

Byron Museum Board of Commissioners
Regular Meeting - Minutes
Tuesday, February 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:, Randy Stukenberg, John Hess, Nelene Jeter, Gary Hess, Kim Boyden. Also present: Marian Michaelis

Action Item #1: Motion by Boyden second by Jeter to approve amended agenda as presented.
ROLL CALL: Ayes:5 Nays 0.

Action Item #2: Motion by John Hess second by Jeter to approve minutes of the January 26, 2016 meeting.

ROLL CALL: Ayes:5 Nays 0

January Expense Report:

	<u>Jan 29, 16</u>
Beginning Balance	3,340.00
Cleared Transactions	
Checks and Payments - 23 items	-10,027.48
Deposits and Credits - 5 items	16,224.85
Total Cleared Transactions	<u>6,197.37</u>
Cleared Balance	<u><u>9,537.37</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-476.71
Total Uncleared Transactions	<u>-476.71</u>
Register Balance as of 01/29/2016	<u><u>9,060.66</u></u>
New Transactions	
Checks and Payments - 18 items	-5,401.37
Deposits and Credits - 1 item	10,000.00
Total New Transactions	<u>4,598.63</u>
Ending Balance	<u>13,659.29</u>
Money Market	<u>Jan 29, 16</u>

Cash On Hand 1/29/2016 6 \$ 165,284.33
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Beginning Balance	141,047.35
Cleared Transactions	
Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 1 item	27.81
Total Cleared Transactions	-9,972.19
	131,075.16
Cleared Balance	131,075.16
Register Balance as of 01/29/2016	6
New Transactions	
Checks and Payments - 1 item	-10,000.00
Total New Transactions	-10,000.00
	121,075.16
Ending Balance	6

Savings ODP	Jan 29, 16
Beginning Balance	2,001.00
Cleared Transactions	
Checks and Payments - 1 item	-900.00
Total Cleared Transactions	-900.00
Cleared Balance	1,101.00
Register Balance as of 01/29/2016	1,101.00
New Transactions	
Deposits and Credits - 1 item	900.00
Total New Transactions	900.00
Ending Balance	2,001.00

Restricted Checking	Jan 29, 16
Beginning Balance	24,045.60
Cleared Transactions	
Deposits and Credits - 1 item	1.91
Total Cleared Transactions	1.91
Cleared Balance	24,047.51
Register Balance as of 01/29/2016	1
Ending Balance	24,047.51

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

ROLL CALL: Ayes:5 Nays 0

Correspondence: Director submitted several pieces of mail including a thank you note from the Davis Junction Historical Society for the donation, a response from the IL Dept of Revenue to our request for property tax exemption, Nicor Gas "PriceGaurd" offer and the US Census notice.

Executive Director's Report:

Byron Museum: Director's Report February 2016

1. Annual Business Review: ABR is the districts long range strategic plan. An updated draft is being handed out tonight with this year's updates highlighted in yellow.
2. Expansion Project & IDNR Grant: The IDNR grants are still suspended, a Request For Proposal draft is ready for your review. You'll notice the deadline for submissions is Friday, April 15,

2016 so that I can make my recommendations to the board at the April 26 meeting. The board will determine which vendors will be interviewed and Randy, the architect, and myself will conduct the interviews and make recommendations to the full board for a vote and contract award at the May 24 meeting. Project start and end dates are currently set for June 1 through August 31, 2016.

3. Proposed agreement with the City of Byron: (See yellow pages of packets)
4. Soldiers Monument: I'm asking the Board to authorize \$1000 to be spent this fiscal year on printing, postage and other expenses to be approved by the event's steering committee. Subcommittees have been formed; Marketing, headed up by Deanna and Twila at the Chamber, Logistics, co-chaired by Marian and Larry Hewitt, Pageantry, co-chaired by Dan and Mark Herman BFP. The steering committee will still meet regularly and oversee budget and sponsorship. I would like to apply for a grant through the CFNI to help support this event and there are other fundraising efforts being considered.
5. Audit: I picked up the final draft and all source documents on Frida the 19th. This audit required the most leg work on my part but there were no issues or red flags found. I actually got some verbal kudos for the monthly financial packets I prepare.(See copy of bound auditors report)
6. CFNI Grants: The Community Foundation of Northern Illinois is an organization that I believe the museum's foundation will work with for endowment management, once 501C3 status is granted. For now, they also offer grants to tax funded bodies such as ours and I am considering applying for more than one grant that they offer. One would be to support the one-time event of the Soldiers' Monument Sesquicentennial on October 15. The second would be for a multi-year program and include some of the audio/visual equipment needed for the theater renovation. The Byron School District has to support the educational programs that we are requesting funds for. Dan and I will be working with local educators, social workers and services in order to develop the programs/services to be offered to the public.
7. Exhibits: Steve Jones is loaning the museum his collection of political buttons from presidential elections, some more than 100 years old. Steve is also going to give a presentation on March 12. The IL primaries take place on March 15.

Discussion Item #1: Commissioners reviewed the RFP and the public notice to be in the 2/29/16 issue of the Ogle County Life.

Discussion Item #2: The director went over the most recent Annual Business Review, pointing out the status updates and the one new goal of expanding the museum's gift shop. The SWOT Analysis process was discussed as well as other ideas for future exhibits and grants.

Discussion Item #3: Commissioners discussed the proposed lease between the City of Byron and the Museum District. Gary Hess has concerns about handicap parking spaces, signs and options for towing. Randy Stukenberg will continue to work with the city on the lighting issues and communicate the need for handicap parking close to the Legion's rear entrance, however these items are not part of the lease agreement.

Action Item #4: Motion by Boyden second by Jeter to approve the final Lease Agreement with the City of Byron for the now fenced dumpster area behind the Theater at 116 Union.

ROLL CALL: Ayes:5 Nays 0

Discussion Item #4: Commissioners received and discussed the final draft of the auditor's report and the auditor's suggestion of raising the minimum capitalization amount from \$500.

Action Item #5: Motion by Gary Hess, second by John Hess to raise the minimum capitalization amount to \$2000.

ROLL CALL: Ayes:5 Nays 0

Discussion Item #5: The Solders Monument Sesquicentennial Celebration expenses, itinerary and funding sources. Commissioner Gary Hess suggested the appropriate sub-committee contact Scott Whitney of Winnebago to portray General Grant.

Action Item #6: Motion by Boyden, second by Gary Hess to authorize \$1000 to be spent this fiscal year by the Solders Monument Sesquicentennial Celebration's steering committee.

ROLL CALL: Ayes:5 Nays 0

Action Item #7: Motion by Boyden, second by John Hess to Adjourn at 8:22 pm.