



Historic St. Andrews Waterfront Partnership

1134 Beck Avenue • Panama City, FL 32401 • (850) 872-7208

Historic St. Andrews Waterfront Partnership Board Meeting Minutes July 11, 2018

Agenda Item 1 – Call to Order

Called to order at 7:03 am, Wednesday July 11, by President Beverley Walterson.

Roll Call:

Board of Directors Present: Beverley Walterson, Robbie Fehrenbach, Vic Jones, Gradi Morgan, Sean Lyon, Dave Smith, Judy Stevens, Sonya Caldwell.

Board of Directors Absent: Mynta Harbeson

Management: Michelle Price

Agenda II – Approval of Minutes

The June 13, 2018 meeting minutes were previously emailed to the Directors for review. Beverley called for comments or corrections and there were none. Vic made the motion to approve the minutes and Dave seconded. All approved.

Agenda III – President's Report

- A. Beverley reported that we acquired some shelving cabinets of good quality that are a little over 100 years old, for a very good price. They need to be refurbished to some extent, which Vic is going to take care of for us, but they will be a good addition to the museum.
- B. We had a Girl's Inc. event at the museum in June which was attended by about 30 girls. It was a big success and the girls seemed to enjoy being in and observing the goings on at the museum. We anticipate repeating this in the future.

Agenda IV – Treasurer's Report – Vic Jones

- A. Vic passed out a report stating the bank balance as of end of June, our averages through June for net income, net expense, net gain, market revenue and market expense. He also listed significant revenue we have received this year for the different events we held as well as grants awarded to us. It was mentioned that we need to be working toward finding new ways to bring in some more revenue.
- B. Vic also requested that we hold off on him setting up the second bank account. He thinks in navigating and learning the new Quick Books program that there may be a way for him to do what we need to do in keeping the city and CRA money separate without having to set up a second account. Robbie motioned to postpone setting up the second bank account and Judy seconded the motion. All approved.



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Agenda V – Old Business

- A. Chair replacement for the new table is still being researched so was tabled
- B. Bird Trail is being worked on. Mynta is supposed to get with the President of the Audubon Society and speak with him so will get back with us with what she found out, so the trail is tabled.
- C. T-Shirts are still being designed so hopefully we will have some samples to look at, possibly for the next meeting.

Agenda VI – New Business

- A. Beverley brought up the point that when items are donated to the museum, said items need to be brought before the board and voted to be accepted. Beverley read out the list of items donated by the Swiglers and asked for a motion to accept the items into our inventory. Judy motioned to accept, and Sean seconded. All approved. Items accepted are:
 - 1920 Chandler & Price Clam Shell Press – inoperable – outside on display
 - Hamilton Case with drawers of type
 - Hamilton Case with work shelf and drawers of type
 - ACME No. 6 ½ Flat & Saddleback, foot-powered stapler
 - 1 Cham Pad Co. padding press
- B. Beverley also listed two items on loan from the Swiglers, that they may want back at some point. Beverley asked for a motion to accept loaned items. Gradi made motion, Judy seconded. All approved. Loaned items are:
 - AB Dick C. Mimeograph #76 – for display
 - Baltimore No. 14 Table Top Press (working) – no shelf
- C. A small budget was requested to “Boost” Facebook posts so that more people will see the posts pertaining to the market, to build the market customer base. \$200.00 was decided on to start with and decide if additional is needed if it is successful. Sonya made a motion to accept, Dave seconded. All approved.
- D. A draft was created on how the HSAWP can achieve sustainability and was passed out to everyone. A request was made for all members to read it and make any suggestions for ideas to add to the draft. This will be discussed further later.
- E. Our Annual Workshop needs to be scheduled for some time in November and it was decided on to do it on Monday, November 12 at 2pm.
- F. It was brought up that a Market Committee meeting needs to be scheduled to get a plan together in preparation of interviewing applicants for a Market Manager.

Agenda VII – Museum Directors Report – Michelle Price

- A. Michelle reported that the museum had 88 tours in June. There were over 260 visitors to the museum, and there was one Special Interest Group that had a workshop at the museum attended by about 30 girls from Girls Inc.



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- B. There were 7 walking tours scheduled of St. Andrews with had a total of 55 attendees on those tours.
- C. The museum has two new museum docent volunteers as a result of the docent training seminar held in May.
- D. The market had 12 new vendors in June, and 5 markets were held in June.
- E. St. Andrews had two media coverages in June. The News Herald covered the Walking Tour and WMBB covered the FHC Exhibit on “Why We Call Florida Home”.

Agenda VIII – Committee Reports – Robbie Fehrenbach, Museum Operations

- A. Robbie reported that the museum will be printing the coasters for the Copper Tap Grill. The owner will buy the supplies and the museum will do the printing of them.
- B. Robbie has been in talks with the School Board to coordinate with teachers to have classes come in and learn about the museum and the printing process.
- C. It was suggested that going forward on the re-printing of the Rack Cards that we have a plate made to re-print by to save time instead of setting each letter to print.
- D. Plans are going forward for the Launch Party to introduce the new Walking Tour.

Agenda IX – CRA Report – Onya Bates

- A. Onya reported that we have a balance of \$4,100.00 left in Grant Money that can be awarded.
- B. She was asked about landscaping and she is to check in to that.
- C. The termite problem seems to be under control at the museum and Terminix seems to be doing a good job.

Agenda X – Items from the Floor – Nothing to record

Adjourn – Beverley requested motion to adjourn at 8:17. Gradi motioned and Robbie seconded. All approved.

Submitted by Gradi Morgan, Secretary

Approved by:

Beverley Walterson, President