

**THE WAGNALLS MEMORIAL FOUNDATION
BOARD OF DIRECTOR'S MEETING
WEDNESDAY, APRIL 13, 2005**

The Board of Directors held a regular meeting on Wednesday, April 13, 2005, at 7:00 p.m. with the following board members present: Mr. David L. Wynkoop, Mr. James L. Long, Mr. Nathan A. Kingery, Mrs. Nancy E. Fisher, Mr. John H. Rogers, Mr. Russell A. Osborn, Ms. Deblin Jennings, Mr. Darryl Meadows, and Mr. George Sheehan. Other attendees were Mr. Carl Spencer, Executive Director, and Mrs. Sandra Hall, Assistant Director.

Chairman Wynkoop called the meeting to order at 7:05 p.m. and silent attendance was taken by Mrs. Hall. All Board Members were present. There were no additions to the Agenda.

MINUTES AND FINANCIAL STATEMENTS:

Chairman Wynkoop opened the floor to Mr. Sheehan regarding the minutes for the March 2 meeting. After Mr. Sheehan reported his findings on this matter, Mr. Osborn asked that his vote on the motion regarding the wording of the public release of correspondence received from the Attorney General be changed to a nay vote. Mrs. Hall corrected the minutes to add "There were 6 ayes with one nay from Mr. Osborn". Mr. Sheehan motioned, seconded by Mrs. Fisher, to approve the corrected minutes. Motion passed.

The minutes for the March 23 meeting were reviewed. Mr. Long motioned, seconded by Mr. Sheehan, to approve the minutes as submitted. Motion passed.

The Board then reviewed the March Bank Register Report. Mrs. Hall had prepared two versions, a standard format that fit on one page, and the expanded format that the Board had been receiving that used multiple pages. She asked the Board which format that they would prefer. After a brief discussion, it was decided that she would prepare the Bank Register Report using the shorter standard format. The longer version would be provided to the Finance Action Team for review. Mr. Sheehan motioned, seconded by Mr. Meadows, to approve the Bank Register Report as printed. The motion passed.

The Board then reviewed the March Bank/Portfolio Report and the draft version of the Financial Statement of Activities. Mrs. Hall had a correction on the Statement of Activities and verbally gave the corrected information for the Board to manually correct on their copies. Mr. Spencer stated that the Financial Team was still reviewing this report in order to make suggestions on its format.

The Board then reviewed the March Report of Gifts and Contributions. After a brief discussion, Mr. Osborn motioned, seconded by Mrs. Fisher, to accept the Report of Gifts and Contributions. The motion passed.

GENERAL REPORTS/ACTION ITEMS:

Mr. Spencer reported on the updating of the Wagnalls database to be used for fundraising. He said that Mr. & Mrs. George Sheehan had worked very hard in merging the various databases and verifying and updating the addresses and he wanted to thank them for all their help. The database was close to being in a format suitable to be submitted to some community members for their assistance in further verification of addresses.

Mr. Spencer then reported on the results of the "Mini Board Self-Assessment Survey" (handout #12) that was completed by those attending the last Board meeting.

GENERAL REPORTS/ACTION ITEMS (continued):

Mr. Spencer then presented the "Revised Outline for Board Member Involvement" (handout #13). After some discussion, it was decided to separate the Development & Marketing Action Team into two teams.

There was some discussion regarding the Strategic Council Implementation (handout #15). Mr. Spencer asked for each Team to review the Team Descriptions that were distributed at the last Board meeting and edit so that these could be released to the public. He would revise the list of Action Teams (handout #14) to show the separation of the Development & Marketing Action Teams so that list could be put in the next Newsletter.

The Board then reviewed the Case for Support draft document to be used for Fundraising. There was discussion regarding the formatting and production of the brochure and some ideas for Fundraising, such as a "Wall of Honor".

Mr. Long then presented the two versions of the proposed Organizational Chart and discussed the benefits of using the version showing the community we serve on top. After a discussion in which some additional changes were proposed, the Board decided to use the indicated version (handout #17). Mr. Spencer will revise this version using the suggestions from the discussion and prepare for approval at the next Board meeting.

The Board then reviewed the Analysis of WMF Bookings and Summary of "pay clients" at The Wagnalls Memorial (handouts #18, 36 & 37). There was discussion regarding the current policy for room fees and some suggestions were made regarding this policy, the emphasis being to make our facilities available to community organizations.

The Board then reviewed the Budget Planning/Projection #2 (handout #19). Mr. Osborn reported that the Financial Team would be working on a simplified budget report.

ACTION TEAM REPORTS:

Mr. Long briefly reported that the Executive Action Team was working to complete the 3rd Qtr evaluation of Mr. Spencer and that the report would be reviewed at the next Board meeting.

Ms. Jennings reported on the ideas that have been generated by the Development & Marketing Action Team, including a "Spectrum of Support" campaign, matching employer gifts, matching contributions from donors, a Golf Outing set for September 25 at Pine Hill, and various other ideas. Mr. Rogers reported on the first meeting of the Lithopolis Marketing Association held at Wagnalls on April 7. They are developing a community calendar with an emphasis on the Village website. Various ways of cooperating and supporting area organizations and businesses is the focus.

For the Finance Action Team, Mr. Spencer reported on the Village Council Zoning meeting and Mr. Sheehan reported on the Stebelton Loan information summary documents. After some discussion, Mr. Osborn motioned, seconded by Mr. Rogers, to approve in principle draft documents #26, 27 & 28 and to give Mr. Spencer and Mr. Sheehan discretionary authority to produce a final draft of these Loan documents. Motion passed.

Mrs. Hall reported on the exciting developments from the Programs Action Team meeting held on March 31 in the Wagnalls Museum. She reported that there were 16 people in attendance, including representatives from a Theater Group interested in starting a Community/Children's Theater at Wagnalls, and the Vice-President of

ACTION TEAM REPORTS (continued):

ArtsaRound from Circleville. Topics included the Puppet Show on April 16 (which Mr. Rogers offered to sponsor), Memorial Day activities, the Travelogue series, and the Columbus Museum of Art Partnership. She reported that Eric Long updated the Team on the Wagnalls Movie Series that he is coordinating, Don Roberts did a presentation on the proposed Community/Children's Theater, and Linda Blaine from ArtsaRound did a presentation on her organization and how they could help promote Wagnalls.

After Mrs. Hall's report, the Board reviewed the proposal for the Wagnalls Theatre Company and asked Mr. Spencer to coordinate a special Board meeting with Mr. Roberts regarding this proposal. Chairman Wynkoop asked the Board to send questions about the proposal to Mr. Spencer so that he could pass them onto Mr. Roberts prior to the meeting.

OTHER BUSINESS:

Mr. Spencer asked that all the Action Teams review the draft outlines of Team responsibilities and be prepared to report on what they were doing at the April 25 public Board Meeting.

The final order of business was a report by Mr. Rogers on the Community Building.

With that, Mr. Long made a motion to adjourn the meeting, seconded by Ms. Jennings. The motion passed. The meeting adjourned at 10:10 p.m.

Sandra K. Hall
Recording Secretary

David L. Wynkoop, Chairman

Nathan A. Kingery, Secretary/Treasurer