

**Minutes
Siouxland Heritage Museums
Board Meeting
Thursday, March 7, 2013
Law Library, Old Courthouse Museum**

Present: Virgil Andersen, Jeff Barth, Michelle Erpenbach, Sandy Dean, Marty DeWitt, Ron Helwig, Mike MacDonald, Dianne Metli, Tim Schendel, Bill Hoskins,

Absent: Bob Kolbe, Glenda Schmid

Tim called the meeting to order at 11:30 AM.

The minutes of the February Meeting were approved as published.

Bill shared several letters from the public regarding Museum Programs with the Board.

Reports:

Dianne reported upon the Museums Alliance. She talked about the Chair Raffle and tickets for the Raffle were given to Board Members.

Bill presented the January, 2013 financial report.

Bill Hoskins, Museum Director presented the Director's Report for February including some highlights for the month. Highlights included:

- The Chamber Mixer on Tuesday, February 5 was attended by 400 people. An average Mixer draws approximately 250.
- The Murder Mystery at the Pettigrew.
- Movie Night at the Old Courthouse Museum
- Dale Olson, removed the old Courtroom floor and began installing the new floor.

Bill presented the Annual Report for the Museum Special Enterprise Fund. The Report will be filed in the County Auditor's Office and will be presented to the City Council and County Commission at the Joint Meeting in March.

Tim presented the report for the Executive Committee. The Committee report was accepted. (Minutes attached)

Tim presented the report and recommendation of the Finance Committee (Minutes Attached). The board accepted the recommendation of the committee regarding the obligated funds. The Board reviewed each proposed budget for 2014. The Museum Budget Request for the Operations Budget and the Pettigrew Maintenance Budget for 2014 have to be submitted to the City by March 15.

Regular Business

Michelle, Dianne, Jeff and Bill commented upon the progress of the Special City/County Committee's work on Collections Storage. The Committee will be presenting information to the City and County at a joint meeting in March or April.

Tim adjourned the meeting at 12:25.

Museum Mission: *“The Siouland Heritage Museums is dedicated to enhancing the experience of learning for our community, its families and visitors through collections, preservation and interpretation of history”*

Minutes

Executive Committee Meeting
Tuesday, March 5, 2013
Director's Office, Old Courthouse Museum

Present: Tim Schendel, Virgil Andersen, Marty DeWitt, Bill Hoskins

Tim called the meeting to order at Noon.

The committee briefly reviewed and discussed the Succession Plan for the Museum. The plan is an updated version of the plan adopted in 2007. Marty moved that the committee recommend to the board adoption of the amended plan. Virgil seconded the motion. The motion passed.

The committee discussed the Staffing Plan a part of the Museum Long Range Plan adopted by the Museum Board in 2010. The committee reviewed some statistics about the museum staff and discussed further review of the Museum Long Range Plan in light of the current events.

The Meeting was adjourned at 1:10 PM.

Minutes

Museum Board Finance Committee
Friday, March 1, 2013
Law Library, Old Courthouse Museum

Present: Jeff Barth, Mike MacDonald, Tim Schendel, Bill Hoskins

Tim called the meeting to order at Noon.

Bill briefly reviewed the schedule for budget development.

The Committee reviewed the Museums Operations budget. HR figures were not yet available from the County Auditor. Figures should be included by the March 7 Board Meeting. There was discussion about specific line items and the amount requested. Jeff recommended the addition of small amounts of money in the Education and Training, Business travel and Subscriptions line items.

The Committee reviewed the Old Courthouse Museum Maintenance Budget. The principle increase is regarding a replacement for the existing telephone system which would bring the Museum up to the standard in County and City offices. The committee discussed some of the specific line item requests and would like to have tuck pointing to be a request in the County Building Fund.

The committee reviewed the Pettigrew Home and Museum Maintenance Budget. The principle increase is regarding a replacement for the existing telephone system which

would bring the Museum up to the standard in County and City offices. The committee discussed some of the specific line item requests.

The Committee briefly reviewed the Museum Store Fund budget request.

The Committee reviewed the 2014 Budget Request for the Museum Special Enterprise Fund. The committee discussed the specific requests and decided to add the acquisition of a new Starlab to the Enterprise Fund request.

Jeff moved that the 2014 Budget request with revisions be recommended to the Full Museum board. Mike seconded the motion. The motion passed on vote.

Bill presented proposals for the reallocation of some obligated funds within the Museum Special Enterprise Fund. The monies represent excess cash left over after the projects were completed. The committee discussed the options. The Committee recommends that the excess funds be moved to the Courtroom Floor project.

The Meeting was adjourned at 1:00 PM