

## **FINAL HVI BOARD MINUTES**

**January 8, 2020**

**Present:** Mike Berger, Bev Burns, Cathy Hardman, Freya Fisher, Nancy Moats, Leigh Kitcher, Darrell Mounts, Gloria Runyon, Sylvia Taylor, Suzy Traut, Jon Vrana, Vienna Parks & Recreation Director Leslie Herman, Storekeepers Patti Bentley & Susan Fay, and HVI Member Dee Dee Carter.

**Absent:** Margaret Dellinger, David Shelby, and Anne Stuntz (President)

The meeting was called to order at 7:35 p.m. by Treasurer Leigh Kitcher.

Leigh passed around the 2019 Committee Sign-up sheet for review and changes desired for 2020.

**Approval of Minutes - Sylvia** - The minutes of the December 11, 2019 meeting, previously sent to the Board, were approved with a correction. The event requested for January 4 in the Little Library was a wedding, not a wedding reception.

**Treasurer's Report - Leigh - Financial Report for December, 2019 (Report Attached)**

**Additional Comments:** Points noted: 1) *The detailed Sock Hop final expenses are attached. Total income was \$555 (including a \$300 donation) and total expenses were \$791 (note that the paper supplies purchased by Darrell were donated to HVI, Thank you).* Future considerations might be whether or not we want to make this kind of activity exhibit related, a fund raiser, or a special event where we expect no income, but we still charge. 2) Total sales for 2019 have exceeded 2018, even though December 2019 sales were less than December 2018, due to fewer open days in December, 2019. In 2018, there was \$67,530.00 in sales, and in 2019, there was \$68,665.00, a significant increase. It was suggested that HVI should begin making investments in Museum items that are in line with our mission.

**Storekeeper Report November, 2019 - Susan & Patti (Report attached)**

**Additional Comments:** It was a good December in sales, customers, and merchandise. Leigh added that in the last calendar year, \$74,859.34 was deposited in the bank account, which includes the sales from the teas that are charged, and the memberships that are charged. That amount was \$6,825.00. Also last year, \$25,000 was transferred out for the Investment Fund. We are doing well in both investment funds. A discussion ensued about the sale of ornaments. The best sellers annually are Vienna Presbyterian Church, the Caboose, and the Vienna Inn. A suggestion was made to have an ornament committee to think of ways to market the ornaments. -Susan asked Leslie to have the candy area treated by a professional pest company who can get rid of the ants permanently rather than using cumbersome sticky pads that take weeks to work. She is willing to remove all the candy in the area to facilitate this process. Having this work during our closed months is optimal.

**Used Book Sale - Nancy**

**Oral Report:** The Used Book Cellar made more than \$1500 in December, Phil brought a check for EBay, John & Nancy are still working together. The closet with the hot water heater was recently cleaned out, with the plan to add a couple of book depth shelving covered with a curtain. The plan is to customize building them at the window on the side and the window at the back to maximize the space. Previously, bins with books have been stored. -There will be a sale on February 1. It was suggested that dealers be directed to take only one box downstairs at a time. Further thought will be given to that. -Concerning the stored tools, research is needed to determine the value of them, and their museum significance. -**Leigh** commented that she did not include in the December report the chronological history of how much money we make in the book sales at various times. This fiscal year, HVI has made \$8500 in sales with very little expenses, which resulted in a profit of \$8400. This exceeds the amount of profit from 6 - 8 previous book sales.

## **Historic Preservation Award - TBD.**

### **ONGOING and UPCOMING:**

**-Membership Meetings: 60s themes.** It was suggested that at the spring meeting, someone from NASA be invited to speak about the early space flights. The fall meeting could feature the topic of integration. **Mike** will coordinate with *Bill Hamilton*, retired Air Force colonel, and a docent on the space programs. Tuesday, March 24 was suggested. **Leslie** will check the Town schedule.

**-West End Cemetery: Dee Dee Carter presentation.** Dee Dee gave each Board member a packet which included *Pictures of Property Conditions of the "West End Cemetery, Current Property Conditions, Future Improvements to Property Conditions*. The enlarged photos that were taken on her visits to the cemetery showed needed maintenance that she wanted to be addressed, i.e. removal of fall leaves on the grounds and curbs, a tool that had been left outside of the cemetery near the entrance, a grave stone of Gloria's great uncle *Willie Mills* that had been defaced, a tree that is aging and needs work, and a wild shrub that had partially hidden the headstone of Mary Brooks Taylor (before Cathy cut it back). The tree next to the headstone needs to be cut down because its roots might extend into the grave. She reported that a child living next to the cemetery has been playing in the cemetery, which is disrespectful. **Leslie** responded that she made *John King* aware of the tool that had been left, which was a collapsed 3 legged stand used for signs. It has been removed. She also said that the Mills grave stone has since been cleaned with Windex. (It was later pointed out that water and a **soft** brush are the more effective cleaners.) -Dee Dee made the following recommendations which were listed on her cover sheet: *Trim tree limbs and wild shrubs, remove fall leaves, mow the lawn, sow new grass, and install a fence around the cemetery*. Leslie said that the subdivision is supposed to install a fence. Dee Dee wants to know the kind of fence that is planned. She would also like to see flowers and plants planted. She plans to establish a **Friends of West End Cemetery**. Potential support would come from people who have family members buried in the Cemetery, members of First Baptist Church of Vienna, and other interested people, to do more on a regular basis than what is currently being done. **Leigh** mentioned that the *Ayr Hill Garden Club* along with the *Five Hills Garden Club* could be a resource. **Cathy** mentioned that in addition to the Ayr Hill Garden Club, the *Vienna Plant Swap* and other groups might be willing to help. Dee Dee will submit an article to the *First Baptist "Epistle" newsletter* about the *Friends of West End Cemetery* to inform them and elicit their interest in participating. She will see if some of the Eagle Scouts at the church would also like to take that on as a project. She has contacted the *Fairfax County Cemetery Preservation Association* and found that it is aware of the cemetery. **-Leigh** asked how HVI can help. Dee Dee will email an article for the Feb. HVInk regarding the establishment of the Friends of West End Cemetery to inform HVI members. She is considering contacting nurseries for donated plants, Leigh pointed out that **Nancy** is the *District 3 Director of the National Capital Area Garden Clubs*, and would be a great contact. Since HVI is the Trustee for the Cemetery, **Leigh asked Dee Dee to submit a proposal to HVI for upgrading the cemetery support.** **Mike** and **Leigh** advised Dee Dee to apply for a non-profit 501(c)(3) status at the **onset** of forming *Friends of West Cemetery*. Leigh will send her the link to the forms when she emails the proposal. Also suggested, was to have an attorney, perhaps one at the church, to be an advisor. **Cathy** will share the map she drew of the cemetery that indicates the tree that might become invasive to the grave of Mary Taylor. **Dee Dee thanked the Board for the positive feedback and helpful suggestions.**

**-1960s Exhibit - Jon** - It has been decided to use the previous concept of 13 large posters of good quality. Individual pictures can be made into a collage. A proposed draft will be emailed to the Board within a week. **Leigh** is asking that poster information be given by Feb. 5 to be sent to *Phd Posters*. For copyright: Jon is asking that the url location also be given, and it will be added to the posters. Friday, January 25 is the date requested for the photos. If possible, a space suit will be displayed in area where the 1950s dress had been. Local information will be included in the exhibit wherever

possible. Final instructions: Those responsible for a section, should put together their 24x36 poster if needed, and to email any artifacts they have that can be used for the exhibit. Associated activities are also being planned. **Womens Rights Exhibit:** Leigh will take care of the hallway exhibit which will be in the same area. The **Grand Opening is March 8**, and is on the Town Calendar.

**-Auction - Nancy** - Katharina Bierman from *Oakridge Auction Gallery Appraisers* contacted her to say that the group would like to come back. The first two weeks in April was their recommendation, but it was decided that April 18 or May 2 would be better for HVI. Nancy will ask about. The power source has been fixed upstairs. **Anne** had suggested looking into storage for items that we might want to sell.

**-Leigh** suggested these other items to be considered for the calendar: Exhibit related book discussions, Sock Hop/ Disco Dance, and Games on the Town Green.

**-Cathy** presented the following ideas for upstairs and outside, perhaps monthly: different genres of music that can be added with clothing, food, decor including; folk and protest, beach blanket bingo, beach music, Woodstock, British Invasion, psychedelic, hippie, rock, Motown, Soul, cocktail & international Bossa Nova, cool jazz night, Beach House Coffee Night, and popular sound tracks, and Rat Pack music. All of these can be done outside. **Leigh** suggested quarterly planning. Any planned events between now and May should be submitted to her for the February HVInk.

**-Private Tea for Military Spouses, March 12, 2020.**

**-Teas** - It was decided to increase the prices of teas by \$5.00 each, effective May, 2020. The new prices will be \$35.00 for regular teas, and \$40.00 for Christmas teas.

### **UPDATES AND ACTIONS**

**Bridge Update - Leslie-** There has been no new update since the report given last month by Amy-Jo Hendrix. The Town is still waiting for *Nova Parks* to respond to the recent Town Attorney's edits to the Freeman Store Bridge license agreement between Nova Parks and the Town. The Town Council will meet to approve the license agreement in a Council meeting on Monday, February 10, It then goes back to the Public Works Director so that he can coordinate with VDOT for funding for the bridge.

**-Reports from committee chairs, including:**

**-PR** - February Used Book Sale, Freeman Store open by appointment only in Feb. & March, **Susan** will submit an article for the Store.

**-HVInk** - Due date for input is February 5, mailing Feb. 15.

**-Little Library - Margaret** (Report attached) The wedding at the Library on Jan. 4 was very nice. Two ornaments were purchased.

**-Website - David** (Report attached)

**-Tours** - April Girl Scout tour.

**-Membership** - Membership dues have been updated online and on paper. **Cathy** suggested putting a link to a PayPal account on the website for memberships online.

**-Museum (Archives Conservation Project)** - **Cathy** reported that there is a hope to meet with *Olga* soon to talk about the cost of restoring the *Egbert the Elf Scrapbook*. **Anne & Cathy** will meet to talk about Past Perfect and other things they want to do with collection management in Jan. & Feb.

**-Dining room chairs** - **Anne** would like to have that addressed. The Museum Committee will decide what to do. **-Shades Upstairs** - Many of the shades have disintegrated. All of the upstairs shades will be replaced with solar block out shades with only 1% of light that comes through. There will be no drapes.

**-Shades for the Little Library** - **Anne** would like the Library to have traditional green shades. If the Museum Committee decides to have shades there, the decision should be made ASAP so the order can be placed next week. **-Chairs** - It is recommended to swap the blue chairs with folding lightweight chairs. The chairs in Leslie's office are very comfortable and are being considered. A test chair will be borrowed from the storage room in the Community Room.

**-Bowman House - Darrell & Anne** - Recommend take a tour inside to look at the space, plan a school related event there since Bowman House was the Town's first school. Leigh suggested having small signs to tell the history of the building. Leslie will ask *Brandy Wyatt* to call Darrell. Nancy suggested having a bead workshop to make 60s necklaces. Maybe the *Bead Society* can help.

#### **EVENT REVIEW**

**-Sunday, December 15, Santa Visit, 12:00 - 2:00 p.m.** - It went well.

**-Year End**

#### **UNFINISHED OR NEW BUSINESS, MISCELLANEOUS, REPORTS**

**-Archeology Proposal,** - No news from *Patrick O'Neill*.

**-HVI Plaque and Marker programs** - A draft of the application for **Nancy's house** will be submitted tomorrow. 131 Courthouse RD SW was built sometime between 1883 and 1899, more than 100 years old. **Mike** moved that HVI approve the application of 131 Courthouse Rd. SW as a presumptive candidate for the Historic Register of the Town of Vienna. The motion was passed. Nancy will send the application out to the Board electronically. *Louise Archer School* and the *first Vienna bank* will be pushed as candidates. **Sylvia** will follow up with the Principal at Louise Archer, and **Leslie** will reach out to the bank.

**-Log Cabin on Cabin Rd,** - Leslie found out that the logs had not been transported to be place under the porch, but she thinks that has now been done. She talked to John. Discussion will ensue about what type of marker will be planned. *Mayor DiRocco* suggested one like the marker at the Carter Baptismal Site.

**-Reminder** that **Anne** needs to have information for the *Annual Report* and would like to have it by Jan. 15. The Five Year Plan will consist of the past five Annual Reports, and include a plan of what we will do next. She also wants to have cloud storage to back up all of our electronic resources. **Leslie** will speak to *Tony Mull* about that.

**Oral History** - We will get back to those - both in transcribing ones which have been done, and capturing others.

The meeting was adjourned at 9:45p.m. Next Meeting: Wednesday, February 12, 7:30 p.m.

Submitted,  
*Sylvia Taylor,*  
Secretary