

Dodge County Historical Society Board of Directors Minutes  
May 15, 2008

**Present:** Sue Harwood, Don Smith, Lynette Dahms, John Kvasnicka, Ruth Stringer, and Director Earlene King.

**Absent:** Scott French, Gene Hallaway and Marlene Glaus had submitted their resignations effective prior to the board meeting.

**Visitors to the Board:** Gloria Hill, Marilyn Dahms, Thelma Givan, Lois Nash

President Harwood called the meeting to order at 7:00 pm

President Harwood informed the board of the resignations of Gene Hallaway and Marlene Glaus. Bob Peterson and Nancy Smith offered their services to fill out Gene and Marlene's terms. President Harwood called for a motion to approve the appointments of Bob Peterson and Nancy Smith to the Dodge County Historical Society Board of Directors completing Gene Hallaway's and Marlene Glaus' term to end 2009. Lynette Dahms made the motion. John Kvasnicka seconded the motion. The motion carried with no dissenting votes.

**Amendments/Additions to the Agenda:** John Kvasnicka made the motion to accept the agenda as amended. The motion was seconded by Don Smith. Motion carried.

**Minutes of the April 2008 meeting:** John Kvasnicka moved to accept the April minutes noting the correction to the spelling of the name of a visitor and the number of ghost towns to be changed from 22 to 26. Don Smith seconded the motion. Motion carried without dissent.

**Treasurer's Report:** Don Smith made the motion to accept the treasure's report as presented. Ruth Stringer seconded the motion. The motion carried unanimously.

**Monthly Reports:** Museum sales for the month of April totaled \$2.75. Admission fees totaled \$21.00. Fifteen (15) annual memberships were received for a total of \$150.00. There were ten (10) five year memberships received in April with a total of \$350.00. Memorials and general donations totaled \$46.00. A deposit of \$569.75 was made for the month of April. The museum had 80 visitors and 35 members attended the Annual meeting.

**Director's Report:** Director King reported that Maxson Electric had completed installing the new circuit breaker box. A damage report had been received from Island Computers for the replacement of the desktop computer for a total of \$1,359.97. Maxson Electric's insurance company Grinnell Insurance has been notified.

The Mantorville Volunteer gathering has been set for May 22, 2008 at the Mantorville City Hall.

Spring Cleaning day April 26<sup>th</sup> started the process of establishing the DCHS Reference and Research Library in the Sacristy.

Lack of storage, appropriate storage, is becoming a major concern. Potential and adequate solutions will be researched and presented to the Board.

John Olive submitted a proposal regarding repair for the museum steps for \$1,800.

### **Committee Reports:**

Endowment Fund manager Steve Thornton was unable to attend the meeting. He will be invited to attend again at a later date.

Log cabin – Dale Morris had presented a log cabin painting bid from Jerry Howard for \$2,650, substantially less than the Turner bid. A discussion ensued with recommendations that a contract be signed by all parties. The contract would include a failure to perform clause and a time limit for completion. The discussion covered a 37% down payment for the work prior to starting. Dale had told Director King that Jerry Howard wanted \$1,000 down payment before starting. The check was to be written out to Jerry Howard but sent to Dale Morris. John Kvasnicka made the motion for the treasurer to create a contract to be submitted to the Executive Board for approval and have the contractor sign the agreement. Lynette Dahms seconded the motion. The motion carried without dissent.

Don Smith of the Technology Committee reported that the latest version of Quick Books had been purchased for the treasurer and bookkeeper to use. The Executive Board had made the decision to proceed with the purchase. Don Smith had checked on the possibility of purchasing a refurbished laptop through IBM. It would be a treasurer dedicated laptop at an estimated cost of \$500. A USB memory key would also be needed. A dedicated treasurer laptop would ease difficulties when new treasurers are elected.

The ghost town tour committee did not have a report for the Board other than a copy of the Triton Community Ed brochure insert. President Harwood told Ruth Stringer, a member of the ghost town tour committee, that a budget must be presented to the Board at the June meeting. The budget must include a breakdown of the costs: buses, insurance, lunch, along with the number of paying guests needed to cover the costs. Ruth Stringer said the ghost town tour had a cut-off date of July 1, 2008 to find out the numbers. President Harwood again told the ghost town committee that a budget was needed at the June meeting.

Sue Harwood asked for volunteers for the Fair Booth committee. Don Smith and John Kvasnicka volunteered.

### **Old Business:**

The instant hot water bid was tabled to allow time for a bid on an additional outlet.

Don moved to re-address the gravel situation off the alleyway in Sept. Lynette Dahms seconded the motion. Motion carried.

### **New Business:**

Bookkeeper Janice Borgstrom Durst had the 990 tax forms ready and sent on May 14, 2008, on time.

Endowment fund policy was discussed. Suggestions were offered to improve it. The policy was tabled for a re-write to be presented at the June meeting.

The building use contract draft was discussed. Don Smith suggested that a reference to a donation be included explaining the donation would be used for maintenance, preservation and restoration of the DCHS buildings. John Kvasnicka moved to accept the building use contract with the suggested donation reference after liability insurance for the buildings be clarified. Seconded by Lynette Dahms. Motion carried

**General Discussion:**

A general discussion was led by President Harwood regarding privacy issues and members.

A general donation letter was discussed. The DCHS is need of funding to carry-on its mission and maintain the museum as well as other DCHS sites. Don Smith suggested that a general donation letter be created rather than a letter too specific. Sue Harwood asked Board members and visitors to come back with ideas for raising funds.

**Adjourn:** John Kvasnicka made the motion to adjourn the meeting. Lynette Dahms seconded the motion. Motion carried. The meeting was adjourned at 8:33 pm.

Respectfully submitted,

Earlene King, acting secretary