



DuPage County Historical Museum Foundation
Meeting Minutes
January 15, 2020

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

Directors Present:

Samantha Bauman

Mike Benard

Melody Coleman

Emily Doyle

Marty Keller

Troy Rodman

Directors Absent:

Bob Jacobsen

David Thiel

Don Puchalski

Staff Present

Michelle Podkova, Museum Manager

Carey Moreland, M & D Coordinator

Dan Novak, Special Facilities Supt

Donna Siciliano, Executive Assistant

Staff Absent

II. Consent Items

Approval of Minutes from December 5, 2019

Approval of Payables and Acceptance of Finance Reports for November & December 2019

Marty Keller moved to approve the consent items as presented. Seconded by Troy Rodman. Motion carried by voice vote.



III. Staff Reports

a. Museum Staff Report

Michelle stated that we made just under \$10,000 for Santa Express. We did six trips this year but typically do four. Metra decides how many trips they will give us. We have ten scout programs scheduled, three birthday parties in January and three rentals scheduled for the year already. Staff is working on the annual report. Museum staff is partnering with Wheaton College on an Introduction to History course. Staff will be doing multiple projects with the professor with thirty students.

b. Development Report

Carey stated that the early bird discount for Casino Night goes through Friday. We have \$6,500 in sponsorship and 150 people signed up for Mad Fore Plaid. She asked that everyone reach out to their networks as we still have two or three sponsorships to sell. The silent auction will be a combination package with the library board. Carey asked that board members either bring a craft beer or give Samantha \$20-\$30 and her husband will buy the liquor.

IV. Subcommittee Reports

A. Casino Night (Staff/Committee)

See Development Report

B. Fall Event: Octoberfest

Carey said that First Trust and Gilberts Sausage were both agreeable to combining the fall events and holding it at the Central Athletic Complex.

C. Communication & Membership (Keller/Rodman)

Carey stated that we will keep the membership as is for 2020 since anyone who donated \$50.00 + to the year-end appeal got a complimentary membership it wouldn't be fair to change it now. Carey thought that we should look at levels of donations and create benefits under those levels. She said that we can suggest them into a higher bracket. It would be a household account and not and not just the person who donated. Some of the benefits she outlined included having donor names on electronic signage, discounts with promo codes, free rentals. Children's memberships will stay as they are. She would like to start the first level at a \$250 donation with the new program. Carey will provide a detailed report on this at either the February or March meeting.



- D. Board Recruitment
 - No report

- V. Unfinished Business
 - None

- VI. New business
 - Review of compensation market analysis for Marketing and Development Coordinator Mike Benard stated that the Cosley Zoo Foundation and the DuPage Museum Foundation each cover 50% of the salary costs of this position. The Wheaton Park District covers the costs of the benefits for this position including life insurance, health insurance and retirement. Benard distributed the results of a recently conducted market analysis for the position. The analysis provided a recommendation for a minimum, midpoint and maximum salary range for the position. The staff member in this position is currently compensated at a level close the minimum. Through two adjustments, in January of 2020 and 2021, her pay will be adjusted to closer to the midpoint. Melody stated that she was pleased that the park district did an analysis of her position. She asked how this affects the budget. Mike responded that the 2020 budget is sufficient to cover the first adjustment.

- VII. Wheaton Park Board/DuPage County Partnership
 - A. General Building and Utilities
 - Mike stated that the \$75,000 grant from the state of Illinois for the HVAC system should be coming soon.

 - The County owns the slate roof tile that was bought prior to the plan changing to asphalt shingles. The quarry that it was originally purchased from recently agreed to buy the roof tile back. The \$70,000-\$80,000 that the County will receive from this sale will be spent on Museum capital needs.

- VIII. Next Board Meeting: February 12, 2020

- IX. Adjournment
 - Marty Keller moved to adjourn the meeting at 4:45 p.m. Seconded by Troy Rodman. Motion carried by voice vote.