Meeting – 1<sup>st</sup> week of December (decide during 30 Nov – 6 Dec)
- Motion to Adjourn by Tom B
  - Bob H. – 2nded – **APPROVED**
- Meeting Adjourned: 3:15pm

Respectfully Submitted,  
Thomas Steele  
Executive Secretary  
Historic Fort Wayne Coalition