

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

The regular meeting of the Byron Museum of History was called to order at 6:33 pm by President Randy Stukenberg.

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

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

**ROLL CALL:** Ayes:4 Nays 0.

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

**ROLL CALL:** Ayes:4 Nays 0

**January Bank Rec Report:**

Checking	Feb 28, 17
<b>Beginning Balance</b>	4,526.58
<b>Cleared Transactions</b>	
Checks and Payments - 28 items	-14,184.37
Deposits and Credits - 3 items	10,736.35
<b>Total Cleared Transactions</b>	-3,448.02
<b>Cleared Balance</b>	<u>1,078.56</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 items	-1,604.13
<b>Total Uncleared Transactions</b>	-1,604.13
<b>Register Balance as of 02/28/2017</b>	<u>-525.57</u>
<b>New Transactions</b>	
Deposits and Credits - 1 item	10,000.00
<b>Total New Transactions</b>	10,000.00
<b>Ending Balance</b>	<u>9,474.43</u>

Cash On Hand as of 2/28/17	
\$	155,270.77

Money Market	Feb 28, 17
<b>Beginning Balance</b>	139,694.05
<b>Cleared Transactions</b>	

Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 1 item	25.76
<b>Total Cleared Transactions</b>	<b>-9,974.24</b>
	<b>129,719.8</b>
<b>Cleared Balance</b>	<b>1</b>
	129,719.8
Register Balance as of 02/28/2017	1
<b>New Transactions</b>	
Checks and Payments - 1 item	-10,000.00
<b>Total New Transactions</b>	<b>-10,000.00</b>
	<b>119,719.8</b>
<b>Ending Balance</b>	<b>1</b>

Restricted Checking	Feb 28, 17
Beginning Balance	24,071.77
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	1.85
<b>Total Cleared Transactions</b>	<b>1.85</b>
<b>Cleared Balance</b>	<b>24,073.62</b>
Register Balance as of 02/28/2017	24,073.62
<b>Ending Balance</b>	<b>24,073.62</b>

Savings/ODP	Amount	Balance
<b>Beginning Balance</b>		<b>2,002.91</b>
Cleared Balance		2,002.91
Register Balance as of 02/28/2017		2,002.91
<b>Ending Balance</b>		<b>2,002.91</b>

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

**ROLL CALL:** Ayes:4 Nays 0

**Executive Director's Report:**

**March 2017**

1. Facilities Committee: The committee decided not to meet in March but Randy and Kole were both given updates and communicated via email regarding the asbestos abatement, volunteer work days, and various expenses. (See budget and timeline)
  - a. Asbestos abatement is scheduled for the first week in April. The total after permit fees and disposal should be less than \$5000. The company EHS had the best price and is able to work within our schedule. This amount is in addition to the cost of materials and labor already allocated for this phase of the project. (See quote)
  - b. There will be no bingo, meetings, or rentals until the beginning of May or until the new doors are installed in the theater's entry.
  - c. Volunteer Work Days: April 8 and 22 from 9:00 am to 4:00 pm we will be putting plywood and siding on the museum and theater facades above the awnings.
  - d. The amendment to the Classics & Colonials contract is formalizing our verbal agreement for them to prepare and paint the theater sign's metal letters. Because they are made of a soft "pot metal" and had layers of different colored paint, they had to be blasted with glass beads. There are at least 240 pieces which represents a

lot of man hours. We also chose to use epoxy primer and black automotive paint.  
(See Amendment)

2. Annual Business Review: We are not adding any new goals to the strategic planning document but I have updated all of the timelines, status, and general information. Next month it will be on the agenda to approve. (See draft)
3. Foundation: Our Capital Campaign, which will ultimately be ran by the foundation's board of directors, could be launched ASAP. Next month I will be asking you to approve expenses related to launching our Capital Campaign and a set of standing policies for the foundation. Having guidelines in place for fundraising and governance will be key to recruiting the first five directors that you will appoint.
4. Energy Suppliers: Our current 3 year contract does not expire until August but rates are at all-time lows (below our contracted rate). We can lock in a rate now and the contract will roll to the new vendor in August with no penalties. You'll notice Direct Energy is currently the lowest supplier. I am asking that the board authorize Randy and I to make this decision before the next meeting because of the suspected rate hike in June and the rates quotes only being good for 24 hours. (See rates sheet)
5. Art Exhibit: Artists are picking up their pieces on March 31 and April 1. Overall this was a very successful experiment and Eagle's Nest Art Group would consider doing something similar next year. The workshops had a mixed response but the people who attended the class on March 11 really enjoyed it and encouraged me to host more art classes in the theater space.

**Discussion Item #1:** Foundation; forming the history foundation, seed money and initial expenses.

**Discussion Item #2:** Gary Hess, verbal resignation in February.

**Discussion Item #3:** Annual Business Review/Strategic Plan document will be on the next agenda for approval.

**Discussion Item #4:** Contract Amendment with Custom and Colonials to authorize work on the original theater sign letters. Cost estimated at \$1600 for preparation and painting 240 letters and numbers.

**Action Item #4:** Motion by Bennett second by Boyden to approve the Contract Amendment with Custom and Colonials as written and authorize the expense of \$1600.

**ROLL CALL:** Ayes:4 Nays 0.

**Action Item #5:** Motion by Boyden second by Jeter to authorize the director to spend up to \$5000 to EHS for theater abatement.

**ROLL CALL:** Ayes:4 Nays 0.

**Action Item #6:** Motion by Boyden second by Bennett to authorize the president and director to enter a new contract with energy suppliers.

**ROLL CALL:** Ayes:4 Nays 0.

**Discussion Item #5:** Kole Bennett had questions regarding operating procedures/policies, and the handling of donated artifacts.

**Action Item #7:** Motion by Boyden second by Stukenberg to Adjourn at 7:25 pm.

**ROLL CALL:** Ayes:4 Nays 0.

Minutes taken and presented by Recording Secretary, Marian Michaelis