



DuPage County Historical Museum Foundation
Board Meeting Minutes
July 10, 2019

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

Directors Present:

Mike Benard

Melody Coleman

Bob Jacobsen

Marty Keller

Troy Rodman- arrived at 4:25

Directors Absent:

David Thiel

Samantha Bauman

Don Puchalski

Staff Present

Michelle Podkowa, Museum Manager

Carey Moreland, M & D Coordinator

Dan Novak, Special Facilities Supt

Donna Siciliano, Executive Assistant

II. Consent Items

Approval of Minutes from May 8, 2019

Approval of Payables and Acceptance of Finance Reports for April & May 2019

After Troy Rodman arrived at 4:25 p.m. the board voted on the May 8 2019 minutes and finance Reports from April & May 2019 as presented.

Mike Benard moved to approve the May 8 2019 minutes and Finance Reports from April & May 2019 as presented. Seconded by Melody Coleman. Motion carried by voice vote.



III. Staff Reports

a. Museum Staff Report

Michelle stated that the camp season is in full swing. They are expecting 150 kids to attend. This is the same amount as last year. The Mine Craft Camp sold out.

Michelle has been asked to be on the History in Our Parks Task Force. This task force works with NRPA in assisting with historic sites and museums. Michelle received a scholarship to attend the American Association of State and Local History conference in Philadelphia. They are using the Wheaton Park Districts role in preserving the DuPage County Historical Museum as a model. Bob Jacobsen stated that he thinks this has been a missing link between park districts, forest preserve districts and history.

Marty Keller thought it was important for Museum Staff to make sure we get pictures throughout the county of activities in the summer and save them. Michelle stated we have already started doing this. Mike Benard stated that the park district will be celebrating its 100 year anniversary in 2021. He thought that the Museum Board could help with this.

Melody Coleman asked how staff is going to follow up with the board on the coverlets and the partnership with COD. Michelle stated that we have a schedule that reaches five years out. Michelle will send the schedule out.

Bob Jacobsen stated that the coverlets were donated by people and that they would like to see them displayed in a book. He would like to start taking pictures when possible.

b. Development Report

Carey is working on a partnership with the library for an early 2020 fundraiser. It will be an indoor adult mini golf event. She will be meeting with library staff to see if this is feasible. If it is, it will be the additional event that we were looking to do for the museum. Mike Benard was pleased that we were working with the library on this event.

Carey has been working with President Thiel on the budget. She will have a draft for the board to review in the near future.



IV. Subcommittee Reports

A. Casino Night (Staff/Committee)

Carey Moreland stated that Casino Night's net revenue was \$14,000. The next Casino Night event will be held on March 14, 2020. The committee will start working on this after Octoberfest.

B. Fall Event: Octoberfest October 13 (Possible location change due to Memorial Park Construction)

Octoberfest sponsorships are currently at \$16,500, and staff is still looking for an after party sponsor. She is anticipating a total of \$19,000 in sponsorships. All permitting is on track and CERT will help with the event again this year.

C. Communication & Membership (Keller/Rodman)

Troy Rodman stated that he will send emails from other museums soon. Carey will follow up with all the board members on their membership renewals.

D. Board Recruitment

Mike Benard stated that we will check to see if we can do proxies. Marty Keller stated he would like to see another person on the board.

V. Unfinished Business

None

VI. New Business

i. Formal Review of Finance Policies & Operating Reserve Policy

Mike Benard stated that he wanted to bring all of the finance policies including the new operating reserve policy to the board for review.

Melody Coleman moved to approve the Finance Policies & Operating Reserve Policy. Seconded by Bob Jacobsen. Motion carried by voice vote.

VII. Wheaton Park Board/DuPage County Partnership

A. General Building and Utilities

Michelle stated that the county is working on a bid on the HVAC system. The system that is currently in the museum is from the early 1990s.

VIII. Next Board Meeting: TBD



IX. Adjournment

Melody Coleman moved to adjourn the July 10, 2019 meeting at 4:40 p.m. Seconded by Bob Jacobsen. Motion carried by voice vote.