

**BOARD MEETING MINUTES**  
**TSHS BOARD OF DIRECTORS**  
**Wednesday, January 10<sup>th</sup>, 2024 at 1:30pm**  
**Breitung Community Center or Zoom (see email for how to join)**

**Call to Order/Roll Call:** President Nancy Larson at 1:31pm

**In-Person Attendance:** Linda Folstad-Vice President, Diane Meehan-Treasurer, Richard Hanson-Board, Leon Anderson-Board, Kathy Siskar-Board, Doug Workman-Board (joined at 2pm and left at 3:50pm before insurance vote), Victoria Arnoldy-Guest

**Virtual/Phone Attendance:** Nancy Larson-President, Louise Gately-Secretary, Linda Haugen-Board, Dick Peyla-Board, Katie Getting-Admin Assistant, Ron Hein-Guest, Deb Setterberg-Guest

**Absent:** Cliff Koski-Board, Cookie Bonicatto-Board,

**Approval of Agenda and Action Items:**

Diane Meehan asked that an update on the computer and building insurance be added to the agenda. Nancy requested that Ron Hein be moved to the top of the agenda so he doesn't have to stay through the entire meeting.

Motion by Louise Gately to accept the updated meeting agenda.

2<sup>nd</sup> by Linda Haugen

Motion carried 9-0

**New Business:**

- Ron Hein, President of the St. Louis County Historical Society: Request for exhibit in 2025: The St. Louis County Board of Commissioners has added display cases to courthouses across the county with displays changed out annually. The St. Louis County Historical Society has taken on organization of this project and made the request for TSHS involvement. Ron requested that TSHS provide an exhibit in the Virginia Courthouse for 2025 and every other year from there on out. SLCHS is willing to assist with the cost of creating the signage for the displays, and the display cases are roughly 10'x 5' and double-sided with a depth of 12" for each side. Displays will be changed out on the calendar year.

Motion by Kathy Siskar to commit to providing a display for the Virginia Courthouse every other year beginning in 2025 as outlined by Ron while keeping in mind that artifacts are not insured.

2<sup>nd</sup> by Louise

Motion carried 9-0

**Meeting Minutes:** November 8<sup>th</sup>, 2023

**Motion to Approve**

Motion by Louise to approve the minutes of the November 8, 2023, Board Minutes as presented

2<sup>nd</sup> by Linda Haugen

Motion carried 9-0

**Treasurer's Report:**

- Auditor/Annual Audit – Presentation by Victoria Arnoldy

The 2022 report came back clean which is what we want. Victoria then outlined the roles of both the Board and the auditors in preparation of the audit and financial statements. She then went over the Communication of Deficiencies document that was sent out to all board members. The one outstanding

issue that has yet to be addressed is the earmarking of donations and that is an ongoing discussion on how best to do so. Doug Workman is going to work with Diane Meehan on reconciling the statements and signing off on them as an additional internal control going forward.

- November, December 2023

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

Motion by Linda Folstad to accept the Treasurer's reports as presented

2<sup>nd</sup> by Kathy

Motion carried 10-0

- 2024 Budget Approval: There was discussion about the line item for the Annual Meeting and if that should be represented differently. It was determined that going forward we will continue with the SLCHS budget format, but, for our own use, we will expand and more clearly designate the categories specific to TSHS.

**Motion to Approve the 2024 Budget:**

Motion by Louise to accept the 2024 budget as presented

2<sup>nd</sup> by Doug

Motion carried 10-0

- Master Vendor List Approval: Please note if you are making purchases for the Society, we are tax-exempt and you should try to obtain that exemption on your purchases. Diane has the form if you need to use/show it for a purchase.

**Motion to Approve the Master Vendor List:**

Motion by Linda Haugen to accept the Master Vendor List as presented

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

Motion carried 10-0

**Motion to Authorize Disbursements: November, December 2023 – Not done as not provided so will do next meeting**

**Executive Committee:** Board meeting held via email on November 29 to approve the purchase of a laptop for the administrative assistant. Katie will send the old laptop to Linda Folstad to be used as the Society sees fit.

**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: Linda Folstad for Kathy Siskar – See attached
2. Cemetery-on-Line: Karen Officer – October 3<sup>rd</sup>-6<sup>th</sup> entry of this summer's burials into the Pontom system was completed using 20 hours of volunteer time. Ongoing work and organizing will continue.
3. Communications: Louise Gately, Nancy Larson – See attached
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
7. Membership: Corrine Hill – 110 reported members for 2023-2024. Linda Folstad has a copy of the membership list (which was subsequently emailed to everyone after the Board meeting), and board members are encouraged to reach out to those they know who are not current on their 2024 dues. We also want to clean up the member data as much as possible before implementing Past Perfect later this year. Corrine has expressed interest in stepping down from leading Membership so volunteers to take over this role are sought. Deb

Setterberg was asked if she would take on this role, and she would like to see how the implementation to Past Perfect goes before committing.

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 – See attached
4. Life Stories/Oral History: Cookie Bonicatto, Kathy Siskar – No report
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 – See Old Business

### **Committee Reports Questions/Discussion:**

#### **Motion to Approve Reports**

Motion by Louise to approve the Committee Reports as presented

2<sup>nd</sup> by Linda Haugen

Motion carried 10-0

#### **Old Business:**

- Annual Meeting date: The committee had not had a chance to meet and come with a recommendation, so it was tabled until they can do that and come to the full board with a suggestion in March. Louise will chair this discussion along with Nancy, Kathy and Linda Haugen.
- Past Perfect purchase, lead project person and volunteers for the migration: Linda F. noted that Hibbing and Dr. Matthews, a UMD professor, at the SLCHS meeting both were advocates of Past Perfect and could be good resources for questions in the future. Dick Peyla and Richard both had good things to say about the software and moving forward with the purchase.

Motion by Kathy to approve the purchase of the Past Perfect program

2<sup>nd</sup> by Louise

Motion carried 10-0

Nancy will set up a call with the software people to discuss the migration and transfer of other information with the current Past Perfect committee members.

#### **New Business:**

- Committee volunteers needed: Please see updated committee list attached. Every board member should serve on at least one committee.
- Website update: Meeting agenda, minutes and packets will be uploaded to the website by Katie as they are available for public viewing. Once PayPal is setup on the website, it will be launched. There will be a training for those who have expressed interest in managing/updating the website in the next week or so.

- Depot building issues/City Hall: It has been agreed that we want to upgrade the displays and electrical in the depot and get rid of anything that does not have to do with the Tower-Soudan area. The wall that was taken down in the baggage area uncovered flooring with significant issues so that will be a big project that the city is looking into. Since there is only one outlet currently, we are asking the city for the addition of four more single outlets. Both of these projects are dependent on available funding. There is artwork currently in the depot that will be moved to Linda Haugen's for storage until we can find a use for it. Nancy will continue working with the City regarding the flooring and outlets and inform Linda Folstad of any updates.
- Computer and Building Insurance: We cannot obtain replacement insurance on the firehall, but we have the option to upgrade our coverage from \$230,000 to \$300,000 for an additional \$150/year. There are currently only \$12,000 worth of contents between both buildings because we cannot insure the artifacts or historical items.
  - Motion by Diane to approve the upgrade to \$300,000 insurance coverage on the firehall
  - 2<sup>nd</sup> by Louise
  - Motion carried 9-0
- Items for discussion at March meeting:
  - Approval of disbursements from November and December 2023
  - Update on liability insurance
  - Annual Meeting
  - Depot status

**Adjourn:**

Motion by Diane to adjourn at 4:00pm

2<sup>nd</sup> by Linda Folstad

Motion carried 9-0