

BOARD MEETING MINUTES
TSHS BOARD OF DIRECTORS
Wednesday, March 13th, 2024 at 1:30pm
Breitung Community Center or Zoom (see email for how to join)

Call to Order/Roll Call: President Nancy Larson at 1:32pm

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

Virtual/Phone Attendance: Nancy Larson-President, Louise Gately-Secretary (joined at 1:40pm), Linda Haugen-Board, Leon Anderson-Board, Cookie Bonicatto-Board

Absent: Dick Peyla-Board

Approval of Agenda and Action Items:

Motion by Linda Haugen to approve the meeting agenda.

2nd by Linda Folstad

Motion carried 8-0

Meeting Minutes: January 10th, 2024

Motion to Approve

Motion by Richard Hanson to approve the minutes of the January 10, 2024, Board Minutes as presented

2nd by Linda Haugen

Motion carried 8-0

Executive Committee: No report

***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 – *No report*

2. Cemetery-on-Line: Karen Officer – *No report*

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 – *No report*

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 – See Old Business

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 – *No report*

Committee Reports Questions/Discussion: Leon Anderson inquired about the WA Fisher training for the website and noted that he would like a log in created so that he can also access it. The payment platform, Zeffy, which we are using, was also discussed and how we came to choose them.

Past Perfect is on hold until we can get the discount for being a member of the AASLH. Diane sent in the membership fee over a month ago, but we haven’t heard anything back from them yet.

Motion to Approve Reports

Motion by Louise Gately to approve the Committee Reports as presented

2nd by Linda Folstad

Motion carried 9-0

Old Business:

- Annual Meeting Update: See attached summary report.

Motion by Louise Gately to propose an amendment to the bylaws at this year’s Annual Meeting to state that the annual meeting shall be held each year at a time and place to be determined by the Board of Directors. Two weeks written or published notice of each meeting shall be given to all members.

2nd by Kathy Siskar

Motion carried 9-0

Whether a temporary liquor license is required in order to serve wine at the meeting was brought up, and it was determined that it is needed.

Motion by Kathy to table further discussion on the Annual Meeting event until the committee can meet and present recommendations

2nd by Richard

Motion carried 11-0

Possible suggestion was made to turn the meeting into an afternoon event with only coffee and desserts and no meal.

Treasurer’s Report:

- January, February 2024
- 2024 TSHS Annual Budget with Detail (attachment)
- Diane explained how the \$8,000 amount was budgeted for the Miscellaneous account.
- Diane asked for Board approval to move the restricted funds in the Rick Nelson Plaque account and the restricted funds in the Potter’s Field and Cemetery Restoration account to the General Fund. There are no longer any members of Rick Nelson’s family for us to contact regarding spending those funds; that is

the catalyst for removing the restrictions. Potter's Field and Cemetery work by TSHS ended several years ago, so there is no longer a use for those funds.

Motion by Kathy to move the restricted funds in the Rick Nelson Plaque account and the Potter's Field and Cemetery Restoration account to the General Fund.

2nd by Louise

Motion carried 11-0

- Richard is going to look into what the retention period should be for the files that are in the Depot.

Motion to Accept Treasurer's Reports:

Motion by Kathy to accept the Treasurer's reports as presented

2nd by Richard

Motion carried 11-0

Motion to Authorize Disbursements: November, December 2023; January, February 2024

Motion by Louise to authorize the disbursements for all four months

2nd by Linda Folstad

Motion carried 11-0

Old Business continued:

- Depot Status: See the attached report

New Business:

- Charlemagne's 52 Club:

Motion by Louise to host another Charlemagne's 52 Club this year

2nd by Leon

Discussion: Nancy noted that there were problems with not enough Board members selling tickets.

Going forward, each Board member will need to take one or more books of tickets to sell. Suggestions were made 1) to sell the tickets for longer than one month, perhaps extending the sale through the annual meeting, and 2) to develop a set of talking points for ticket sellers to reference. Nancy, Louise, Cliff, and Linda F will follow up on development of a ticket-selling procedure that timeline. Nancy requested help in identifying 52 history tidbit items to be included with the weekly winner announcements. Leon, Kathy, and Doug will submit history tidbits to Nancy.

Motion carried 11-0

- Amendment to Administrative Agreement, AA Services and Evaluation Summary:

Motion by Linda Haugen to amend the Administrative Assistant Agreement, dated October 1, 2023, to revise the Administrative Assistant Services under section FEE, line 2, and written as: "Detailed Short Summary report of hours worked will be submitted monthly with invoice". The revision will read as "A monthly invoice will be submitted".

2nd by Louise

Motion carried 11-0

- Depot/Foundation/Floor/Projects Update: The Contractor's proposal did not meet the requirements that are necessary for a historic building. That said, the City has decided to seek funds for an architect to do a full evaluation and construction drawings of the entire Depot to cover all potential issues including things such as the foundation, heating system, electrical, etc. that are in line with the Secretary of the Interiors requirements for historic buildings. An application will be submitted to the Minnesota Historical Society to pay for the architect with approval sometime in November or December and

drawings not being completed until sometime in 2025. The City will then need to apply for funds for the work in 2025 with work likely not beginning until 2026.

Nancy mentioned that the items being stored in the Mayor's Office at the Fire Hall will also need to be moved to storage as they need to be able to access the floor in that room if construction is going to take place this summer.

- TSHS Affiliate Representative to SLCHS resignation and replacement: Kathy is unable to continue serving as the representative because of health and communication issues so a replacement is sought. Motion by Louise to accept Kathy's resignation as affiliate representative
2nd by Linda H.
Motion carried 11-0

Motion by Louise to appoint Linda Folstad as the new affiliate representative
2nd by Kathy
Motion carried 11-0

- SLCHS Key Performance Variables Report: Nancy pointed out that this report, along with our own Annual Accomplishments by the Numbers report, takes a considerable amount of time to compile all the requested information. Going forward, we want committee leaders and individuals to report their numbers and accomplishments each month. Nancy, Linda F. and Katie will compile some kind of tracking sheet for this purpose. We will try to keep the tracking sheet as simple as possible; any suggestions are appreciated. Volunteer hours (anything TSHS-related i.e., meeting attendance and follow-up, phone or in-person discussions, physical help like cleaning, staffing, etc) will be part of the tracking sheet. Until the tracking sheet is workable, Board members are reminded to be recording all volunteer hours and turn them in to Diane at the end of March when she requests first quarter volunteer names and hours as required by SLCHS.
- Update on Liability Insurance: Diane did increase the liability insurance from \$200,000 to \$300,000 and the bill for it was \$138.
- There was a discussion on whether it is necessary to keep hard copies of the meeting minutes in the Society's files. Additionally, we need to ensure that electronic copies of our files are being saved in a cloud-based location so that we will retain them if something happens. Katie and Leon will get together to discuss how best to handle this, and Leon will report on what was decided at the next meeting.
- Items for discussion at April meeting:
 - Depot Cleaning Date: May 22nd at 10am
 - Electronic File Storage
 - Katie should note next meeting date at the end of the agenda

Adjourn:

Motion by Louise to adjourn at 3:49pm
2nd by Richard
Motion carried 11-0

**Please review the attached most recent committee list and responsibilities (located at the end of the board packet). Contact Linda F. if you wish to be added or removed from any of the committees listed.*