

Administrator's Report for May 2024

(Lawre Bonekemper)

Finances & Taxes: All bills were paid, and the checking & savings accounts were reconciled.

Historical Item Sales: There was 1 copy of *Treasured Landmarks* sold.

Membership: Monthly dues letters were mailed. Renewals for Business members were mailed.

Rentals: There were 11 inquiries, 10 showings, and 4 rentals.

Programs / Activities:

- **Patron Party 2024:** Attended to many details for a successful Patron Party. Prepared post-event reports. Mailed pictures to several attendees.
- **150th Anniversary of Little Red Schoolhouse:** Attended a program planning meeting for this September program.
- **EOY Trustee Dinner:** Prepared & distributed invitations & provided support for the chairperson.
- **Annual Mailer:** Began work on the annual mailer. There are many unfinalized details at this point.
- **Authors Series 2024:** Worked on the Sponsors Brochure and marketing card for this event.

Publicity:

- Created and submitted the Society's page for the 6/28/24 Bulletin.
- Began work on the July eNewsletter.

MISC:

- Students were selected by IH High School & CCDS for the "Outstanding Achievement in American History" award. John Armstrong presented the award to Jacob Ruby at IH High School, and Don McGraw presented it to Kevin Pearson at CCDS.
- Updated the Trustee Binder on-line and prepared binders for new Trustees.
- Received a 1791 bible which was owned by the Buckingham family.
- Purchased and put together stand fans for the Schoolhouse and Buckingham Lodge basements (as one had died in each location).
- Sprayed Groundclear on driveway at Buckingham Lodge.
- Flow tests @ LRS were conducted and results sent to Hamilton County
- Met with B&G Committee, Ann Linck, & Chris with Oakley Construction to review the Buckingham Lodge renovation plans.
- Met with Preservation Committee to discuss:
 - Lockwood Cabin and Cabin & Barn Friend's proposal
 - Archive Use policies
- Met with Rosemary Welsh and Chip Hunter for mid-year review.

Historian's Report

May 2024

Images: *Paddlefish Farming at Grand Valley: The Background Story, Part I.* was the article in the March Bulletin, and *Paddlefish Farming at Grand Valley: The Background Story, Part II* was published in April.

Oral History: Ray Mongenas regarding the Indian Hill Antiques Fair and the antiques classes he taught at the Little Red Schoolhouse for decades.

Acquisitions: (1) Ephemera regarding the IH Antiques Fair (photos, swag, promotional material, etc.) from Ray Mongenas

Miscellaneous: (1) Attended Program Committee Meeting, (2) Met with Rosemary Welsh and Chip Hunter for another job performance review, (3) Attended Preservation Committee Meeting regarding Lockwood Cabin and Archival Use policies, and (4) Continued archiving the *Cincinnati Business Courier* and clipping obituaries and articles from the *Cincinnati Enquirer* and other local publications.

Lindsay McLean

Trish Krehbiel

Archivist/Librarian's Report 06-2024

- Archived the following since last report:
 - 10 Newsletters added.
 - 5 new books added to Hauck Library; cataloged 25 books that had been mis-cataloged in the past.
 - Began conducting an audit of the library books by category.
 - Multiple articles, photos, death notices added to house/people/subject files.
 - Continue to organize & digitize the following: People Files, Subject Files, Oral Histories
- Digitized & added:
 - Antiques Fair memorabilia into an Archive Box
 - 5 additional Subject Files
- Regarding the Archives' Release, Use and Copyright policies for the IHHS Archives:
 - In March I gave feedback with my comments on the documents Pam shared with Rosemary W..
 - In May I met with the Preservation Cmte. to discuss the importance of, and general content of, the IHHS Release, Use and Copyright policies for the IHHS Archives.
- In May I met with Chip & Rosemary for mid-year performance review/ shared compensation analysis for my position.
- In May I met with Preservation Cmte. to discuss Lockwood Cabin.
- At the May Board meeting I gave a demonstration of the Digital Archive program (CatalogIt) which I use for the IHHS Archives.