

Not Approved Yet
8/22/14

Washington Island Historical Archives Committee
Town of Washington
Washington Island,
Wisconsin 54246

The Friday, August 15, 2014 meeting of the Washington Island Historical Archives Committee was called to order by Chairman Eric Greenfeldt at 3:00 PM in the office of the Committee.

Present were Jewel Lee Grandy, Eric Greenfeldt, Charlotte Hansen, Merrill Lundberg, David Raup, Connie Sena and Jeanette Young. Also present was Archivist Janet Berggren. Kirby Foss and Richard Purinton were absent.

Approval of Minutes

Upon motion by Connie Sena and seconded by Jeanie Young, the minutes of the meeting of May 20, 2014, as previously sent to members of the Archives Committee, were approved.

Treasurer's Report

On behalf of the Treasurer, Janet presented a written report which Janet had prepared with Jeanie's cooperation. A copy of the report is attached to the minutes. Janet noted that she is now being paid based on the actual hours she reports for each semimonthly period instead of a steady salary amount. This change reflects the most recent request from the Town office. Upon motion by Charlotte Hansen and seconded by Connie Sena, the Treasurer's report was approved.

Budget for 2015

Eric observed that our revised and expanded fund raising letter this year did not produce a substantial increase in donations. We are expecting a deficit of about \$3,300 for the year. We have to consider this as we determine the budget for next year. The mailing list for our annual solicitation could be trimmed to reduce costs. We could use a boxholder in combination with a mailing to nonresidents who have made donations. On this basis the proposed budget item for postage can be reduced to \$500. Equipment will probably serve for another year and that budget item can be cut to \$50. We will budget \$400 for office supplies, \$700 for printing, \$50 for maintenance and \$50 for book and DVD purchases. Other items remain as for 2014. This makes a total of \$16,472 for the 2015 budget. Upon motion made by Dave Raup and seconded by Jeanie Young, the proposed budget was approved.

Archivist's Report

Janet reported that Deb Clarke is serving as a new volunteer. Connie will also be available to serve as a volunteer. The Archives page in the Observer is a lot of work, but it generates considerable response. Will Craig is working on a report about how Island properties came out of the public domain. By background he is a geographer with economic emphasis. He may provide a training session on land records for the volunteers.

We have received 126 research requests this year. Last year it was 130 requests for the full year. We did a lot of work for the school toward the end of the school year. The Advocate series about family businesses was a big project. The whale tooth piece has been accepted by the Jacobsen Museum and the Normandy Landing picture has been accepted by the Legion. A lot of materials have accumulated for filing and indexing.

Cemetery Walk

We discussed some of the details for the cemetery walk on September 14. We agreed that we need a rehearsal with the performers. The performers have now been identified. The last script reading session will be at 4:00 next Friday, August 22.

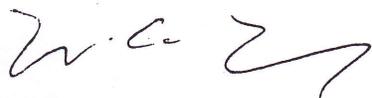
Date for Next Meeting

We will plan to hold the next Archives Committee meeting late in October on a date to be determined.

Adjournment

Upon motion by Charlotte Hansen, seconded by Jeanie Young, the meeting was adjourned at 4:40 PM.

Respectfully submitted,



Merrill C. Lundberg, Secretary

For 8/15/2014 Archives Meeting

WASHINGTON ISLAND ARCHIVES

* As posted by Town office as of 8-14-14

BUDGET	YTD 7-31-2014*	BUDGET 2014	PROJ. 2014	BUDGET 2015
EXPENDITURES:	ACTUAL			
ARCHIVIST:	<u>7599.00</u>	<u>12,376</u>	<u>12,376</u>	
FICA:	<u>581.32</u>	<u>972</u>	<u>972</u>	
DUES/SUBSCRIP:	<u>45.00</u>	<u>100</u>	<u>45</u>	
POSTAGE:	<u>568.85</u>	<u>750</u>	<u>725</u>	
EQUIPMENT:	<u>0</u>	<u>500</u>	<u>250</u>	
OFFICE SUPPLIES:	<u>89.90</u>	<u>500</u>	<u>500</u>	
INSURANCE:	<u>34.00</u>	<u>175</u>	<u>34</u>	
S.D.BOX:	<u>45.00</u>	<u>45</u>	<u>45</u>	
PRINTING:	<u>31.76</u>	<u>800</u>	<u>100</u>	
TELE/INTERNET:	<u>545.18</u>	<u>1,000</u>	<u>950</u>	
TRAVEL:	<u>0</u>	<u>100</u>	<u>100</u>	
MAINTENANCE:	<u>0</u>	<u>100</u>	<u>0</u>	
PROGRAM EXP:	<u>0</u>	<u>100</u>	<u>100</u>	
ADVERTISING/PROMO:	<u>0</u>	<u>100</u>	<u>100</u>	
BOOK/DVD PURCHASE:	<u>0</u>	<u>100</u>	<u>0</u>	
TOTALS:	<u>9540.01</u>	<u>17,718</u>	<u>16,297</u>	

* Actual YTD 8-14-2014

RECEIPTS: DONATIONS: 9,459.70 SALES: 894.26

TOTAL RECEIPTS: 10,353.96

* CHECKING BALANCE: 26,921.00

	ACTUAL 12/31/13	BUDGET 2014	PROJ. 2014	BUDGET 2
TOTAL RECEIPTS:	<u>13,030.96</u>	<u>12,000.00</u>	<u>13,000</u>	
TOTAL EXPENSES:	<u>12,587.80</u>	<u>17,718.00</u>	<u>16,297</u>	
SURPLUS/(DEFICIT):	<u>443.16</u>	<u>(5,718.00)</u>	<u>(3,297)</u>	
	27 077 02	27 254 02	24 676	