

Edenton Historical Commission
Executive Committee Meeting
April 2, 2014

Minutes

The Executive Committee of the Edenton Historical Commission met Tuesday, April 2nd, 2014, at 9:00 a.m. in the Barker House, Edenton, NC. Those attending included Chairman SallyFrancis Kehayes, Treasurer Jerry Climer, Secretary Ben Speller, Commissioners Frank Palm, Bob Quinn and Commission Executive Director Gregg Nathan. Vice-Chair Libby Pope was unable to attend but provided a proxy to be voted with the majority.

Chairman Kehayes called the meeting to order. Secretary Ben Speller reported that a quorum was in attendance. Chairman Kehayes called for a motion to approve the Minutes of the March 18th, 2014 Executive Committee meeting. Jerry Climer made a motion: **“To adopt the Minutes with edits to include: deleting the name of any dissenting voters; changing the word “installation” to “insulation” where appropriate; and, deleting the bullet points for the Budget discussion”**; Bob Quinn seconded the motion, which was adopted unanimously.

Chairman Kehayes opened discussion regarding establishing Committees for 2014. Following discussion, Jerry Climer made a motion: **“To accept the following Committees as discussed:**

Standing Committees:

- **Finance: Donna McLees (Chair), Jerry Climer and Annette Wood**
- **Audit: Peggy Arnold (Chair), Cy Rich and Miles Coxe**
- **Nominating: Annette Wood (Chair), Bob Quinn and Jim Robison**

Advisory Committees:

- **Barker House Restoration: Frank Palm (Chair), Jerry Climer, Miles Coxe, Bob Quinn and Jim Robison**
- **Barker House Gallery:**
- **Barker House Interiors: Susan Creighton, Chris Bean and Cindy Gandee**
- **Roanoke River Lighthouse: Simon Rich III and Madison Phillips**
- **History & Legends: Ben Speller (Chair)**
- **Marketing & Communications: Bob Quinn (Chair)**
- *Taste of Edenton*
- *Christmas Candlelight Tour: Susan Creighton & Susan Wood (Co-Chair)*
- *Preservation in Progress*
- *Antique Auction: Chris Bean & Tom Newbern (Co-Chairs)*
- **Personnel: Executive Committee Members**
- **Historic Edenton Hospitality Style (HEHS): Susan Wood (Chair) ”;**

Ben Speller seconded the motion, which was adopted unanimously.

Chairman Kehayes called for a recess into Executive Session to discuss personnel matters.

When the Executive Session concluded and the Committee reconvened, Jerry Climer reported that the Executive Committee has authorized the increase of the Executive Director’s salary by \$2,700 and has further authorized a \$1,000 contribution toward an employee’s health plan for all

Commission employees who work 20 or more hours per week. If employee provides evidence of a Health Savings Account, a pre-tax contribution may be made directly to their HSA provider.

Chairman Kehayes opened discussion to make amendments to the Commission's 2014 budget. Frank Palm made a motion: **"To revise the 2014 budget to increase the UV Protection for Windows expense to \$6,865 and authorize the Barker House Restoration Committee to spend \$515 to order and install a pilot window from Winsulator"**; Ben Speller seconded the motion, which was adopted unanimously.

Chairman Kehayes reported that Robin Sams, Garden of Eden Club Chairman, has invited the Edenton Historical Commission to submit a 2nd grant application to the North Carolina Community Foundation for the Ann L. Sams Fund for improvements and maintenance of the "Celebration Garden". Bob Quinn made a motion: **"To revise the 2014 budget with regard to the 'Celebration Garden' with an increase to Foundation and Trust Grants income to \$115,000 and an increase to Barker House Maintenance expense to \$5,500"**; Jerry Climer seconded the motion, which was adopted unanimously.

Treasurer Jerry Climer made a motion **"To adopt the Commission's 2014 budget as modified by the discussion of the April 2nd Executive Committee meeting adopting revisions to line items for foundation and trust grants income, Barker House maintenance expense, repair projects expense for UV protection, and payroll-staff expense"**; Ben Speller seconded the motion, which was adopted unanimously.

Treasurer Climer made a motion **"To authorize issuance of a credit card from PNC Bank for Jessica Ebeling-Gulley to be used for approved Commission expenses with a credit limit of \$500"**; Bob Quinn seconded the motion, which was adopted unanimously.

With no further business to consider, Jerry Climer made a motion to adjourn, which was seconded by Ben Speller and adopted unanimously. The Executive Committee adjourned at 11:25 am.

The next meeting of the Executive Committee is scheduled for Tuesday, April 15th, 9:00 am, at the Barker House, Edenton, NC. The next full Commission meeting is Thursday, April 24th, 4:00 pm at the Town Council Chamber, 504 S. Broad Street, Edenton.