

**BOARD MEETING MINUTES**  
**TSHS BOARD OF DIRECTORS**  
**Wednesday, November 8<sup>th</sup>, 2023 at 1:30pm**  
**Breitung Community Center or Zoom (see email for how to join)**

**Call to Order/Roll Call:** President Nancy Larson at 1:34 pm

**In-Person Attendance:** Linda Folstad-Vice President, Cliff Koski-Board, Kathy Siskar-Board, Diane Meehan-Treasurer, Richard Hanson-Board, Doug Workman-Board (joined at 2pm), Sarah Guy Levar-Guest

**Virtual/Phone Attendance:** Nancy Larson-President, Louise Gately-Secretary, Leon Anderson-Board, Dick Peyla-Board, Katie Getting-Admin Assistant, Cookie Bonicatto-Board (joined at 2pm)

**Absent:** Linda Haugen-Board

**Approval of Agenda and Action Items:**

Diane Meehan asked that an update on the computers/virus protection and insurance be added to the agenda.

Motion by Kathy Siskar to accept the updated meeting agenda.

2<sup>nd</sup> by Richard Hanson

Motion carried 9-0

**Meeting Minutes:** September 14<sup>th</sup>, 2023

Motion by Kathy to approve the minutes of the September 14, 2023, Board Minutes as presented

2<sup>nd</sup> by Diane

Motion carried 9-0

**Treasurer's Report:** August, September, October 2023

There will be changes after the 2022 audit is completed. These will only be journal adjustments and nothing major. The bookkeeper was asked to make a few adjustments and break a few items out further on the spreadsheets which she will hopefully get to on future reports.

**Motion to Accept Treasurer's Reports:**

Motion by Louise Gately to accept the Treasurer's reports as presented

2<sup>nd</sup> Linda Folstad

Motion carried 9-0

**Motion to Authorize Disbursements:** September, October 2023

Motion by Cliff Koski to approve the September and October disbursements as presented

2<sup>nd</sup> by Louise

Motion carried 9-0

**Communications:** No report

**Executive Committee:** Appointment of Louise Gately to the Board and Secretary Position, Hiring of Donna Frank as the Administrative Assistant beginning October 1<sup>st</sup>, 2023 (Donna declined), Hiring of Katie Getting as the Administrative Assistant beginning October 1<sup>st</sup>, 2023, Officers to use specific email addresses for their position in order for the next officer to have an email trail for the specific position, Approved resident request to borrow several Tower-Soudan School yearbooks during winter months.

**Committee Reports:** (Per By-Laws, the President, or in his/her absence, the Vice-President, shall be an ex-officio member of all committees.)

**Standing Committees and Leaders:**

1. St. Louis County Historical Society: Kathy Siskar –
2. Cemetery-on-Line: Karen Officer –
3. Communications: Louise Gately, Nancy Larson – No report
4. Fire Hall Management: Leone Graf, Nancy Larson – See attached
5. Fund Raising (Pledges, Capital Campaign): Louise Gately, Nancy Larson – See attached
6. Grant Writing: Nancy Larson – See attached

Minnesota Historical Society reviewed 82 applications, and our application for the HVAC and electrical system was approved for full funding. The request to the IRRRB was also submitted which was dependent on our getting the funding from MNHS, and we will know if we received our \$310,000 request to them in December.

7. Membership: Corrine Hill –
8. Train Depot Museum & Trains Facility Management: Linda Folstad, Richard Hanson, Linda Haugen, Doug Workman – See attached

\*Train Cars

\*Settlers Cabin

\*Depot Museum Management

**Project Committees and Leaders:**

1. Annual Meeting: Cookie Bonicatto, Linda Haugen Paused until June
2. Can Recycling: Paused indefinitely
3. Events/Programs: Louise Gately, Nancy Larson – No report
4. Life Stories/Oral History: Cookie Bonicatto, Kathy Siskar –
5. Nominating: Board appoints leader and committee in July
6. Potter's Field/Lakeview Cemetery Restoration: Paused indefinitely
7. Soudan Mine Memorial: Elaine McGillivray – See attached
8. Past Perfect Ad Hoc: Leon Anderson –

**Committee Reports Questions/Discussion:**

**Motion to Approve Reports**

Motion by Diane to approve the Committee Reports as presented

2<sup>nd</sup> by Richard

Motion carried 9-0

*Decided to move New Business/Sarah Guy-Levar up so she could leave early*

**New Business:**

- Sarah Guy-Levar Request- Request for permanent loan of Soudan Mine (Minnesota Mining Company) Mining Report Records for the Lake Vermilion-Soudan Underground Mine State Park: Sarah discussed her background, thanked the Historical Society for their loaning of the historical items to the Mine (which they are keeping in a secure safe) and also noted that the official reopening of the Mine and Visitor Center is scheduled for Friday, June 28, 2024. There was discussion around the inclusion of other mines in researching the history of the area how they might be incorporated in the future. Sarah will provide the Historical Society with a copy of the accession paperwork for the materials as soon as she has it completed so we have something in our records.

### **Old Business:**

- Cleaning of the Depot-Update—Richard: Richard has been bringing boxes of documents and photographs home to organize and then bringing back to the Depot once it's sorted and numbered.
- Depot Computer Update: Computer is now with Katie Getting. Katie needs to send the plug in for the wireless mouse and keyboard to Linda Folstad for her use.
- Past Perfect: Committee members watched a webinar on the program and its capabilities. There would be five people registered to access/use the program at a time. It will take considerable time to input all the data once the program is purchased, and Deb Setterberg, a volunteer, has offered to enter the membership data for us this winter. The committee will meet and get a request together to be reviewed at the next Budget Meeting.

### **New Business:**

- Post-Evaluation of Annual Meeting: Louise discussed the option of moving the meeting date or time to allow for those that live on the lake to be able to attend as it gets dark too early for them to safely attend and then return home when the meeting takes place on a September evening. Since the bylaws dictate the timing of the meeting, revisiting them might be necessary. Anyone with thoughts on changes to the date/time/day of the week should send them to Linda Haugen. The committee will discuss options and come prepared with a recommendation at a future board meeting.
- 2022 Audit Meeting: Tori would like to make a presentation to the board at the January meeting. We will let her know the date and time and add her to the agenda.
- Committee Responsibilities Report Update: See attachment. Please contact Linda Folstad with any changes or questions; this will remain a living document.
- 2024 Committee Activities and Budget: Any budget requests need to be submitted to Diane by December 8<sup>th</sup>.
- 2024 BOD Meeting Schedule: Discussion regarding meeting times.  
Motion by Richard to keep the current meeting time of 1:30pm  
2<sup>nd</sup> by Diane  
Motion carried 11-0
- Computer Virus and Insurance Update: Virus software update will need to take place December 1<sup>st</sup> for the three computers we have. It was decided an external hard drive should be purchased for the City Hall computer with the Cemetery information as the current use of a flash drive is not a good long-term solution. The three laptops are covered under the current insurance plan which was just paid. Diane will bring a list of what is all covered under the insurance plan to the January meeting.

### **Adjourn:**

Motion by Louise to adjourn at 3:02pm  
2<sup>nd</sup> by Richard  
Motion carried 11-0