

**Byron Museum Board of Commissioners**  
**Regular Meeting - Minutes**  
**Tuesday, May 23, 2017**

The regular meeting of the Byron Museum of History was called to order at 6:36 pm by President Randy Stukenberg.

Swearing in recently appointed commissioner; Drew Hogan

Roll Call: Members present:, Randy Stukenberg, Kim Boyden, Drew Hogan. Members Absent: Kole Bennett and Nelene Jeter. Also present: Recording Secretary, Marian Michaelis.

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

**Action Item #2:** Motion by Hogan second by Boyden to approve minutes of the April 25, 2017 regular meeting.

**April Bank Rec Report:**

|                                   | <u>Apr 30, 17</u> |
|-----------------------------------|-------------------|
| Beginning Balance                 | 8,601.05          |
| Cleared Transactions              |                   |
| Checks and Payments - 24 items    | -11,023.27        |
| Deposits and Credits - 2 items    | 10,577.00         |
| Total Cleared Transactions        | <u>-446.27</u>    |
| Cleared Balance                   | <u>8,154.78</u>   |
| Uncleared Transactions            |                   |
| Checks and Payments - 3 items     | -337.69           |
| Total Uncleared Transactions      | <u>-337.69</u>    |
| Register Balance as of 04/30/2017 | <u>7,817.09</u>   |
| Ending Balance                    | 7,817.09          |

| Restricted CK                     | <u>Apr 30, 17</u> |
|-----------------------------------|-------------------|
| Beginning Balance                 | 23,279.85         |
| Cleared Transactions              |                   |
| Checks and Payments - 9 items     | 14,265.06         |
| Deposits and Credits - 1 item     | 1.29              |
| Total Cleared Transactions        | <u>14,263.77</u>  |
| Cleared Balance                   | <u>9,016.08</u>   |
| Uncleared Transactions            |                   |
| Checks and Payments - 2 items     | -463.78           |
| Total Uncleared Transactions      | <u>-463.78</u>    |
| Register Balance as of 04/30/2017 | <u>8,552.30</u>   |
| Ending Balance                    | 8,552.30          |

| Money Market                  | <u>Apr 30, 17</u> |
|-------------------------------|-------------------|
| Beginning Balance             | 109,744.89        |
| Cleared Transactions          |                   |
| Checks and Payments - 1 item  | -10,000.00        |
| Deposits and Credits - 1 item | 17.76             |
| Total Cleared Transactions    | <u>-9,982.24</u>  |

| Savings ODP                       | <u>Apr 30, 17</u> |
|-----------------------------------|-------------------|
| Beginning Balance                 | 2,003.40          |
| Cleared Balance                   | 2,003.40          |
| Register Balance as of 04/30/2017 | 2,003.40          |
| Ending Balance                    | 2,003.40          |

|                                   |                  |
|-----------------------------------|------------------|
| Cleared Balance                   | <u>99,762.65</u> |
| Register Balance as of 04/30/2017 | 99,762.65        |
| Ending Balance                    | 99,762.65        |

|                      |
|----------------------|
| Cash On Hand 4/30/17 |
| <b>118,135.44</b>    |

**Action Item #3:** Motion by Hogan second by Boyden to approve April 2017 expenses 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 May 2017**

1. Ordinance: At the June meeting next month you will need to identify the planned meeting dates for the next fiscal year and approve a preliminary budget for the levy process. (See draft preliminary budget and suggested meeting dates)
2. Facilities Committee: (See budget and timeline)
  - a. Architect: I met with Helmuth on the 19<sup>th</sup> and we discussed the progress of this phase and how best to move on with the next phase. He estimates \$5000 to \$10,000 in engineer/design fees to spec out the HVAC needs and updating the plumbing and electrical in the whole building. We also discussed turning the upper lounge area of the theater into climate controlled collection storage as part of the interior phase.
  - b. Budget: The updated budget includes the additional 100 hours approved for the project manager. Currently he has almost 50 hours left.
  - c. Volunteers: Since the last meeting press releases RE volunteer work days in May and recruitment efforts have started to get more interest but we could still use more help over the next few weeks. Every staff member has scheduled to cover every Tuesday, Wednesday, and Thursday after 3:00 PM and every Saturday 10-3 to work and supervise volunteers.
  - d. Timeline: the schedule for completing projects has been adjusted because of the delay finishing the upper siding and trim. Finishing with the scaffolding is key to moving on to the next steps.
3. Correspondence: confirmation letter from our auditor includes a proposal for reviewing the current fiscal year for \$5150 which is only \$150 more than the last audit.
4. Policies: Community Use and Deed of Gift/Collection pol (see copies) These are the second drafts of these policies that need to be updated. These changes will not be adopted until the third viewing, most likely at the June meeting.
5. Foundation: Last month the board adopted some tools for recruitment of the initial trustees which will run the fundraising organization. We need to spend more time brainstorming and compiling a list of potential candidates to approach.
6. Schedule: You are all encouraged to attend these events...

- a. Jan Stukenberg's 80<sup>th</sup> Birthday Open House is Sunday, May 28 1:00-4:00 PM.
- b. Memorial Day luncheon after the ceremony at Neighbors takes place in the Legion Hall on Monday, May 29 around 11:30 AM.
- c. Bingo should be back up and running on June 1<sup>st</sup>.
- d. Temporary Exhibit: Tattoo: An American Evolution will be on display this summer 6/17-9/4/2017. The budget includes printing 5k postcards and postage for mailing a few hundred locally with the majority going to outlying attractions and visitor centers. (See examples)
- e. Quilt Show: ByronFest is July 14,15,16. Registration opens June 21<sup>st</sup>. The speaker for the Tea is booked and the show judge is confirmed. The quilt show will be hung in the theater.

**Discussion Item #1:** Ordinance process; budget for fiscal year 2017/2018 compared to the current actuals, and meeting schedule for fiscal year 2017/2018.

**Discussion Item #2:** . Capital improvement projects: updates to budget and timeline for exterior projects, calendar planning for interior work, engaging a mechanical engineer to spec HVAC and the need for a written proposal.

**Discussion Item #3:** . Second viewing of two policies; Community use policy and agreement, increase in rental fees and updated Deed of Gift form.

**Action Item #8:** Motion by Boyden second by Hogan to Adjourn at 8:00 pm.

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

Minutes taken and presented by Recording Secretary, Marian Michaelis