

# MINUTES OF THE LINDEN HERITAGE FOUNDATION BOARD OF DIRECTORS

March 5, 2016

The Board Meeting of the Linden Heritage Foundation was called to order by President Sam Higdon at 6:05 pm at the house of Sue Lazara. Mr. Higdon asked John Knapp, Secretary, to confirm that a quorum was present. Mr. Knapp affirmed and reported the following members in attendance: Anna Barber, Jana Bounds, John Knapp, Sue Lazara, Kay Stephens, Erin Wells, Kerry Wells and Susan Whatley. The following members were in attendance via Skype: Sam Higdon, James S. Jacob, Joe B. Lovelace, and Barbara Teachey. Catherine Knapp was also present as a guest and representative of the Linden 2025 Committee. Board Members Ron Calhoun and Gail Dorgan were absent.

Some preliminary discussion was made concerning the Skype web camera position and the possibility of adjusting equipment and/ or purchasing a better camera. No decision was made at this time concerning the equipment.

Mr. Lovelace made a motion to approve the minutes for the 2016 Annual Meeting of the Membership and January 2016 Board of Director's Meeting. Dr. Jacob seconded the motion.

Ms. Bounds gave the current Financial Report. Expenditures totaling \$424.52, revenue of \$108.73, and an ending balance of \$19,272.60. Ms. Lazara moved to accept report and Mr. Lovelace seconded the motion. The approval was unanimous.

Mr. Lovelace and Ms. Lazara reviewed the status of the request for proposals (RFP) regarding development of the Water Tower and Firehouse. Much discussion was made concerning the layout of the RFP whether it would be an electronic version, paper, or both. Many of the incentives or perks were also discussed including tax incentives, that the structures are National registry eligible, good location, essentially free land, grant possibilities, and an overall good package.

Our planning and approach to restoration during the RFP process was a main topic of discussion. Some of the following questions were noted: What if we do not get a good offer? Can we apply for funding even if a developer takes over the project? What would our path of restoration look like? Three basic plans were outlined during the discussions, all of which preserve the Firehouse at all costs.

Plan A. Preserve the Firehouse by and through the RFP

Plan B. Utilize grant money

Plan C. Do not apply for grants and just do it ourselves or hire local people to restore the structure.

Mr. Higdon asked for a motion to adopt plans A and B, publicize plan A, and utilize any funding we can find in order to not only make the RFP more attractive but also to preserve the historic buildings. Mr. Wells made the motion and Mr. Knapp seconded it. The motion was passed unanimously.

Moving on to the Report on the 2016 Preservation Texas Summit, Mr. Knapp, Mr. Lovelace, and Ms. Lazara described their experiences at the Summit. Ms. Lazara explained some knowledge she gained about selling franchise tax credits. Mrs. Stephens moved to accept the report, Mr. Lovelace seconded it and the motion passed unanimously.

Ms. Lazara gave the report on the Texas Preservation Trust Fund Grant. She explained that we are waiting until April to see what decision will be made. It is a competitive grant and we are very hopeful to the decision outcome. Mrs. Stephens moved to accept report, Ms. Barber seconded the motion and it passed unanimously.

A report on the status of historic designation for Firehouse and Water Tower was presented by Ms. Lazara. A discussion was ensued concerning a town historic designation versus an individual designation of just a couple key structures; and the City's Support of a historic district designation. Because of time constraints, Mr. Higdon asked to table the discussion so that we could devote better time to the topic. Mrs. Stephens moved and Ms. Barber seconded the motion. It passed unanimously.

Mr. Lovelace described fundraising strategies for the Planning Grant Match to provide matching funds for planning specification documents. A kick-off date in the last week of April was agreed upon so we would know the outcome of the Texas Preservation Trust Fund Grant application. However, other donation possibilities are available and were discussed, such as donating through the Linden Heritage website.

Items needed for the Wildflower Trails booth were discussed. Ms. Bounds will be in charge of registering new members and providing instructions for other board members who would be taking a turn managing the booth during her absence. Mr. Lovelace suggested the making of a schedule for the day to make sure there would always be someone to man the booth. He also asked about the possibility of getting a fire truck parked next to Ms. Barber's building. Mr. Lovelace thanked Ms. Barber for the use of her building front. Ms. Bounds clarified that there was no charge for the booth because we are a non-profit organization.

Mr. Knapp displayed a printed version of the Charter Member Certificates and discussion took place whether to print it locally or to have it printed professionally. We left the discussion with the understanding to check local prices before printing the certificates.

During the discussion of the National Register marker at the corner of Rush and Taylor Streets, Ms. Lazara confirmed both the Firehouse and Water Tower are eligible for listing but applications will have to be submitted and reviewed.

Mr. Knapp and Dr. Jacob described the differences between the two versions of draft for official Foundation letterhead. One has slightly narrower margins but the two are otherwise identical. Mr. Lovelace moved to accept the letterhead with the wider margin. Mrs. Whatley and Dr. Jacob

seconded the motion. The motion passed with ten members in favor and Mr. Knapp and Mrs. Barber opposed.

Dr. Jacob explained key issues concerning renewal dates for new members joining in 2016. He recommended a year to date renewal. Ms. Lazara moved and Ms. Bounds seconded the motion. It was passed unanimously.

Adoption of an Electronic Mail Policy ensued with much debate and discussion on who would be eligible to use a Foundation email account. Only officials are eligible to use a Foundation email account. Ms. Lazara inquired about the use of [press@lindenheritage.org](mailto:press@lindenheritage.org). Dr. Jacob explained that the account was created to give to press contacts an email addresses in order to contact Erin Wells who has been working on the press releases for the the Preservation Texas Award. The account was not assigned Mrs. Wells, but message received were forwarded to her personal email account. Ms. Lazara asked if the account could be assigned to Mrs. Wells. Dr. Jacob noted that it could be if Mrs. Wells was function as an appointment official of the Foundation. Mrs. Stephens, Parliamentarian explained that the Foundation President could appoint committee chairs in accordance to our by-laws. With the support of the Executive Committee, Mr. Higdon appointed Mrs. Wells as Chair of the Publicity Committee so that she can be assigned an official Foundation email account. Mr. Lovelace moved to adopt the Electronic Mail Policy. Dr. Jacob seconded the motion and it passed unanimously.

Other Business included a report on the Linden 2025 Town Hall Meeting (given by Catherine Knapp) and a report on the design of a car window decal (given by Ms. Teachey). The importance of developing and adopting a budget for 2016 was also discussed. Mr. Lovelace led a discussion on the Linden Heritage Foundation's support of the adoption of the Main Street program in Linden. Ms. Barber asked if there was a "driver behind the Main Street?" After discussion, it was concluded that the Foundation would be in full support of the adoption of the Main Street Program and that Mr. Lovelace would draft a resolution of participation in the program. The Resolution would be presented to the Linden City Counsel during the April 11<sup>th</sup> Meeting. Dr. Jacob moved to approve the resolution; and Ms. Lazara offered a second. After a discussion, the resolution passed unanimously. Mr. Lovelace agreed to have the resolution ready by the March 14<sup>th</sup> meeting of the Linden City Council rather than their April Meeting.

The next Board Meeting was scheduled for April 4, 2016 at 7pm CST. Mr. Knapp and Dr. Jacob continued their discussion on Skype conferencing improvements and issues during the meeting. Ms. Lazara made a motion to adjourn and Ms. Barber provided a second. Meeting was adjourned at 8:15 PM by President Higdon.

Respectfully submitted,

John Knapp

Linden Heritage Foundation Secretary