

Board of Directors  
Boone County Historical Society  
May 20, 2025

Board Members present: Gina DelRose (President), Heidi Thacker (Secretary), Sonya Dobberfuhl (Treasurer), Don Banks, Jenny Breckenridge, Toni Ellingson, Micki Ernest, Sue Holmes, Gail Jacky, Cheryl Lindberg, Cindy Poulter

Past President present: Carol Rowe

Board members absent: Jason Sanford, Jeff Walton

Staff present: Natali Monaghan

The meeting was called to order by President Gina DelRose at 5:33 PM. Roll Call, the Pledge of Allegiance, Invocation by Gina DelRose, and recitation of the Society Mission Statement followed.

**Secretary's Report**

- No additions or corrections were requested for the minutes of the April 2025 meeting. Motion was made by Don Banks and seconded by Jenny Breckenridge to approve the minutes. Motion passed.

**Treasurer's Report**

- A Statement of Financial Position, as of February 28, 2025, and a Statement of Financial Income and Expense, January through March, 2025 were submitted to the Board. The Society's current bank balance stands at \$12,175.04, reflecting a decrease of approximately \$2,000 from last month. We may need to evaluate the possibility of tapping into our investment account in the near future.
- The current balance in the Funderburg House checking account is \$9,658.42, an increase of approximately \$5,000 from last month. This increase is largely due to a \$10,000 check received from the Boone County Community Foundation. The finance committee and Natali are currently reviewing whether these funds represent accrued interest or a distribution from the investment principal.
- The highlighted items on the Statement of Financial Position—specifically the Seegmiller and Sullivan funds—are designated as restricted funds, and there is ongoing discussion about whether they should be classified as assets. Since Debbie Gay originally structured the Society's accounting system, Sonya is attempting to contact her for clarification on why these funds were initially recorded this way. We anticipate having more information within the next month.
- Sonya highlighted several key points on the income side of the Statement of Financial Income and Expense:
  - The expense listed for stuffed animals sold in the gift shop reflects the purchase of what is expected to be a full year's supply. These items continue to be popular—quite a few were sold during the Easter event and school field trips to the museum.

- The lecture series has not been financially successful this year. Saturday events have not drawn strong attendance, so the series will return to its previous Thursday evening time slot next year in hopes of improved turnout.
- The Easter event was a success, generating \$1,040 in revenue. Total expenditures—including games, crafts, and prizes—amounted to \$975. While the net profit was modest, the event attracted a significant number of visitors and helped raise the museum’s visibility in the community.
- Year-to-date, we have earned \$2,612 in rental income from the Funderburg House, with additional bookings already scheduled for the coming months.
- Sonya also walked the board through several key expense items.
  - \$2,805.50 in advertising and publishing was spent by the Society on an ad in *Senior Living*.
  - Line item 6512 reflects a \$2,314 payment for the annual insurance premium for the Funderburg House.
  - The Society paid \$766.78 for subscriptions to Ancestry.com, Newspapers.com, and PastPerfect.
  - \$1,231.56 was allocated for museum-quality storage boxes, essential for artifact preservation. This is a once-a-year expense for the Society.
  - Three months of salary for the museum assistant/accountant totaled \$9,807.64, with an additional \$750.38 for associated taxes.
- Total expenses for the Society, January through April, 2025, were \$17,883.63, with a net ordinary income of -\$10,139.71. For the Funderburg House, total expenses for the same time period were \$11,864.38, and net ordinary income was -\$7,845.70.
- Sonya will present the Society’s funding requests to the District Board at tomorrow’s budget meeting. The items include: a new computer tower for the Museum Assistant, a computer system for use in the basement, a new office chair, and full or partial salary support for the Museum Assistant. The Cooperative Agreement indicates that the District is responsible for staffing costs, and we are formally requesting this support be included in their upcoming budget. Without additional funding, the Society may no longer be able to sustain the Museum Assistant position beyond December of this year.
- The Treasurer’s Report was filed for audit.
- A suggestion was raised to explore the feasibility of outsourcing our financial operations. Given that we currently share the cost of QuickBooks (with the Museum District) and pay for Bri’s accounting services, outsourcing may prove to be a more cost-effective solution. It was noted that this approach could benefit the Museum District, as well. A consensus was reached among Board members to move forward with a cost analysis.

**District Report** – no report. No District board member present.

### **Museum Staff Report**

- Interviews are currently being scheduled to fill the maintenance position vacated by Troy. Following the publication of an ad in *The Shopper*, we have received several applications. It was emphasized that the ideal candidate must also possess carpentry skills to support exhibit and display needs at the museum.
- Progress is being made on the signage for the Indigenous Peoples exhibit.
- Installation of animal sound effects is moving forward as planned.

## Committee Reports

- Membership Committee:
  - A Membership Committee meeting will be scheduled soon, now that the new committees have been established. This meeting is intended for planning the General Membership picnic in July.
- Fundraising Committee:
  - Fundraising events being planned for the remainder of the year are a Halloween party at the Museum and a Christmas party at the Funderburg House. Natali would like to coordinate a holiday party for kids that focuses on the broader spirit of the season, rather than Santa.
- Volunteer Committee: No new information.
- Funderburg House Committee:
  - The Art Fair has attracted approximately 10 vendors to date. However, recent promotional efforts through WIFR and the Rockford Area Arts Council are expected to boost participation. Volunteers have stepped up to staff the museum table, including Jenny, Don, Toni, and Gina. Additional volunteers planning to attend the event include Carol, Sonya, Sue, and Heidi.
  - Sonya continues with planning the Clue and Fondue fundraising event at the Funderburg House in July.
- New committees:
  - Natali distributed an updated committee list and expects that every committee will be scheduling meetings soon.

## Old Business

- District Cooperative Agreement, Collections Policy
  - Although Exhibit B of the Cooperative Agreement with the Museum District—which outlines the Museum's collection policy—has been located, along with a previously drafted but unadopted version of another policy, a new and updated policy has now been written.
  - The agreement clarifies what types of items may or may not be accepted into the collection. Challenges have arisen regarding the deaccessioning and disposal of certain items.
  - The Board will review the proposed policy, with a vote scheduled for the next meeting.
- Board Member Attendance Policy
  - The new attendance policy, which will be added to the Bylaws, was distributed to Board members.
  - Gina made it clear that the purpose of the policy is not to penalize anyone.
  - Board members are permitted up to three absences per year. Exceeding this limit may result in consideration for removal from the board. However, if a member surpasses the allowable number of absences but demonstrates valid reasons for doing so, they may remain in good standing by leading an event, project, or fundraiser. Final decisions regarding removal due to attendance are at the discretion of the Board.

- It was suggested that an email reminder of meetings be sent out on the Friday before the meeting, instead of the day of the meeting.
- Although meetings are scheduled monthly, Gina clarified that any meeting may be canceled if there are no urgent matters or action items requiring a vote.
- A motion was made by Sue Holmes to accept the new attendance policy. The motion was seconded by Sonya Dobberfuhl. Motion carried.

### **New Business**

Amy Nord, Director of the Chamber of Commerce, has organized a garden party at the Funderburg House for Chamber members and has requested a variance from the current policy requiring the use of Sips and Sprinkles for all alcohol services. The Chamber wishes to supply its own BASSET-certified bartender and is working with its insurance provider to secure Dram Shop liability coverage in order to avoid the cost of hiring a full-service caterer.

After thorough discussion, a motion was made by Cindy Poulter, and seconded by Gail Jacky, to deny Amy Nord's request. A roll call vote was taken, with the Board unanimously voting to deny the request. There was general support for reviewing the current vendor policy to possibly include additional approved caterers.

### **Adjourn**

- A motion was made by Don Banks and seconded by Gail Jacky to adjourn the meeting at 6:51PM. Motion carried.
- The next meeting will be June 17, 2025, at 5:30 PM.

Respectfully submitted,

Heidi Thacker

May 22, 2025

