

Dodge County Historical Society Board of Directors Meeting Minutes
Thursday, February 5, 2009

Board Members Present: Sue Harwood, Julie deGroot, Scott French, Dale Morris, John Kvasnicka, and Bob Peterson.

Board Members Absent: Nancy Smith and Ruth Stringer

Guests: Mary Ann Bucher, Faye Richter, Thelma Givan, and Lynette Dahms

Meeting called to order: at 7:00 PM at the Dodge County Historical Museum

Due to financial issues and concerns, Madam Chair Sue Harwood, asked to deviate from the meeting agenda, which was agreeable with all board members present. Immediately after the approval of the November 20, 2008, meeting minutes, Julie deGroot, DCHS Treasurer, will be given the floor to explain in detail the DCHS financial status of our organization.

Approve Minutes of November 20, 2008 meeting:

Correction to the minutes:

Correct Julie's name as it was misspelled in all of the correspondence (see pg 2)

Julie deGroot moved to accept the minutes as corrected; Scott French seconded the motion: Approved

At this time the floor was given to Julie deGroot to discuss in detail the Dodge County Historical Society's financial and budgetary issues and concerns. This was not necessarily a Treasurer's Report but rather an explanation and the necessary details to correct our financial situation to meet the needs and wishes of our membership, including the continued auditing and correction of dollar amounts in earmarked funds that were previously merged without notation in the general fund. Additional financial handouts were distributed to review and make the necessary decisions. Among these was a letter from David McKnight, Dodge County Administrator, notifying us that the DCHS will not be receiving a previously approved \$11,000.00 in funding from the county for FY 2009.

The main handout for discussion was labeled "Dodge County Historical Society, Balance Sheet, as of February 05, 2009." This handout will be corrected and distributed at the next Dodge County Historical Society board meeting, February 19, 2008.

During this discussion, Julie deGroot stated that of the \$11,000.00 received in 2008 from the county, \$1,000.00 was to be set aside as an earmarked fund for the maintenance and care of the Wasioja Seminary. There is money that remains in this earmarked fund (approximately \$700.00) as the only costs debited from this fund were for mowing the Seminary grounds during 2008. Julie deGroot asked if there were any anticipated

expenses from this fund to consider (aside from mowing in 2009) and asked that the present members of the Structures & Grounds Committee notify the board if and when additional spending from this earmarked fund may be necessary. This led to a discussion among the board and visitors about the removal and replanting of trees at the Seminary. John Kvasnicka supplied some detail about the project and who will be performing the work and the existing plans to replant the "Officers' Circle" at the Seminary site. He stated that he would have more information about the status of the project and possible related expenses at a future date.

With the conversation focused again on the current finances and outlook for 2009, Julie deGroot recommended that the board consider the liquidation of two (2) separate certificates of deposit and one (1) savings account to help meet current and future funding needs. This recommendation of liquidation was also made so that contributions to the DCHS Endowment Fund (managed by the Rochester Area Foundation) could be forwarded in a timely manner. Therefore, the DCHS would remain in compliance with its own Endowment Fund Policy. Julie deGroot specifically recommended the transfer of Kasson State Bank CD #14673 (value as of 02/05/2009, \$21,589.13) into Kasson State Bank checking account #250691 (balance as of 02/05/2009, \$9,804.39). Julie deGroot also recommended the liquidation of Equity Bank CD #67985 (value \$1,000.00, designated "Memorial CD") and Equity Bank savings account #0781620050 (value as of 02/05/2009, \$895.88) which receives the interest earned on the aforementioned CD. Due to the fact that these accounts are designated as "memorial" accounts, Julie recommended that the redeemed balances of the two (2) Equity items be forwarded to the DCHS Endowment Fund. The DCHS currently has in its general account some funds (a mix of contributions and lifetime memberships totaling approximately \$11,000.00) that need to be forwarded as soon as possible to remain in compliance with our Endowment Fund Policy.

In addition to the emergent steps recommended, Julie deGroot discussed additional suggestions and options for future action and fundraising. Included were taking advantage of money-saving programs that our utilities providers offer, joining an additional organization to receive more assistance and grant information, identifying other vendors for the services we use or supplies we buy, finding an educational partner to offer an unpaid internship to complete projects, suggestions regarding the type of funding to seek in 2009, and the reduction, change, or elimination of certain services we currently employ. In summation, Julie deGroot offered that in her opinion, the spending in 2008 had been frugal and necessary where appropriate (i.e. money spent on supplies in order to comply with grant guidelines and/or project progress).

During the course of this discussion, there was necessary action to be taken by the board as explained below.

Action Items:

- ✍ John Kvasnicka moved to have Kasson State Bank –CD—14673 of \$21,589.13 dissolved and transfer the funds into account Kasson State Bank—checking #250691 and \$11,000 be placed into the endowment fund; Scott French seconded the motion. Approved
- ✍ John Kvasnicka moved to have Equity Bank—CD—67985 of \$1,000.00 and the Equity Bank—Saving--0781620052 dissolved and transfer the funds into account Kasson State Bank—checking #250691; Bob Peterson seconded the motion. The motion was carried. Dale Morris nay.

Discussion: The above two motions were implemented to simplify our accounting system. A total of \$11,000 was needed to be placed into the endowment account, \$10,000 from Kasson State Bank—CD—14673 and \$1000.00 from Equity Bank—CD—67985.

Discussion: Many ideas and concepts were discussed to reduce expenses and costs, plus the opportunity to increase revenues. All board members are encouraged to come to the next meeting with his/her ideas.

- ✍ John Kvasnicka moved (Part 1) to have Lynette Dahms continue the fundraising efforts appealing to our membership for addition dollars and to renew their membership; (Part 2) to allow Lynette Dahms to place ads in the local papers encouraging; promoting DCHS; increase membership and donation; (Part 3) allowing Lynette a budget not to exceed \$300.00. Dale Morris seconded the motion: Approved
- ✍ John Kvasnicka moved to direct Julie deGroot to sign up for one year membership to the Minnesota Council of Nonprofits for \$50.00 per year; Dale Morris seconded the motion: Approved

A DCHS budget committee meeting is scheduled for Tuesday, February 10th, 7:00 PM at the DCHS Museum.

Madam Chair, Sue Harwood, recommended that agenda items #6 through #11 be deferred to the next DCHS meeting, February 19th. John Kvasnicka moved the above recommendation; Bob Peterson seconded the motion: Approved

Mary Ann Bucher gave an excellent report outlining the activities held at the Wasioja Church in December 2008. (Refer to handout.) Two checks were presented to the board and given to the Treasurer (total of \$75.00). These were donations to the DCHS and were designated for addition to the Wasioja School Project earmarked funds. An additional handout outlining the activities that the “Friends of Wasioja” have planned for an “Old Fashioned 4th of July” in Mantorville, MN was also handed out.

Dale Morris distributed laminated poems from and centered on Wasioja, plus a person donated an end gate seeder which is stored at Dale’s residence.

Adjournment:

John Kvasnicka moved to adjourn the meeting at 8:24 PM; Scott French seconded the motion: Approved

Respectfully Submitted

John Kvasnicka

John Kvasnicka

Secretary, Dodge County Historical Society