

Groton Historical Society
Business Meeting
Tuesday, November 5, 2019

Present: Deborah Jurist, President; Brent Smith, Vice President; Susan Pelkey Smith, Treasurer; Lise Shallberg and Phyllis Burke, Co-secretaries; Dwaine Smith

Deborah called the meeting to order at 6:05 p.m.

Thank you notes. Lise is in charge of sending thank you notes. After discussion, it was decided to add new language notifying people about the society's 501(c) (3) status, allowing donations to be deducted for income tax purposes.

Treasurer's Report. Susan distributed copies of her report as of November 5, which breaks down income in more detail. Total income to date since January 4 2019 was \$2532.00; total expenses, \$2313.96. Deborah noted that the thermometer on the kitchen door that records progress in donations for painting the house has reached \$600.00.

Susan and Deborah have been to the bank (Wells River Savings), to sign the new signature cards and get new debit cards.

Membership letters and dues. Dwaine asked how we currently collect membership dues. He has a way to send membership renewal notices via QuickBooks, which creates an invoice and can be paid a number of different ways. He and Susan experimented with paying by credit card, which generates a fee from the bank. A QuickBooks invoice can also be used to bill orders of books & calendars, or for making donations.

Deborah distributed copies of her draft of the membership letter, with book and calendar order form and notice of books for sale, to enclose with letter. We will mail by December 1, due January 1.

All joined in editing the letter. Dwaine offered to edit the book order form to include a membership form. Discussion followed about who the letter should be sent to. Voter list? Use tax maps? Susan will check to see if the Lake Association would be willing to email the letter to their members.

We agreed to mail paper copies to everyone on our membership list, even those with email addresses. Deborah would like to include a return stamped envelope.

Deborah would like to use Facebook to post the letter, a little at a time. Brent suggested that Facebook would be a good place to explain how the society will be able to accept payments for memberships and book orders using a credit card via email..

Deborah will print 150 copies of the newsletter. Discussion of how to print labels. Dwaine will look into making them from the address list. Erik will print them if we need him to. Dwaine &

Susan will update the address list with our new members. We try to meet the weekend following Thanksgiving to prepare the mailing.

We discussed and verified membership fees. Question: Should we offer presents for memberships? We all agreed “no.” Send a thank you note? “yes”.

Town winter solstice event. GHS has been invited to join other vendors in the community building gym to set up a table during the town event to accompany the visit of the lighted S.D. Ireland cement truck on Saturday, December 21. This will be an opportunity to raise awareness of GHS, and to sell our books, calendars, and memberships. Phyllis suggested a small display of toys and books from our children’s collection, and a tiny tree, if space. No one objected.

Bylaws. Susan and Deborah distributed copies of the Society’s by-laws, which seem to have been written in the 1980s. Susan recommended that we either need to change what we’re doing, or change the by-laws. Deborah suggested we work on the by-laws next year.

Susan noted that the Society’s biennial report for the Vermont Secretary of State needs to be done and we need to renew our listing with the Secretary of State. Dwaine will check out the process and deadline.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Phyllis Burke