

Willow Creek Historical Society Meeting Minutes

Meeting Called to Order: 7:00 PM

Presided By: Sarah Jenkins, Director of Development

Minutes Recorded By: David Vance, Development Coordinator

Committee Reports: Treasurer's Financial Update

- **Monthly Review:** Thomas Fletcher, Treasurer, presented the monthly financial summary. The society's operating budget remains stable, with expenditures tracking according to the annual forecast.
- **Restricted Funds:** A detailed breakdown of the restoration fund was provided, confirming that all recent corporate grants have been successfully restricted for construction use only.

Old Business: Library Restoration Project Update

- **Progress Report:** Sarah Jenkins provided a brief overview of the ongoing Library Restoration Project. The structural assessment of the historic reading room is now complete, and masonry repairs are scheduled to begin next month.
- **Funding & Allocations:** David Vance reviewed the current capital campaign budget. A portion of recent community donations has been allocated to secure climate-controlled storage for the archived manuscript collection during construction.

New Business: Upcoming Fall Gala & Community Outreach

- **Event Planning:** The board discussed preliminary logistics for the annual Fall Heritage Gala. Sarah Jenkins proposed a revised catering menu and suggested hosting the silent auction online to broaden participation.
- **Volunteer Recruitment:** David Vance noted a need for additional volunteers to assist with event check-in and museum tours. A sign-up sheet will be posted in the main lobby next week.

Meeting Adjourned: 8:15 PM