

STEELE COUNTY HISTORICAL SOCIETY

BOARD MEETING MINUTES

February 17, 2025 - 6:00 PM

Zoom Meeting

Members Present: Elizabeth Anselmo, Tom Bonacci, Dave Effertz, Chris Fiske, Jerry Ganfield, Samona Grubish, Keith Holman, Patty Jessop, Janis Lueth, Andy McGuire, Jane Middlestadt, Alexandra McGuire, and Nancy Vaillancourt.

Members Absent:

Steele County Liaison: John Glynn

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 that there is a Quorum
- b. **Welcome Janis Lueth** (new board member) **and John Glynn** (new county liaison)
- c. **Election of Officers** – Patty Jessop - President, Dave Effertz – Vice President, Jerry Ganfield – Treasurer, Jane Middlestadt – Secretary (M/S/P) (Bonacci/Grubish)

2. Approve Agenda and Consent Items

- a. **Action Item:** Approve Meeting Agenda (M/S/P) (Ganfield/Holman) and January Minutes (M/S/P) (Effertz/Fiske)

3. Finance Committee Report

- Reports included in board packet
- Reviewed Balance Sheet as of January 31, 2025
- Reviewed Profit & Loss Statement - YTD Comparison (Jan '25 vs '24)
- \$6,600 in the hole (per month), Investments have saved us
- Need to come up with ways to increase revenue for operations
- Waiting to pay update to HVAC & repairs that have been done
- Cost for taking down (5) ash trees (approximately \$5k) to be taken from Maintenance Fund
- Increased money received from Legacy Funds from \$3,000 to \$3,500 (Finance Com in favor of this move)
- Off to a better start due to Sharon West's Donation
- **a. Action Items: Approve January Financials as presented - (M/S/P) (Ganfield – Finance Com/Grubish); Move money received from Legacy Funds from \$3,000 to \$3,500 per month - (M/S/P) (Ganfield – Finance Com/Middlestadt)**

4. Staff Reports

MaryAnne:

- Submitted impact reports (not included in board packet), provided quick summary
- Memory Café continue to do well, numbers remain strong
- Business after Hours on 2.25, all are welcome to attend, Co-Sponsoring with OBW; Hy-Vee providing food
- Village Clean-up scheduled for 4.14

- Another meeting was held for Model T Convention coming to Owatonna this summer
- Genealogy Games to be held at OAC on 3.22 @ 10 AM
- Reminder of Hollywood Night Gala on 4.25

Anne:

- \$1600 added to Children's Legacy Funds
- Memberships are coming in for newsletter (paying \$15 fee)
- Booking some bus tours for this Fall
- Meeting with Nancy and Elizabeth on Monday afternoons in the basement of Cottage 11 (moving like items together, moving file cabinets)

Amy:

- New exhibit is open, positive feedback received
- Doing research on new Collections Management System (in case PastPerfect is no longer compatible with Windows)

Jennifer:

- Continuing to meet with other non-profits and other historical societies from the surrounding area
- Involved with Southern MN History Exchange
- Working with Amy on potential new collections software
- Met with other History Center Executive Directors/Leaders from the surrounding area on reciprocity; note: common thread – same challenges as we are experiencing
- Updating Facebook page

5. Committee Reports

Executive – Jessop

- Executive Committee met on Monday, February 10 at 11:30 am
- Reviewed programs and events: Souper Sweet Fundraiser Dinne (for HVAC fund), Business After Hours, Genealogy Games Live, Exaggerated History Program, Volunteer Appreciation Dinner (4.21), and Gala
- Getting quote and completing grant request for audio system upgrades (Wenger room); approximately \$15k (if hardwired, will apply to Owatonna Foundation, if not, will apply to Sharon West's estate)
- Employee reviews to be completed as soon as possible
- Reviewed the 2025 Budget, Targeted Marketing Campaign (put together by Mike Jensen)

Governance – Lustig

- No report

Education & Programs – Vaillancourt

- Main thing being worked on is Genealogy Game Lives (to be held at OAC on 3.22 at 10 am)

Marketing - Thiele

- Working on increasing legacy fund donations and memberships
- Possibly meeting with local financial planners so clients could include the organization in estate planning

Acquisition & Collections - Ganfield

- Still meeting on Wednesdays; Char Ost and Jerry are going through lots of photos and continuing to work on the backlog of items received

Events - Higgins

- Working on upcoming events and programs as summarized by MaryAnne under staff reports

Building and Maintenance – Ganfield

- (5) ash trees taken down, dirt and seeding to take place when temps warm up, planning for repairs to be done at the Carriage House and sections of boardwalk to be replaced at the School House & Building of Professionals

6. Old Business - None**7. New Business - None****8. Open Discussion – will look to hosting the May 19 Board Meeting at the Owatonna Arts Center****9. Meeting Adjourned @ 7:07 PM**

Next Meeting: Annual – Monday, March 17, 2025, 6 pm at History Center, Wenger Room

Respectfully Submitted
Jane Middlestadt, Secretary