

Butte Historic Trust Board Meeting

April 15, 2021, Minutes

The meeting was held via zoom and was called to order at 7:10 p.m. Attending were board members Jason Silvernale, Mary McCormick, Tom Boyle, and Levi Mork. Sheri Broudy had an overlapping meeting and joined at 7:20. Nancy Woodruff and Emma Cunneen attended as staff.

Note: There were no minutes to approve since the board spent the April 1 meeting time conducting interviews of job applicants.

1. Staff update

- Emma started the Coordinator position April 14. For the next couple weeks, she is also working at her previous job, so Emma and Nancy will spend time together to effect the transition, and Emma will begin to work on a half-time basis after that.
- The bank account is funded, and funds will be available beginning April 19.
- Nancy talked with Julia Crain at SARTA about how we will receive the \$80,000 in grant funds. They work on a reimbursement basis, and it takes them about 30 days to process a reimbursement request. The money will probably need to go to Butte CPR since we are operating under their EIN. Once we purchase a property, we may be able to get reimbursed for that as a way to get a chunk of the money early in the construction process. Typically they accept one request for reimbursement per quarter, but they will be flexible on that. Julia is supportive of BHT and does not want their process to impede our progress.
- We were invited by Shanna Adams to speak at a meeting of the Uptown Master Plan group. Nancy gave a presentation on April 7, providing information on the BHT mission, how we were formed, what a revolving fund is, our current progress, and plans and goals for the future. She also showed the 1772 video about revolving funds. The group was enthusiastic and supportive. JJ Adams offered assistance in estimating resale value of properties, especially if we do any retail/residential combo properties. He believes small projects of this type are a good value in the current Butte market.
- Upcoming tasks for staff include a press release regarding the hiring of Emma and announcing the board members; researching insurance; creating a website and social media accounts; outreach to other Montana preservation groups; and compiling board notebooks. Emma will contact Payne West, Mike Paffhausen at State Farm, and Daniel Insurance to ask about general liability insurance and whether we need any other type of insurance once we start purchasing and working on properties. Note: Laurie Renz at The Agency, on Harrison Ave, will insure dilapidated buildings.

2. Treasurer's Report

- Tom reported that we have \$5,000 in checking and \$108,698 in savings.

3. Acquisition committee update

- Jason briefed the board on the properties the committee is looking at.
 - 524 N. Franklin – The committee toured this property and believes it could be a feasible option. The house is in rough shape, one side of the foundation has

issues, it needs extensive brick work, and there is no flooring or walls in the main floor. Owner will sell for \$5,000. Jason is in contact with a mason to get an estimate on brick work.

- 939 S. Arizona – The committee will tour this church on April 17. Until then not much is known about the interior condition or the owners' thoughts on price.
- 121 E. Aluminum – Town Pump is willing to sell this house for \$1 if the purchaser moves it off the property. Otherwise they want to demolish it. Mary is looking into whether BSB has any vacant lots this could be moved to. The committee may tour this one on April 17.
- 301 Copper – The committee will likely tour this one on April 17. A major issue is a failed retaining wall behind the house. It might make sense to buy the lot behind the house if the owner is willing to sell. This house is an iconic house in Butte, but the committee needs more information, particularly an estimate on the retaining wall cost and whether the foundation work that was done is adequate.
- 214 Williams St – This house in Walkerville could be a possibility. Jason will create an ID card for it. The acquisition committee can let Emma know if they are interested, and she can send a letter to the property owners.

4. Logo update

- Jon Wick is working on a logo. He sent some preliminary ideas and board members gave feedback.

5. Contract for Emma

- Emma and Nancy reviewed the terms of the contract, and Emma is satisfied with it.
- The question was raised as to how Emma's time should be tracked, particularly admin vs program time, in case BHT wants to calculate overhead vs program costs. Nancy will research best practices for nonprofits, including talking to Butte CPR treasurer Mitzi Rossillon.
- The board amended the contract to state that Emma will submit an invoice on the 1st of the month (for the previous month) and Tom will pay her by the 5th.
- The board approved the contract as amended.
- Nancy will edit the contract to reflect the change, and will submit it to Emma and Jason for signatures.

The meeting adjourned around 8:00.

NOTE: Next meeting is **Thursday, May 6.**