

AGENDA ~ DARRTOWN REUNION COMMITTEE MEETING
October 27, 2015 – 12 PM – PATER RESIDENCE

Attendance: Betty Daniels, Paul Gillespie, Joe Pater, Ron Wiley, Jack Daniels, Don Beckett, Duane Clark, and Fred Lindley

1. FALL FESTIVAL

a. Financial report – Ron

- i. Per the committee's direction at our last meeting, Ron met with John Newman regarding the transfer of the treasurer's role from Ron to John.
- ii. Ron reported that John agreed to serve as the Reunion Committee treasurer and will assume those duties at the conclusion of this meeting.
- iii. Ron reported that, during their meeting, he and John reviewed the financial history of our committee (from the beginning of the work related to the Darrtown Bicentennial, through the creation of the Milford Township Memorial Park in the Darrtown village square, and culminating with the September 12, 2015 Darrtown Reunion).
- iv. Ron distributed copies of the financial history that he presented to John. It showed the following:
 1. Darrtown Bicentennial Fund (Somerville National Bank): An account was initially opened at First Financial Bank in November, 2011. That account was closed in July, 2013 and the balance transferred to the Somerville National Bank in September, 2013. In April, 2014, \$17,000.00 was transferred from the SNB account to the Oxford Community Foundation (SEE ITEM #2 BELOW). While the original plan was to transfer all remaining funds from this account to the Oxford Community Foundation account, this has not been done to date (October, 2015). The Bicentennial Committee, then the Darrtown Reunion Committee advised Ron Wiley to retain this account for flexibility. One example, is the ability to use this account to reimburse someone who makes purchases for the committee. OCF policy is to only pay directly to vendors when invoices are provided. The current balance in this account is \$4,633.27. This includes \$1,000.00 that was donated by Richard Bunger, which will be applied to the cost of the Darrtown Memorial Park marker when it is installed.
 2. Darrtown Bicentennial Fund (Oxford Community Foundation): This fund was established with a \$17,000.00 transfer of funds from the Darrtown Bicentennial Fund at Somerville National Bank in April, 2014. They receive donations and other receipts, such as payments for engraved pavers for the Darrtown Memorial Park. They pay invoices as approved by the Bicentennial committee. They send thank-you notes to donors and to paver purchasers. They do all the accounting

and report periodically to the committee. They charge an administrative fee of 1 ½% annually on our income. This is assessed quarterly. This fund was established to take the responsibility of receivables, payments and accounting from committee members (Ron Wiley has been doing those tasks; Paul Gillespie can sign checks, etc.). The original plan was to close the SNB Bicentennial account, but it remains. The current balance in this account is \$5,377.10.

3. Darrrtown Reunion Fund (Somerville National Bank): This account was opened in May of 2015 after the Darrrtown Reunion Committee was formed. We have received donations, vendors fees, and proceeds from the festival. I have a spreadsheet with three categories; Donor, Vendor (includes festival proceeds), and Payee (checks written and fees such as printed check fees). Current balance: \$2,699.97. The committee has made a commitment to putting on a festival in September of 2016, and these funds will be used to cover some of the expenses for that festival. We have discussed having a fund raiser, although no decision has been made yet. We discussed soliciting more donations than last year, which totaled \$4,250.00.
- v. Ron reported that, as a result of meeting with John, they prepared a series of recommendations related to the existing bank accounts. Their recommendations include:
 1. Combine the two SNB accounts (Darrrtown Bicentennial Fund and Darrrtown Reunion Fund).
 2. Earmark part of the funds for support of the park – lawn treatment, tree replacement, etc. This could be a bookkeeping notation rather than setting up a separate account. Other monies in the account would be for Festival expenses and other needs.
 3. Keep the OCF fund. John likes the second accounting checks that this provides, and they are audited every year. They could take over selling pavers, ordering engraving, and coordination of installation of engraved pavers.
 4. John suggested we look at the patterns of use of funds in the 3 accounts, which might help in making decisions for which account(s) to keep.
 5. If we want to consider, at some point, transferring all funds to the OCF account, we might want to ask if our funds could ever be drawn on to fund another agency's project. (We received money from other OCF managed funds to fund our grants). It might be that restricting our funds to our designated uses would prevent providing our funds to other agencies. Clearly restrictive guidelines could take care of this.
- vi. Following Ron's report, the committee engaged in a discussion of the recommendations offered by Ron and John.

1. With regard to the first recommendation (item v.1. above), Paul moved and Jack seconded a motion that we combine the Darrtown Bicentennial and Darrtown Reunion funds. The motion passed unanimously.
 2. With regard to recommendations 2, 3, 4, and 5 (above), we agreed that we will postpone action, until some action is warranted in the future.
- b. Organizational Chart - for 2016 – Fred
- i. Fred distributed copies of a revised edition of the 2016 fall festival organizational chart. Fred had revised the chart, following discussion at our last meeting. After today’s meeting, Fred will upload a copy of the organizational chart to the Darrtown Reunion/Fall Festival website. Discussion ensued and a change was offered/approved; in the “Budget” venue, we agreed to remove the question mark next to John Newman’s name, since he has agreed to serve as the committee chairman.
 - ii. Fred encouraged all committee members who are serving as venue coordinators to:
 1. Identify persons who will serve as task “managers,” for the purposes of:
 - a. helping accomplish the work that needs to be done;
 - b. learning the details of getting the work done; and
 - c. being observed for consideration as a POTENTIAL replacement of a current committee member – when the need occurs.
 2. Assume the role of mentor for the task “managers” that they identify; i.e., share info and teach the details.
 - iii. Following Fred’s comments, the committee:
 1. Agreed with the mentoring concept.
 2. Agreed that no committee member should discuss and/or offer committee membership to anyone, without first discussing the qualifications of a potential member, with the committee.

2. OTHER ITEMS OF BUSINESS

- a. Stone marker/benches for the Milford Twp. Memorial Park – Regarding the marker, Ron reported no news from Jonas Memorial. We agreed to pursue a marker from other suppliers. The last two benches are in place in the southwest quadrant of the village square.
- b. Update on the military tank to be placed in the village square – Paul reported that he expects the tank to be delivered within this calendar year. The concrete slab is in place.
- c. Other items?
 - i. Paul reminded us that the \$15 electrical fee charged to fall festival vendors should be paid to the Township Trustees. Ron reported that four vendors used and paid for electricity; hence the total amount received was \$60. Don moved and Duane seconded a motion to transfer the electrical fees to the Trustees. The motion passed unanimously.

- ii. Fred reminded the committee that, according to our By-Laws, we are to conduct an election of officers each October. Joe moved and Duane seconded a motion to re-elect the existing officers. The motion passed unanimously.
 - iii. Following the election of officers, discussion ensued about the title of the "Treasurer" position. John Newman is our new treasurer; however, John is not a member of the committee. Ron agreed to continue as the budget coordinator (as a committee member) and he will relay budget information between the committee and the treasurer. We agreed to change the committee office title from "Treasurer" to Budget "Coordinator."
 - iv. Jack shared a concern that the north gate to E-Dot Field is not wide enough for the delivery of the rented stage. He and Paul will discuss/arrange a way to increase the width of access.
 - v. Fred noted that the gate width concern (above) was one of many listed at our last meeting, when committee members shared "lessons learned" from the 2015 Reunion and/or ideas for improving the 2016 Reunion. Fred said he would prepare and distribute a summary of the committee members' "lessons learned."
 - vi. Fred reported that Phil Allen recently shared some Darrtown artifacts (magazine articles) that he will scan and post on the website. We discussed the question of where to store and/or how to preserve the Darrtown artifacts that have been donated. We discussed buying an existing structure and/or building a new structure for a Darrtown Historical Museum. We noted that the northeast quadrant of the village square is available. Jack and Fred mentioned the manner in which metal storage units are being used for living and/or office space. Fred agreed to provide related Internet links to all committee members.
- d. Next meeting: We will meet at the Daniels residence on Thursday, April 7, 2016, at 11:30 AM.