

## AUBURN'S HISTORIC & CULTURAL SITES COMMISSION

Meeting minutes from July 13, 2022 Hybrid Meeting (In-Person and Zoom)  
Carriage House Theater, 203 Genesee Street, Auburn, NY 13021

Present: R. Bradley, B. Chabot, J. Giannettino, D. Gottschalk-Fielding, C. Kasper, J. Kline, C. Mason, Rev. P. Price, G. Sears, D. Stankus, J. Waller, A. Wilson, K. Wise Gosch

Excused: K. Kuhl, K. Szewczyk, J. Wrench

Absent: Rev. P. Carter, A. Daddabbo, C. Eidel, K. Hill, S. Kline, D. Lamb, K. Walker

Guests: Jessica Bowes, National Park Service; Shay Dawson, National Park Service (Intern)

Call to Order July 13, 2022, at 9:00 a.m. by B. Chabot. The mission statement was read by J. Kline.

A special presentation was delivered by Shay Dawson, Intern with the Harriet Tubman National Historical Park. She shared her experience during the first half of the eleven week program and answered questions.

### Approval of Minutes

B. Chabot asked for a motion to accept the May 11, 2022 minutes as submitted, and the motion was made by D. Stankus and seconded by K. Wise Gosch. All were in favor and the motion carried.

### Finance Report

C. Kasper presented the Finance Report. The 2021-2022 statement was reviewed with elaboration describing the domain renewal covering two years' cost and surplus fulfillment dollars being transferred to the advertising budget line. The remainder of the Passport to History program budget line will be paid to Seward House Museum to cover programming expenses. B. Chabot asked for a motion to accept the statement as submitted, and the motion was made by J. Kline and seconded by K. Wise Gosch. All were in favor and the motion carried.

The budget documents for 2022-2023 were also reviewed. This year, \$2000 will be allocated per site for Special Projects and the remaining \$600 of the \$14,600 budget line will go to Fort Hill Cemetery to reprint more of their brochures. B. Chabot asked for a motion to accept the finance report as submitted, and the motion was made by J. Kline and seconded by K. Wise Gosch. All were in favor and the motion carried.

### Committee Reports

B. Chabot and C. Kasper met about revamping the commission and strategic planning and considered ways to adjust the structure of the meetings. They proposed the commission could meet quarterly with

the committees and sub-committees meeting monthly or as needed. The new format can begin in the new fiscal year starting July 2022 with the following meetings to occur in October 2022, January 2023 and April 2023. Dates on the second Wednesday in those months will be the chosen date wherever possible with the start time of 9:00 AM. Specifically, 10/12/2022, 1/11/2023, and 4/12/2023. Committees will include Marketing, Programming, and Tourism Strategies.

Furthermore, it was added that the Chair term should coincide with the fiscal year. B. Chabot asked for a motion to accept the proposal to begin this new format starting with the current fiscal year and running July 1-June 30, and the motion was made to reelect B. Chabot by K. Wise Gosch and seconded by J. Kline. All were in favor and the motion carried.

Discussion was held regarding future committee and sub-committee chairs. J. Kline offered to continue to chair the Marketing Committee. Rev. P. Price offered to chair the Juneteenth Committee.

#### Marketing

Details about the TGW June Report were reviewed. Digital ads traffic has increased in the 25-44 age range.

Harriet's Lantern Trail is the second most visited page on the website.

#### 2022-2023 Programming

Passport to History (2022 Recap)

Harriet Tubman Bicentennial (March through September 2022)

Founder's Day (August 13, 2022 & August 12, 2023)

Holiday Traditions (December 11, 2022 and December 10, 2023)

Brave Brews (March 3-5, 2023)

Harriet Tubman Week (March 10-15, 2023)

Auburn NY Pride (June 2023)

Juneteenth (June 15-19, 2023)

#### New Business

None

#### Old Business

None

#### Announcements

Commission members shared news.

#### Adjournment

B. Chabot adjourned the meeting at 10:11 a.m. A motion was made by D. Stankus and seconded by K. Wise Gosch. All were in favor and the motion carried. The next Commission meeting will be held at 9:00 a.m. on Wednesday, 10/12/2022 at the NYS Equal Rights Heritage Center, 25 South Street.

Minutes by Gillian Sears and Courtney Kasper