

# ***Historic Perry Hall Mansion, Inc.***

Meeting Minutes: September 12, 2012

Attendees: Sean Kief, Laura Kimball, Dean Foreman, Colleen Bowers, Glenn Spamer, Wayne Schaumburg, Jeffrey Smith

- I. Welcome and Introductions (meeting commenced 7:05pm)
  
- II. Old Business
  - A report was given with regard to the progress associated with the finalization of our by-laws, in preparation for their unveiling at the September 2012 general membership meeting.
  - Laura Kimball provided a brief update with regard to the progress being made with regard to the organization's non-profit organization submission for the IRS.
  
- III. Board Reports
  - Administrative Director's Report: It was noted that the agenda and minutes for the organization have been modified to reflect the positions noted within our just approved by-laws.
  
  - Communications Director's Report: It was noted that a draft manuscript and 220 total images have been submitted to Arcadia Publishing as part of the work associated with the Perry Hall Mansion book. An availability date should be set shortly.
  
  - Education Director's Report: It was noted that a tour of Perry Hall Mansion will be taking place on September 19, 2012 for the organization Baltimore Heritage. This tour was arranged by Administrative Director Jeffrey Smith; he and board members Sean Kief and Wayne Schaumburg will also be present to lead the tour.
  
  - Events Director's Report: It was noted that the organization will be gearing up for its September 18, 2012 General Membership meeting. There was extended discussion with regard to the specific draft of the Power Point presentation to be used for this meeting, as well as the needed collateral materials (e.g. sign-up sheets, newsletters, etc.). The group also discussed the idea of setting a date soon for the HPHM annual Christmas Holiday Reception at the mansion.
  
  - Financial Director's Report: Books and financial information will be transferred to our new Financial Director. An assessment will be made as to suggested bank

accounts to be used by the organization. In addition, a brief review was offered as to the process for transferring funds from our existing account under the auspices of the Perry Hall Recreation Council.

- Grounds Maintenance Director's Report: Lawn mowing and other Baltimore County-provided external landscaping have progressed smoothly during this past summer. An assessment will be conducted to see what issues might need to be addressed prior to the onset of winter.
- Membership Director's Report: Please refer to attached written report. Total funds garnered from membership appeals to-date in 2012: \$1,110.00. Renewal reminders have been sent. Going forward, memberships will run for an annual basis, payable by January of each calendar year. Additionally, a new member solicitation was sent to the homes within the Perry Hall Manor community, given their proximity to the mansion itself. This effort appears to be bearing fruit; helping to add new members. A report was also given that outlined the successful efforts of HPHM at the recent Parkville Town Fair.
- Physical Facilities Director's Report: Front porch step issues have been identified, especially rotted wood in the front steps. The group has identified two weekends (one in October and one in November) to conduct outside maintenance, specifically associated with spot repairs and cleaning/sealing of the porch. Other landscaping issues will be addressed as needed.
- Shoppe Director's Report: Sales were brisk at the recent Parkville Town Fair, and the financial report presented as part of an earlier agenda item included merchandise sales.

IV. New Business

- Final details for next week's general membership meeting were discussed.

V. Announcements and Closing (meeting adjourned at 8:55 pm).

Completed By:

A handwritten signature in black ink that reads "Jeffrey W. Smith". The signature is written in a cursive style with a large, sweeping initial 'J' and a long, horizontal flourish at the end.

Jeffrey Smith,

Administrative Director