

STEELE COUNTY HISTORICAL SOCIETY
BOARD MEETING MINUTES
April 15, 2024 - 6:30 PM
Steele County History Center – Lange Theatre

Members Present: Elizabeth Anselmo, Tom Bonacci, Chris Fisk, Dan Gorman, Jerry Ganfield, Samona Grubish, Patty Jessop, Judy Johnson, Alexandra McGuire, Andy McGuire, Jane Middlestadt, and Nancy Vaillancourt

Members Absent: Dave Effertz, Keith Holman, Deb Lustig (past president)

Steele County Liaison: Rick Gnemi

Staff Present: Jennifer Thiele, MaryAnne Higgins, Amy Lowery, Anne Peterson

1. Welcome and Call to Order: Meeting called to order by Jessop

a. Determination of Quorum: Middlestadt announced there is a Quorum

2. Approve Agenda and Consent Items a – Action Item: Approve Meeting Agenda and Minutes (M/S/P) (Grubish/Gorman); Per Jennifer, new item to be added: Promise Act (to be discussed under New Business)

3. Finance Committee Report

- Reports included in board packet
- Still experiencing some syncing problems with QuickBooks; as such, handwritten totals shown on some line items on Balance Sheet
- Reviewed Balance Sheet as of March 31, 2024
- Reviewed Profit & Loss Statements (P & L, March '24 and P & L Previous Year Comparison, March '24 vs '23)
- Per Jennifer, health insurance added for April; possibly back off on funding for Jerry's position due to potential income shortfalls; need to address Anne's position - due to her institutional knowledge, need to find someone to job shadow her
- (M/S/P) (Ganfield – Finance Com/Middlestadt) to approve the March Financial Reports
- Per Jennifer, need for another user to be added to QuickBooks, then she will be able to complete the quarterly review to address actual vs. budget

4. Staff Reports

MaryAnne:

- Visitor log and membership report included in board packet
- Signup sheets sent around to board members: 75th Anniversary Dinner on 4.26, May 20th event (co-sponsored with OPL) featuring Patty Wetterling book signing (Owatonna Live will be here), and May 23rd event – State School Discussion Panel
- May Board Meeting (at OAC) moved to 5.21 (Tuesday) due to 5.20 event
- Discussion by board members on membership numbers

Anne:

- Visitor log included in board packet
- Strong start to the '24 season; several tours in Jan/Feb/March (different from '23)
- Tom training two new volunteers on Friday, April 19 at the Orphanage Museum
- Zoom call with Explore MN Group, group tours have waned since COVID – looking for new marketing ideas to get this back on track; will be bringing a group of (30) people to Owatonna on 4.30 for tour of the city (bank, VOY, Orphanage Museum)

Amy:

- Research being done for new exhibit (Vaudeville to Silver Screen) – goal for completion, prior to July '24, script written
- New bed donated for children's room at the Dunnell House, will be rotating toys on exhibit in this room

Jennifer:

- Finalized Wild Apricot merger (membership page)
- Starting new Steele County non-profit group
- Medford Tigers to send three busloads of students for History on Wheels event on July 31
- Becoming more active in Blooming Prairie Chamber of Commerce
- Gave update on Owatonna Leadership Academy experiences – wrote scholarship so only had to pay for one third of the cost, multiple business visits, so much information, networking (best take away), last session in May, graduate in June

5. Committee Reports (As needed)

Executive – Jessop

- Executive Committee met on Monday, April 8th at Noon
- Review of History Uncorked Event – decent attendance, competition with a couple of other events
- 75th Anniversary Dinner – expecting approximately (75) people; focus on Service Bay Addition
- Reviewed requirements for Saturday coverage at History Center and volunteering at Cottage 11

Governance – Thiele

- Deb Lustig not in attendance; per Jennifer the focus is on training all volunteers

Exhibits – Thiele

- New Exhibit: Vaudeville to Silver Screen; looking for volunteers to help with exhibit
- Research on a topic – if interested, please contact Jennifer or Amy

Education & Programming – Vaillancourt

- No events in April
- May events include: Community Show & Tell on 5.9, Deerfield Township Cemetery Tour on 5.18 (hoping that more people sign up as event gets closer), and Discussion panel at the Orphanage Museum (to be held at OAC) on 5.23
- Per Jennifer, meeting on 5.2 on Junior Genies (hope that this program takes off)

Marketing - Thiele

- Putting billboard project on the back burner due to cost and finding partners to make it happen

Acquisition & Collections - Ganfield

- Jerry and Char continue to work through boxes from Buzz Kaplan estate, 3 boxes left
- Amy working on cataloging some pictures from Kurt Anderson, note: some nice photos for the society that we did not have are on display in the Lange Theatre in conjunction with 75th Anniversary

Service Bay Capital Campaign – Thiele

- Discussion to follow under Old Business

Events – Lustig

- Deb Lustig – not in attendance; No report

Building and Maintenance – Ganfield

- New quote for lawn service (increase of \$50 over 2023), service to be provide (2) times per year
- Replaced many light bulbs

Tech/IT – Effertz/Gorman

- Inventory has been pulled by Elizabeth

6. Old Business

- a. Service Bay Guidance – lengthy discussion of this item by board members and staff, turnover of executive directors in recent years has hurt getting a unified message out to members/potential donors, Committee looking for guidance from the board, recommendation to take back to the Committee - need clear picture of what project entails, do in stages/phases; 75th Anniversary is prime opportunity to bring attention to project

7. New Business: Jennifer

- a. Board Training: Reviewed Code of Ethics (20 items) – Revised March 2024; information included in board packet; Jennifer will get copy to absent board members
- b. Promise Act: Grant Opportunity being provided by Southern Minnesota Initiative Foundation, can apply for \$10K-\$50K in operational dollars based on our budget. Due Wednesday, April 24th. Action Item: board to appoint Jerry to submit the application. ‘Yes,’ votes submitted via email by all board members on 4.16.24.

8. Open Discussion - None**9. Meeting Adjourned @ 8:25 PM**

Next meeting scheduled for Tuesday, May 21, 2023 at Owatonna Arts Center (with tour of Cottage 11 to follow the board meeting)

Respectfully Submitted
Jane Middlestadt, Secretary