

Old Mission Peninsula Historical Society
Executive Board Meeting Minutes
July 23rd, 2020

Attendance: John Scarbrough, Karen and Chris Rieser, Steve Lewis, Judith Weaver, Dean Francis, Barb Berthelsen, and Guests Tom Dalluge and Nikki Sorbowski

Meeting called to order: 3:00 by President John Scarbrough.

1. **Rotary Charities donated** five hours of consultation time to OMPHS. A half-hour has been used by John Scarbrough to clarify the development of small non-profit organizations. The model presented by Christie (she was involved as a consultant when Dougherty raised \$600,000 to purchase the home and land) lists three stages that the small non-profits go through as they grow.

STAGE 1. A small group of family or friends get together for one specific purpose such as moving and rebuilding the Hessler Log Cabin. Once the purpose is accomplished, they decide to either disband or form a group to do more projects. They frequently meet in people's homes.

STAGE 2. More people join but some of the original members leave for various reasons. The group is still small but may move to a larger facility. A core of members do a lot of very good work and often feel they are the organization. And, in many ways they are the core. Problems occur if they feel they own the organization.

Changes are introduced (as an example, OMPHS moved to a larger facility, almost doubled membership in one year as well as made several other changes). Many embrace the changes. Others don't like the changes and some people leave. At the conclusion of this stage the group either grows, stays the same with the risk of stagnating and even aging out or disbands. Using OMPHS as an example, most of us are over 70. That means great experience and wisdom but it also means we need new people to learn from us, bring in new ideas and create the future OMPHS. In this transitional stage, new members may or may not be welcomed or their ideas may be ignored. There is a great deal of friction as an organization moves from STAGE 2 to STAGE 3.

STAGE 3. The group grows larger with a more diverse membership and new ideas. Many changes occur and new communities are served. Over time changes are made which in the beginning may bring conflict; however, this eventually becomes the new normal and accepted.

2. **Ideas to help address complaints:**

1. Request that complaints be put into writing.

2. See if the object of the complaint is part of the OMPHS long range plan.
3. If not, can it be incorporated in the long range plan? If not, perhaps it won't work for us.
4. If so, ask the author how they would like to address the complaint and be a part of making it happen.

3. Plans:

- a. create a short-range plan
- b. create a long-range plan
- c. review these plans yearly

4. **Where do we want to see ourselves in five years?** Ideas presented for future discussion. This was a BRAINSTORMING session only. We obviously will need to narrow down this list!

a. Archive information – Find or create a space for flat materials and other information. Collect and organize all OMPHS documentation from the various members holding it and centralize OMPHS materials. Big John's, Township building or?

b. Create a set of programs that may be presented to the summer community. They are stakeholders and have potential to be contributing members as well as supporters.

c. Double the membership base over five years.

d. Work to make our average age 55 or? We need to both keep our current, knowledgeable and hard-working members as well as recruit new people.

e. Create a relationship with OMP Elementary School. We could help with historical presentations (as Marty and others have done in the past), and historic field trips. This helps us not only interact with the kids, but also build relationships with the teachers and the parents.

f. Create a speakers bureau. Speakers would be available to present on various topics to community groups.

g. Develop a donor database.

h. Create levels of membership, and consider a junior membership. Are dues too inexpensive to support our current programs? Future programs?

i. Build ties with the Native community (they've been in this general area for 10,000 years or more). And, with their advice, research and share their history and culture.

- j. Work with Mexican-American residents and learn their history and contributions to building prosperity on this peninsula. And share their story with the public.
- 8. Research the Strangites who fled Beaver Island after King Strang was murdered. One son moved to a home in Leffingwell and set up a TB sanitorium.
- k. Review the administrative structure of all historic sites on OMP. Is there overlap, miscommunication, ways we could improve our service to OMP residents as well as the general public?
- l. Look at how OMP fits in with the major arcs of American history such as WW's I and II, Vietnam, the Great Depression. And look at people on OMP who helped create those arcs of American history: farmers, inventors, generals, a Secretary of Defence, etc.
- m. Create pictorial and or auditory Story Corp-like interviews and records of long-term OMP residents.
- n. Find sponsors for speaker programs.
- o. Focus on Native American and Mexican American History.
- p. Create a space to display artifacts.
- q. Consider a blog on our website.
- r. Work with Tim Carroll and Vicki Shurly on the library History Room.

5. Dean Francis presented the financial safeguards for the budget and the Internal Financial Controls Draft (See attached below)

It was suggested that a third party with non-signatory rights review financial activity each month along with the President and Treasurer. Christopher Rieser was appointed to do so.

Meeting adjourned at 4:45

Respectfully submitted,
Karen and Christopher Rieser
Co-secretaries of the OMPHS

(Presented to the OMPHS Executive Committee by Dean Francis on July 23, 2020)

Old Mission Peninsula Historical Society (OMPHS)

Draft Internal Financial Controls

Adopted by the Executive Committee (Date)

Overview

The general principles of internal control basics for a small not-for-profit organization focuses on three basics.

1. Create a paper trail
2. Involve multiple people
3. Have stakeholders review financial reporting regularly

1. Paper Trail:

- a. All expenses paid by check must be accompanied by an invoice or receipt with an account number and/or purpose written directly on the invoice. Copies of any voided checks must be maintained and filed. No check shall be written payable to 'cash.' No check shall be signed in advance.
- b. An annual budget for the fiscal year (June 1 – May 31) will be created by the Treasurer, in consultation with the committee chairpersons. This draft budget will be reviewed, revised, and approved by the Executive Committee for presentation to the membership at its May membership meeting. A vote of the membership (in person or electronic) shall be required in order to adopt the budget for the coming fiscal year.

- c. An expenditure that is in the anticipated within the adopted annual budget does not need further action in order for the invoice to be paid, unless it is over \$250. All expenditures over \$250 (within or outside of the approved budget) must be recommended by the executive committee and then approved by a vote (in person or electronic) of the executive committee or the membership of OMPHS. (per By-laws article V paragraph D)
- d. Any expenditures above and beyond the adopted annual budget must be approved by the executive committee and reported to the membership at the next called meeting of the membership.
- e. All cash donations received must be accompanied by an official signed receipt for the donations received and/or a gift acknowledgement letter. The original receipt is offered to the donor and a copy is kept to accompany the deposit documentation. Whenever possible, all cash must be counted by two people who verify the receipts and the totals.
- f. All checks received for membership dues or other donations shall be immediately endorsed "for deposit only" with a bank stamp that includes the OMPHS account number. The Treasurer is responsible for the timely acknowledgement of all membership dues and donations. Copies of the gift acknowledgements and checks are

Page 2

retained in the deposits file. All dues and gifts are entered in the bookkeeping software under the donor's individual record. Restricted and unrestricted donations are clearly identified and recorded by the Treasurer.

- g. The Treasurer shall maintain a list of all bank deposits with a line by line detail to be transferred to the electronic bookkeeping software or the General Ledger.
 - h. The Treasurer and the President shall have access to the OMPHS bank accounts with unrestricted access. The Secretary shall have view only access to the bank account statements. The Secretary will review the bank statements monthly. The Treasurer shall be responsible for monthly reconciliation of the bank statements by the 15th of each month and forward a record of this reconciliation to the President and the Secretary for their review.
2. Involve Multiple People
- a. The Executive Committee shall review financial reports from the Treasurer on a month basis. Any member of the Executive Committee may request additional documentation from the Treasurer and she/he will provide this documentation in a timely manner.

- b. The names of new members and renewing members will be forwarded to the chair of the Membership Committee by the Treasurer in a timely manner.
- c. The Treasurer and the President shall both have keys to the OMPHS Post Office Box and the Hessler Cabin donation boxes. (We really need someone else to pick up the Hessler donations, count them, and bring them to the Treasurer for deposit)
- d. The President shall create an audit committee that shall meet no later than August 1 with the Treasurer and annually review/audit all monthly bank statements, monthly financial reports, annual financial reports and assure that the annual IRS Form 990 has been completed and returned to the IRS in order to maintain the 501 (c) (3) tax exempt status of the OMPHS. The committee shall also assure that a Form 1099 is filed with the IRS for any individual paid by OMPHS for services rendered (not an employee).

3. Regular Financial Reporting

- a. All regular meetings of the executive committee shall include a review of the most recent monthly financial report on its agenda.
 - b. Quarterly financial reports shall be provided to the entire membership of the OMPHS. Any member requesting more frequent financial reports may receive them from the Treasurer.
 - c. Financial reports shall be consistent with the annual IRS Form 990 Return of Organization Exempt from Income Tax.
- a. When feasible, the Treasurer and Executive Committee shall strive to maintain accounting records and reports consistent with the Financial Accounting Standards Board (FASB) recommendations for Not-For-Profit Organizations.
-