



DuPage County Historical Museum Foundation
Board Meeting Minutes
May 8, 2019

I. Call to Order- 4:00 By President Thiel

Directors Present:

David Thiel
Samantha Bauman
Bob Jacobsen
Marty Keller
Mike Benard
Troy Rodman
Melody Coleman

Directors Absent:

Don Puchalski
Amy Grant

Staff Present

Michelle Podkova, Museum Manager
Carey Moreland, M & D Coordinator
Dan Novak, Special Facilities Supt
Donna Siciliano, Executive Assistant
Bethany Collier, Assistant Finance Director
Rita Trainor, Finance Director

Park Board Liaison

John Vires

Guest

Jamie Wilke from Lauterbach & Amen

II. Consent Items

Approval of Minutes from April 10, 2019
Approval of Payables and Acceptance of Finance Reports for March 2019



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

III. Staff Reports

a. Museum Staff Report

Michelle stated that they are doing construction on the North side of the street but will be moving to the South side shortly. She asked that everyone enter through the Main Street entrance during that time. Construction should be finished in front of the Museum at the end of June or sometime in July.

Michelle gave an overview of the annual report. She stated that we had a total reach of 24,000 people in 2018. We received \$15,000 in donations which is down a little bit because of the construction. Education revenue increased. Staff is working on the StEPS program. We earned 2 in 2008 and 2 this year. They hope to be finished by the end of 2020, and hope to apply for accreditation in 2021-2022. Michelle stated that Voices of DuPage program is going great and other museums look to us for advice on starting their own Voices of DuPage oral history program.

b. Development Report

Carey stated that she will have a final Casino Night report at the next meeting. We raised approximately \$14,000 in net revenue. Night at the Museum increased their price this year and had 90 people attend. We had a slight increase in membership because of Night at the Museum. This isn't a fundraiser but a friend raiser. Shakespeare will resume in 2020. Gilberts Sausage will be the presenting sponsor at Oktoberfest. They are sponsoring \$7,500 this year. Last year they gave \$5,000. First Trust is sponsoring the kid's area. So far we have raised \$12,000 in sponsorships. Dan is working on the permit for the street closing and our liquor permit has been accepted. Mike stated that we need to be in close contact with the people in the apartments. It was suggested that Carey look to all of the local apartment complexes for sponsorships.

Bob talked about the Coverlets. Michelle stated that the Collection had maybe around 20 of them but she was not sure. Bob thought that we should resurface these. He thinks the publishing aspect of exhibits is very important and we should



continue this publishing. Michelle said she would bring up Bob's idea at the marketing meeting the following week.

Marty suggested that we be in constant contact with College of DuPage for exhibits. Michelle stated that Curator Zach Bishop is already working with staff on ideas for how the Museum could work with the COD the Frieda Kahlo exhibit.

IV. Subcommittee Reports

A. Casino Night (Staff/Committee)

See Development report

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

See Development report

C. Communication & Membership (Keller/Rodman)

Mike Benard stated that the roof grant resurfaced. \$300,000 might come back to us but will go to the county. The county said that the money will go back into the building.

D. Board Recruitment

No report

V. Unfinished Business

None

VI. New business

i. Lauterbach & Amen Audit Report

Jamie Wilke from Lauterbach & Amen stated that they gave the Museum an Unmodified Opinion which is the highest rating that is given. She thanked the finance staff for all of their hard work with the audit. She stated that the FASB is suggesting that we have a Reserve Policy.

Mike Benard moved to accept the audit as presented. Seconded by Marty Keller. Motion carried by voice vote.

ii. Formal Review of Operating Reserve Policy

Executive Director Benard stated that we have finance policies for the foundation that was last reviewed in 2012-2013. He thought it was time that



we do this again at the next meeting. Benard stated that the DuPage Foundation has \$20,000 in savings in an endowment fund that is collecting interest. He thought this could be considered as our operating reserve.

iii. Casino Night Budget

President Thiel stated that he will meet with Carey and Sandra on this.

iv. Resignation of Foundation Board Member Amy Grant

Bob Jacobsen moved to accept the resignation of Amy Grant. Seconded by Mary Keller. Motion carried by voice vote.

Michelle stated that Jonathan from the county was going to talk to the Chairman of the Board that we are looking for active members from the county.

VII. Wheaton Park Board/DuPage County Partnership

A. General Building and Utilities

No report

VIII. Next Board Meeting: June 12, 2019 at 4:00 at Arrowhead

IX. Adjournment

Mike Benard moved to adjourn the meeting. Seconded by Samantha Bauman. Motion carried by voice vote.