



DuPage County Historical Museum Foundation
Meeting Minutes
March 11, 2020

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

Directors Present:

Samantha Bauman

Mike Benard

Emily Doyle

Bob Jacobsen

Marty Keller

Troy Rodman

Directors Absent:

Melody Coleman

Don Puchalski

David Thiel

Staff Present

Michelle Podkowa, Museum Manager

Carey Moreland, M & D Coordinator

Dan Novak, Special Facilities Supt

Donna Siciliano, Executive Assistant

Staff Absent

None

Park Board Liason

John Vires

II. Consent Items

Approval of Minutes from February 12, 2020

Approval of Payables and Acceptance of Finance Reports for January 2020

Marty Keller moved to approve the consent items as presented. Seconded by Emily Doyle. No discussion. Motion carried by voice vote.



III. Staff Reports

a. Museum Staff Report

Michelle stated that staff is preparing for Casino Night with a deep cleaning of the museum. We are also developing new protocol for cleaning due to the Coronavirus. Staff has two school events where an education trunk will be brought to the schools. There will be 67 kids from Longfellow School that will come to the museum for a scavenger hunt. Michelle stated we applied for a \$4,500 grant from the Illinois State Historical Records Advisory Board (ISHRAB) for archival digitization. If received, this money will help to hire seasonal staff to help with this project. Michelle stated she is assisting County with a HVAC replacement and upgrade project that includes heating cabinets that will help with the temperature on our lower level.

b. Development Report

Carey stated that the date has been set for Mad Fore Plaid. It will be on Friday February 5, 2021. Casino Night ticket sales are down a little bit. We have 104 tickets sold. Staff is looking for 14-16 more people to buy tickets. Carey will send an updated guest list, so the board will know who is already coming. Mike didn't think it was bad that the list was a little lower. He thought the event was a little too crowded last year. Bob stated that he will donate a threesome of golf for the auction and that the minimum bid be \$1,500.

IV. Subcommittee & Events Reports

A. Casino Night

See development report.

B. Octoberfest

No discussion.

C. Communication & Membership

No discussion.

D. Board Recruitment

No discussion.



V. Unfinished Business

Donor Giving Circle

Carey shared with the board the new levels of benefits and a sample letter. We will calculate the donation levels quarterly. Silent auction and physical donations will not count towards the levels. Carey will make an itemized list of donations and mail it out in April. All the board members present were agreeable to the document as presented.

VI. New business

A. Annual Review of Finance Policies

Mike stated that there were two minor changes from last year.

Bob Jacobsen moved to approve the finance policies as presented. Seconded by Emily Doyle. No discussion. Motion carried by voice vote.

B. Appointment of Treasurer

Mike stated that this position will be the signature authority on some financial documents for the foundation.

Mike Benard moved to appoint Bob Jacobsen as Treasurer. Seconded by Troy Rodman. No discussion. Motion carried by voice vote.

VII. Wheaton Park Board/DuPage County Partnership

A. General Building and Utilities

Mike stated that our request for \$25,000 more with a 3% increase every year has been advanced to the full county board. Mike will update everyone when he hears back from the county.

VIII. Next Board Meeting: April 8, 2020

IX. Adjournment

Bob Jacobsen moved to adjourn the meeting at 4:35 p.m. Seconded by Marty Keller. Motion carried by voice vote.