

Byron Museum Board of Commissioners
Annual Meeting - Minutes
Tuesday, August 23, 2016

The regular meeting of the Byron Museum of History was called to order at 6:30 pm by President Randy Stukenberg.

Roll Call: Members present:, Gary Hess, Kole Bennett, Randy Stukenberg, Kim Boyden.

Members Absent: John Hess. Also present: Nelene Jeter and director/recording secretary Marian Michaelis

Action Item #1: Motion by Boyden second by Bennett to approve the agenda.

ROLL CALL: Ayes:4 Nays 0.

Action Item #2: Motion by G. Hess second by Bennett to approve minutes of the July 26, 2016 meeting.

ROLL CALL: Ayes:4 Nays 0

Expense Report:

	<u>Jul 31, 16</u>
Beginning Balance	1,082.22
Cleared Transactions	
Checks and Payments - 26 items	-10,233.57
Deposits and Credits - 3 items	14,123.50
Total Cleared Transactions	<u>3,889.93</u>
Cleared Balance	<u><u>4,972.15</u></u>
Uncleared Transactions	
Checks and Payments - 5 items	-1,163.82
Total Uncleared Transactions	<u>-1,163.82</u>
Register Balance as of 07/31/2016	<u><u>3,808.33</u></u>
Ending Balance	3,808.33

Cash On Hand 7/29/2016 \$ 161,907.78
--

	<u>Jul 31, 16</u>
Beginning Balance	138,097.11
Cleared Transactions	
Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 2 items	3,940.93

	<u>Jul 31, 16</u>
Beginning Balance	2,001.91
Cleared Balance	2,001.91
Register Balance as of 07/31/2016	2,001.91
Ending Balance	2,001.91

Total Cleared Transactions	-6,059.07
Cleared Balance	132,038.04
Register Balance as of 07/31/2016	132,038.04
Ending Balance	132,038.04

	Jul 29, 16
Beginning Balance	24,057.59
Cleared Transactions	
Deposits and Credits - 1 item	1.91
Total Cleared Transactions	1.91
Cleared Balance	24,059.50
Register Balance as of 07/29/2016	24,059.50
Ending Balance	24,059.50

Action Item #3: Motion by Boyden second by Bennett to approve July 2016 expenses as presented and to file the financial report for audit.

ROLL CALL: Ayes:4 Nays 0

Correspondence: Memo from attorney, Certificate of Error from county.

Executive Director's Report:

Byron Museum: Director's Report July 2016

1. Expansion Project: You all have the spreadsheet outlining a four phase plan with loose budget and timeline for phases one and two. This draft is intended to be developed with more detail over the next several meetings.
I met with the architect again on August 9 and we discussed the scope of work, matrix of skills, compensation terms and changes to the art work. (see packet)
I'd like the commissioners to consider forming a Facilities Committee ad hoc giving them the authority to interview and make recommendations to the full board regarding capital projects over the next one to two years. The board president and treasurer would be key members of such a committee that would also include the museum's architect and corporate council. Community members including Bill Hogan and Chet Kobel have already agreed to serve on an advisory committee but might not have authority to vote and perhaps the museum's director and project manager could co-chair.
2. Meeting with the lawyer on August 10;
 - a. Applying for the 501 C-3 status and the policies still required (see docs)
 - b. Hiring/contracting an inside employee to oversee renovations
 - c. Hiring/contracting a development firm to manage fundraising campaign
 - d. Policy manual and financing options
 - e. Applying for property tax exemption of theater property (see docs)

- f. District's contribution exemption status (see docs)
3. Monument Rededication: October 15, 2016 10:00-12:00 noon There are several meeting scheduled for September and October leading up to the event, feel free to attend any of them.

Steering Committee Meetings at Byron Museum

Wednesday, September 7 at 1:00 p.m. ,Wednesday, September 14 at 1:00 p.m., Wednesday, October 5 at 1:00 p.m.,
Wednesday, October 12 at 1:00 p.m.

Sub-Committee Meetings /Volunteer Work Days/Volunteer Training

Wednesday, September 14 at 3:00 p.m. (Sub-committees, volunteers and reenactor orientation. Moving the banner and hanging bunting) Wednesday, October 5 at 3:00 p.m. (Sub-committees, volunteers and reenactor orientation. Hanging bunting) Wednesday, October 12 at 2:00 p.m. (Sub-committees, order of parade. Moving the banner and hanging bunting)

Thursday, October 13 at 3:00-5:00 p.m. (Byron Forest Preserve: Greenery Gathering)

Friday, October 14 at 3:00-6:00 p.m. (Garland/Wreath building, monument and bridge decorating)

4. Summer vacation: I am taking off 1-2 days around Labor Day. Dan will be in Ireland from September 19 to October 4...back in time for the monument event.

Discussion Item #1: Memos from attorney RE: Foundation Bylaws, election of officers, and the upcoming OCIAB meeting.

Discussion Item #1: Election of Treasurer and Secretary: Gary Hess/Randy Stukenberg nominated Kole Bennett as Treasurer and Randy Stukenberg /Kole Bennett nominated Kim Boyden as Secretary.

Action Item #4: Election of Treasurer and Secretary Motion was made by Gary Hess and seconded by Randy Stukenberg to elect Kole Bennett as Treasurer and Kim Boyden as Secretary. **ROLL CALL:** Ayes:4 Nays 0

Action Item #5: Motion by Gary Hess second by Bennett to adopt tentative ordinance 16-1 and notice to be published. **ROLL CALL:** Ayes:4 Nays: 0

Action Item #5: Motion by, Boyden second by G. Hess to Adjourn at 7:26 pm.