

**Byron Museum Board of Commissioners**  
**Regular Meeting - Minutes**  
**Tuesday, February 28, 2017**

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

New Commissioner, Nelene Jeter was sworn in.

Roll Call: Members present:, Randy Stukenberg, Nelene Jeter, Kim Boyden. Members Absent: Gary Hess and Kole Bennett. Also present: Marian Michaelis and Jim Hess.

**Action Item #1:** Motion by Boyden second by Jeter to approve agenda.

**ROLL CALL:** Ayes:3 Nays 0.

**Action Item #2:** Motion by Boyden second by Jeter to approve minutes of the January 2017 regular meeting.

**ROLL CALL:** Ayes:3 Nays 0

**January Expense Report:**

	<u>Jan 31, 17</u>
Beginning Balance	3,473.98
<b>Cleared Transactions</b>	
Checks and Payments - 32 items	-10,046.40
Deposits and Credits - 3 items	11,074.00
<b>Total Cleared Transactions</b>	<u>1,027.60</u>
<b>Cleared Balance</b>	<u><b>4,501.58</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-813.91
<b>Total Uncleared Transactions</b>	<u>-813.91</u>
<b>Register Balance as of 01/31/2017</b>	<u><b>3,687.67</b></u>
<b>Ending Balance</b>	3,687.67

Cash on Hand as of 1/31/17 \$ 169,456.40
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Money Market	<u>Jan 31, 17</u>
Beginning Balance	149,662.62
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-10,000.00

Deposits and Credits - 1 item	31.43
Total Cleared Transactions	-9,968.57
<b>Cleared Balance</b>	<b>139,694.05</b>
Register Balance as of 01/31/2017	139,694.05
<b>Ending Balance</b>	<b>139,694.05</b>

Restricted Checking	Jan 31, 17
Beginning Balance	24,069.66
Cleared Transactions	
Deposits and Credits - 1 item	2.11
Total Cleared Transactions	2.11
<b>Cleared Balance</b>	<b>24,071.77</b>
Register Balance as of 01/31/2017	24,071.77
<b>Ending Balance</b>	<b>24,071.77</b>

Saving/ODP	Jan 31, 17
Beginning Balance	2,002.91
Cleared Balance	2,002.91
Register Balance as of 01/31/2017	2,002.91
<b>Ending Balance</b>	<b>2,002.91</b>

**Action Item #3:** Motion by Boyden second by Jeter to approve January 2017 expense reports as presented and to file the financial report for audit.

**ROLL CALL:** Ayes:3 Nays 0

**Executive Director's Report:**

**Byron Museum: Director's Report February 2017**

1. Policies:. The policy that is being put forward for change is 415.06 regarding bidding requirements that are more restrictive than what is required by the state or recommended by our auditor and attorney. (See policy)
2. Audit: The auditors final report is available for your review and approval. A copy of the Annual Financial Report filed with the IL Comptroller is also available for your review and approval. (See bound copies)
3. Lease Amendment: for one additional year with tenant Holmstrom Kennedy. (See original to be signed)
4. Facilities Committee: met on Thursday and hammered out some preliminary numbers and has these recommendations for the board to discuss and authorize in order to fund the remodel project.
  - a. See proposed budget of remodel expenses.
  - b. Spending methods: Restricted checking account will be used to track all of the expenses related to the remodel project.

- c. Names on account: President, Treasurer, and Director.
  - d. Card users/signers: Director and Project Manager
  - e. Limits: Account balance shall not exceed \$35,000 or fall below \$2000. Staff card limits set at \$5,000. Spontaneous spending limit of \$500. Two signatures are always required for every transaction.
5. Art Opening and Workshops: Over 60 people attended the opening reception on Saturday, February 11. We are offering art workshops to the public on Saturday, March 11 & 18 3:00-5:00 PM.

**Discussion Item #1:** Policy 415.06 regarding the bidding requirements, raising the minimum from \$5000 to \$10,000 to be in line with the state statute.

**Action Item #4:** Motion by Boyden second by Jeter to adopt the updated policy 415.06 as written.

**ROLL CALL:** Ayes:3 Nays 0.

**Action Item #5:** Motion by Boyden second by Jeter to approve the auditor's report for fiscal year 2015/2016.

**ROLL CALL:** Ayes:3 Nays 0.

**Action Item #6:** Motion by Boyden second by Jeter to approve the Annual Financial Report submitted to the Illinois Comptroller for fiscal year 2015/2016.

**ROLL CALL:** Ayes:3 Nays 0.

**Action Item #7:** Motion by Boyden second by Stukenberg to authorize president Stukenberg to sign the Lease amendment with Holmstrom Kennedy for an additional year as tenant.

**ROLL CALL:** Ayes:3 Nays 0.

**Discussion Item #2:** Facilities Committee made recommendations to the full board regarding the total amount of expenditures to be authorized and set aside for the remodeling of both facades.

**Action Item #8:** Motion by Boyden second by Stukenberg to authorize up to \$35,000 in remodel expenses to be placed in the restricted checking account. Account balance shall not exceed \$35,000 or fall below \$2000.

**ROLL CALL:** Ayes:3 Nays 0.

**Discussion Item #3:** Facilities Committee made recommendations to the full board regarding the spending methods, limits, and accountability during the remodeling project.

**Action Item #9:** Motion by Boyden, second by Jeter to authorize the director to establish an additional bank card, limits set at \$5,000. Signers/users Director Marian Michaelis and Project Manager Curtis Davids with a spontaneous spending limit of \$500.

**ROLL CALL:** Ayes:3 Nays 0.

**Action Item #10:** Motion by Boyden second by Stukenberg to Adjourn at 7:10 pm.

Minutes taken and presented by Recording Secretary, Marian Michaelis