

**Dodge County Historical Society Board of Directors Minutes  
Thursday, June 19, 2008**

**Present: Sue Harwood, Don Smith, John Kvasnicka, Bob Peterson, Ruth Stringer, Scott French, Nancy Smith.**

**Absent: Melisa Ferris, Director Earlene King**

**1. President Sue H. called the meeting to order at 7:00pm.**

**2. Visitors to the Board: Barb Gilliland, Thelma Givan, Mary Ann Bucher, Julie de Groot, Dale Morris, Jim Checkel, Lois Nash.**

**3. Board Vacancy –Treasurer Vacancy**

**3.1 Sue H. presented Julie de Groot as applicant for the current Board vacancy and also the Treasurer's position. After meeting with bookkeeper Janice Borgstrom-Durst, who stated that the budget needs to be organized and categorized, Julie proposed putting all treasurers' information on Quick Books, then coming on the board as treasurer. Johnny K. offered his expert help with Quick Books. Johnny K. Motion, Nancy S. Second**

**Discussion: Ruth expressed concern that someone be nominated who knows Dodge County and the DCHS. Julie gave personal background information. Motion carried.**

**4. Introduction of new Board members**

**4.1 and 4.2 Bob Peterson and Nancy Smith were presented to the board as filling vacancies due to resignations.**

**5. Additions/Amendments to Agenda**

**Amendment to agenda item 12.3 memorandum on Wasioja Civil War Days Committee and Subcommittees**

**6. Approve Minutes-May 2008 Meeting**

**Johnny K. Motion**

**Don S. Second**

**Johnny K. Rescind Motion**

**Johnny K. Motion accept minutes as amended**

**Don Smith Second**

**7. Treasurer's Report**

**Don S. updated everyone on the bills. Don S. and Sue H. are currently taking care of the bills. Don S. paid the outstanding bills for May, including Earlene's salary, mowing, replacement of computer, accounting so that we are now up-to-date with the state on the 990 form, utilities, newsletter, postage stamps, painting**

of log cabin.

Received a check from Maxon's insurance company for the damaged computer.

Received our allocation from Dodge County in the amount of \$11,000.

There are three Certificate of Deposits (CD) in the Kasson Bank that are coming due.

There is approximately \$10,000 in the DCHS checking account including the museum sales deposit for May.

The Board must consider cashing in a CD.

Don Zeller has informed Sue Harwood that the Kasson Liquor Store won't sponsor the DCHS wine tasting. They are going with Care and Share, instead. The Board will consider other options.

Johnny K. moved not to accept the Treasurer's report until we have finalization on above issues.

Don S. seconded.

## 8. Monthly Reports

### 9. Director's Report

Johnny K. Motion to accept Director's Report as written.

Bob P. second.

Approved.

### 10. Committee Reports

10.1 Log Cabin Painting- Jerry Howard did an excellent job. The cabin logs were stripped, filled if needed, oil base primer added, painted with Sherwin Williams super paint. He also painted the windows and screens, caulked the windows, and cleaned up after. He has been paid in full. He would like to be considered for other work the DCHS may have. Cost to repair the log cabin was \$2650.00. Any remaining money in the fund will be used for future repairs on the log cabin.

10.2 Technical Committee-Don S. recommended purchasing, through his IBM discount, a laptop with Quick Books for use by the treasurer. The computer is an IBM certified, used, Think Pad purchase price \$438.75 which includes shipping and handling. This is Don's price as an IBM employee.

Johnny K. Motion to buy computer

Ruth S. Second.

**Approved.**

### **10.3 Ghost Towns Tour**

**Barb Gilliland reported that the tour is being handled through the Triton Community Ed. Posters and brochures are ready to go out. The tour will stop at all 28 ghost towns and the committee has most of the contacts for each stop.**

**30 people have already signed up for the tour. After July 1<sup>st</sup> people may sign up through the museum.**

**Box lunches are being provided by Finne's Restaurant in Dodge Center.**

**The Committee would like any profits to go toward the ghost town signs. After the tour the committee will be put on the agenda to make a formal request in that regard.**

**Ruth Hanson is doing an article in the Byron, Hayfield, and Dodge Center newspapers regarding the tour. Barb G. will speak with Randy from the Dodge County Independent about putting in an article re: the tour.**

**The committee would like to borrow a few artifacts from the museum and some of the books to sell to tour goers.**

**10.4 Wasioja Civil War Days proposed budget. The main WCWD committee met on Monday night and approved the budget. The committee will attend several Civil War celebrations to determine entrance fee charges. The Committee is self-funded with their own checking account. They are not requesting any money from the DCHS. The proposed budget for the remainder of 2008 has Total Projected Expenditures of \$9,300 and Total Projected Income of \$11,000.**

### **10.5 Spring Tour reported by Mary Ann Bucher.**

**Approximately sixty people attended the Dodge County Poor Farm and Wasioja Cheese Factory Tour. Dave and Marlys Delzer presented the history of the Poor Farm. Ted and Jean Bartel presented the history and artifacts from the Cheese Factory.**

**The tour took place on June 18<sup>th</sup>. The weather was fine and Mary Ann stated that this seems a good time of year to conduct future Spring Tours.**

## **10.6 Fair Booth**

**Jim Checkel, a DCHS member who works at Farm Bureau (FB), proposed a joint booth with DCHS that would honor Dodge County Century Farms. the FB has records and photos to display and the DCHS has a book on Century Farms.**

**Jim Checkel requested one evening to honor owners of Century Farms. Lois Nash suggested Saturday night. There will be cake and refreshments.**

**Jim Checkel will provide volunteers in the evening for the booth. Fair Committee of Johnny K., Sue H., and Don S. will have to provide booth volunteers during the day.**

## **11 OLD BUSINESS**

**11.1 Bookkeeper Janice Borgstrom-Durst. Don S. and Sue H. met with Janice. She has the DCHS caught up on paperwork, i.e. the 990 form, so we are in good standing with the State of Minnesota**

**Janice stated that the bookkeeping is a mess. Don S. and Sue H. made an executive decision to employ Janice as the DCHS accountant. \$100 per month was budgeted for Janice's fee.**

### **11.2 Endowment Fund Policy Draft**

**Johnny K. Motion to accept policy as written.**

**Nancy S. Second.**

**Discussion: Don S. concerned about the interest at the end of the year, what is to be done with it? This should be stated in the policy.**

**Johnny K. Rescind motion**

**Johnny K. Motion that it be added to the policy that it is up to the Board of Director's discretion as to what should be done with the yearly interest and dividends.**

**Don S. Second**

**Approved. Policy adopted as amended.**

### **11.3 Use of DCHS Facilities.**

#### **11.3.1 Maintenance**

**Building use contract written by Melanie F. and Director Earlene K.**

**Johnny K. Motion**

**Bob P. Second**

**Discussion: The policy is for all buildings and goes into effect immediately. Concerning the Wasioja School, the Wasioja Township Board also has a say about who uses the school. That is part**

of the agreement that the Township Board has with the DCHS Board. The agreement between the two Boards is in the DCHS safety deposit box.

Johnny K tabled motion. He and Scott of the Land and Facilities Committee will check on this agreement and report at the August DCHS Board meeting.

**11.3.2 Cleaning.** For any group using any of the buildings owned by the DCHS, there will be a cleaning deposit, which will be returned after the building passes a cleaning inspection. Any or all of the deposit may be kept by the DCHS depending on the results of the inspection.

## **12 NEW BUSINESS**

### **12.1 Minnesota Counties Insurance Trust Loss Control Survey**

The letter expresses two concerns. 1) The playground equipment at the Wasioja School is considered unsafe. 2) The museum exit through the robing room is blocked and must be cleared.

We must respond within sixty days of receipt of the letter.

**1) Discussion:** The playground equipment is considered part of the Wasioja School and is considered to be of historic value. Sue H. requested that the Land and Facilities Committee check the equipment to see what can be done about it; and also requested the committee to talk with the Wasioja Township Board, since they have use of the school

**2) Discussion:** The newspapers have to be removed from the robing room and the table moved away from the exit door. The problem is where to put the newspapers. See 12.2

### **12.2 Storage Container.**

The museum does not have storage for the newspapers in the robing room. Director Earlene K. and DCHS member Bob Biever submitted a proposal for a forty foot storage container, either eight feet wide or nine feet wide. They recommended the nine by forty foot container. The cost would be approximately \$3200. They also recommend placing the container on the museum grounds, either behind the schoolhouse or by the lilac bushes. It is an airtight container that would need a base of railroad ties and a light source. It would serve as storage for other museum artifacts, as well.

Mary Ann Bucher suggested using the upstairs of the Wasioja School to store the newspapers. The concern with this solution is the weight of the

newspapers and how it would affect the floor of the school.

Ruth S. suggested the BOD review the Blueprints and 2004 plan for a storage and meeting building.

Don S. proposed a committee be formed consisting of the Director, one person from the Land and Facilities Committee and one person from the Collections Committee to review the situation.

### 12.3 Memorandum of Understanding (MOU)

Johnny K submitted a MOU regarding the Wasioja Civil War Days.

There are commitments from several re-enactment units. Everything will be specific to the 1860's to 1870's time period. The event will take place June 25 and 26, 2011.

Bob P. Motion to adopt MOU

Nancy S. Second

Discussion: Don S. expressed concern as to how the net profits are to be used. The MOU states that, "net profits will be used for maintenance, repair, improvement or landscaping of the facilities located in and around Wasioja that are owned and or operated by the Dodge County Historical Society."

Don S. would like the BOD and the WCWD committee to discuss other uses for the money, priority going to Wasioja. However, any left over monies to be used for other DCHS facilities.

Bob P. Rescinded Motion.

It was added to the MOU that, "In addition if any net profits are remaining after the above statement, then the disbursement of those profits are to the discretion and administration of the Dodge County Historical Society (DCHS) Board of Directors."

Bob P. Motion to accept MOU with additional statement.

Don S. Second.

Approved.

### 13 GENERAL DISCUSSION:

None

### 14 ADJOURN

Don S. Motion to Adjourn meeting

**Johnny K. Second.**

**Approved**

**Meeting Adjourned 9:50pm.**