



DuPage County Historical Museum Foundation
Board Meeting Minutes
September 11, 2019

I. Call to Order- 4:00 By Mike Benard

Directors Present:

Mike Benard

Samantha Bauman- Via Phone

Melody Coleman

Bob Jacobsen

Marty Keller

Troy Rodman

Directors Absent:

David Thiel

Don Puchalski

Staff Present

Michelle Podkova, Museum Manager

Dan Novak, Special Facilities Supt

Donna Siciliano, Executive Assistant

Staff Absent

Carey Moreland, M & D Coordinator

Park Board Liaison

John Vires

II. Consent Items

Approval of Minutes from July 10, 2019

Approval of Payables and Acceptance of Finance Reports for June & July 2019

Melody Coleman moved to approve the consent items as presented. Seconded by Bob Jacobsen. No discussion. Motion carried by voice vote.



III. Staff Reports

a. Museum Staff Report

Michelle stated that she added the follow up section to her report and sent the exhibit schedule to the board after our last meeting. The construction is almost complete around the Museum and there are only a few things that need to be finished. They will be finished by the end of the year however the City is doing Main Street next year. The museum attendance was down 500 people each month through the summer because of the construction. The museum had a record high of 167 campers. Staff is working on the *Home Grown* exhibit. The Museum has its first overnight birthday party rental coming up on September 21. Staff applied for an award on the golf book through the Illinois Association of Museums.

b. Development Report

Michelle stated that she and Carey are working on the board recruitment packet with Melody and David's help.

Michelle stated that development is working on the Mad for Plaid event which is a new miniature golf event we are co-partnering with the Wheaton Library on. It will be on Friday January 31. Dan stated it is an adult only event and will be \$45 per person or \$160 for a foursome. Mike stated that we have been looking for a third event and hopes that this can be a profitable event for the Museum. We are estimating that we could earn \$6,000 total which we would split equally with the library.

Michelle stated that she is working with Carey on the annual appeal request. Staff is writing it and President Thiel will edit it.

IV. Subcommittee Reports

A. Casino Night (Staff/Committee)

Dan stated that the committee met yesterday and Casino Night will be on March 14th Staff is already securing things like the equipment for the event.

B. Fall Event: Octoberfest

Dan stated that we are working with the city on how the street will look. We've increased the beer count this year. We are anticipating approximately 1,500 people. Staff is meeting with the vendors and looking at the footprint of the street.



We will utilize the museum this year for kids' events including pumpkin decorating which will cross promote the zoo. Staff rented a stage from the Glen Ellyn Park District. Staff secured \$20,000 in sponsorships. Staff is still looking for sponsors for the library event. Dan said that he will ask Carey to send sponsorship information to the board to help her with sponsorships for Mad for Plaid.

C. Communication & Membership (Keller/Rodman)

No discussion.

D. Board Recruitment

Mike and President Thiel met with Emily Doyle. She found the foundation from the Giving DuPage website. Mike thinks she would be a good appointment since she has fresh ideas and a nice network that can help with sponsorships and fundraising. She is interested in our building and preserving it. She is not a resident of DuPage County but works in DuPage County. Melody asked if staff met her yet. Michelle stated she has not. Melody asked what Emily offered to help our foundation with. Benard stated that she offered to help with grant and newsletter writing as well as preservation of the building. Melody asked if she was able to meet at 4:00 p.m. Mike said she could. Bob asked if she knows anyone who could help with the museum with sponsorships etc. Mike stated she does have a network of people. Bob was in favor of her being on the board and able to help with the newsletter. Marty's main concern was if she would be able to attend all the meetings since we've had a problem with this with past board members. He thought that it was worth looking into her joining the board. Michelle stated that she thought her volunteer experience crosses over different counties which is a good thing. Michelle likes that she can help with grants. Troy thought that Emily's experience in writing will be helpful. He thinks she has a good foothold in DuPage County. He doesn't care that she doesn't have a lot of interest in history since we have enough Historians on the board. He thinks she will be valuable in other ways. Samantha was a little concerned that she's not a DuPage County resident. She thinks that our events are community driven and not destination based. John Vires stated that the park board will likely approve a recommendation from the foundation board on Emily. After hearing all the board members comments Mike stated that he will bring the matter to the Park Board for consideration.

V. Unfinished Business

None



- VI. New business
None

- VII. Wheaton Park Board/DuPage County Partnership

- A. General Building and Utilities

Mike reported that he expected the Illinois Department of Natural Resources would finally be sending the 2014 roof grant reimbursement by the end of this year. The grant amount was originally \$600,800 but was reduced to \$424,360 when the roof was changed from slate to asphalt shingles. The grant administrator was here last week to verify that the work was done. DuPage County paid for the work upfront beyond the donation so when the Grant comes in, we will remit it to the County who will be putting the money back into the building for capital needs.

Mike has scheduled a meeting with the County Administrators about proposing an update to the intergovernmental agreement for the operation of the museum. It costs \$200,000 a year to operate the museum with the county contributing \$130,000 per year with no annual adjustment. He will seek an increase and an annual adjustment up.

- VIII. Next Scheduled Board Meeting: Wednesday October 9th at 4:00 p.m.

- IX. Adjournment

Marty Keller moved to adjourn the meeting at 5:00 p.m. Seconded by Troy Rodman. Motion carried by voice vote.