

## MINUTES OF THE LINDEN HERITAGE FOUNDATION BOARD OF DIRECTORS

April 4, 2016

The Board of Directors Meeting of the Linden Heritage Foundation was called to order by President Sam Higdon at 7:15 pm due to technical issues with Skype. Mr. Higdon asked John Knapp, Secretary, to confirm that a quorum was present. Mr. Knapp affirmed and reported the following members in attendance: Jana Bounds, John Knapp, Kay Stephens and Sue Lazara. The following members were in attendance via Skype: Barbara Teachey, Joe B. Lovelace, and Sam Higdon. Board Members Anna Barber, Erin Wells, Gail Dorgan, James S. Jacob, Kerry Wells, Ron Calhoun, and Susan Whatley were absent.

Ms. Bounds summarized the current Financial Report. Expenditures totaled \$15.47 with revenue of \$25.00 and an ending balance of \$19,282.13 as of March 27. Mr. Higdon and Ms. Teachey asked if there had been any more donations since the last meeting. Mrs. Bounds explained that there was only one new donation of \$35 that was not on the current report. Mr. Lovelace moved to approve the Treasurer's Report and Mrs. Stephens seconded the motion. Approval was unanimous.

Mr. Knapp summarized the minutes from the last Board Meeting. Mr. Higdon asked for a motion to approve the minutes. Mrs. Bounds made a motion to approve the minutes and Mr. Lovelace seconded the motion. The minutes were approved unanimously.

Mr. Higdon reminded everyone that the draft of the 2016 Budget was distributed previously via email and asked if everyone had a chance to read it. Hearing no question. Mr. Higdon asked for a motion to approve. Mrs. Stephens moved to accept the 2016 Budget and Mr. Lovelace seconded the motion. Approval of the 2016 Budget was unanimous.

Mr. Knapp led a discussion on printing and distribution cost of Charter Member Certificates regards ways to reduce shipping expenses. It was decided to place multiple certificates going to the same household in the same envelope. Some member certificates will be hand delivered. Printing cost is under budget; and most of the remaining allocation will go toward shipping cost. Size, shape, and color of the envelopes were also described. If an envelope is crushed in the mail, the Foundation will send a replacement. With no need for any motions of approval, we moved to unfinished business.

Mr. Lovelace described the following items briefly: Wildflower Booth participation, Firehouse Post-Restoration Rendition, Firehouse Rescue Fund Campaign, and update of Linden Main Street Application process. Mr. Lovelace said that we are fully staffed and ready to go for the Wildflower Trails event, pending the purchase of a two easels which Mr. Higdon had already made plans to do. Mr. Knapp and Ms. Lazara are preparing a display of the post and pre-restoration posters.

Mr. Lovelace was in conversations with Staples concerning the purchase of a generic table runner to be used at the Wildflower Trails and other events. Mr. Lovelace had also sent each of the Board Members a copy of an email showing The City of Linden's letter of intent to apply for the Main Street Program, signed by Bob Swisher. The City is on board to file an application in July. Mr. Swisher is working with other City Staff to draft a budget to fund the Main Street Program. Mr. Lovelace was making plans to attend the next City Council meeting on Monday, April 10, to complement the City and thank Mr. Swisher and others for their work on the Main Street Program.

Ms. Lazara received a letter from the Texas Historic Commission (THC) saying that we were selected to go forward to step 2 in the selection process. There were approximately 80 grant applicants received, from which 42 were selected. THC will award only about 20 grants. Step 2 in the grant process is very critical in that each applicant has to have grant match pledging in order, and a full application has to be completed. It is definitely more competitive at this point. We do have a couple advantages in that our fund request is comparatively smaller than many of the other applicants.

Ms. Lazara also described the Instruction Manual given to the Foundation for the grant process. She requested a motion to approve the Foundation's pursuit of step 2 of the Texas Preservation Trust Fund Grant. Mr. Lovelace moved, and Ms. Stephens seconded. It passed unanimously. After approval, Ms. Lazara briefed the Board on the match process. Part of step 2 is to name a professional architect by July to make preservation plans and specifications. The foundation will be required to guarantee the 50% match along with the Step 2 application.

Mr. Lovelace initiated a discussion of the Firehouse Rescue Fund Campaign. He will be working with Ms. Lazara and Mrs. Erin Wells to produce a media announcement concerning the match grant. Mr. Lovelace is also working on a letter and a list of donors. Raising the match grant is where things start getting serious. It is okay to raise more than the match required by the THC. Mr. Lovelace and Ms. Lazara will work on the wording of the announcements and letter.

Mr. Lovelace led a discussion on the Main Street Information Forums. The dates for the forums will need to be before April 11th and May 9th. Ms. Lazara talked about recruitment for the April 11th forum at 10:30 am to Noon at the Garden Club. The speaker will be Tracy Cox, Main Street Manager in San Augustine. Ms. Lazara has a list of businesses and property owners, some having needy buildings. These may have an interest in the Main Street program. Poster publicity was also discussed due to the need to make the community aware of the program and to encourage their support and the City of Linden's continual support.

The meeting place for the second forum was discussed. After some deliberation, it was decided to utilize the Fellowship Hall of Linden United Methodist Church. The date will be Thursday, May 5th from 1:30 to 3:00 pm. This meeting will be larger. We can invite the community, all of the LEDC Board, and all of the City council. Bobby Horn will publicize the event in the *Cass County Sun*.

Ms. Lazara announced that 30 RSVPs have been received for Charter Member Reception. We do not have a good handle on the number because some members do not have email or have not

responded to the announcement. Another email announcement will be sent out soon. Mr. Lovelace moved to adjourn the meeting and Mrs. Bounds provided a second. Meeting was adjourned at 8:05 pm by President Higdon.

Respectfully submitted,

John Knapp

Linden Heritage Foundation Secretary