

## Cass County Historical Society

### 1. Meeting Called to Order:

President Jonn Lund called the meeting to order at 5:30 p.m. with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Leah Clarke, Bob Clarke, Elton Solseng, Brad Nudell, Lowell Disrud and Patrick Donegan. Staff Members present: Brenda Warren, Executive Director; Brad Stedman, accountant and Melisa Warren, Event Coordinator.

### 2. Agenda Approved:

#### **MOTION, passed**

Brad Nudell moved and seconded by Jonathan Haux to approve the agenda.

**Approved on voice vote.**

### 3. Minutes Approved:

#### **MOTION, passed**

Jonathan Haux moved and seconded by Elton Solseng to approve the minutes of the December 20, 2017 general meeting as corrected. **Approved on voice vote.**

### 4. Finance Report:

President Lund introduced our new accountant, Brad Stedman. Mr. Stedman provided a brief background of himself and stated that he had worked for Eide Bailey for nine (9) years and has since done accounting work for various groups for the past thirteen (13) years including a number of non-profits.

Mr. Stedman has had an opportunity to look at our financial records and the audit draft and is thinking that our Chart of Accounts should be similar to the way they were presented in the audit. This would reduce the number of items and provide an easier report to read and understand. John Lund asked if we could still be able to determine individual event expenses and revenues and Mr. Stedman stated that it would be possible through the descriptive field.

December 2017 accounts will remain open for a little while yet to allow all the revenue and expenses to be received and entered into 2017. Therefore, there will be no formal financial report this month.

Glenn Ellingsberg asked if it will be easier to determine if funds can be spent for budgeted expenses which has not always been the case in the past. John Lund responded that he believes it will help now that the finances are up to date and accurate. Mr. Stedman stated that the CCHS could go with a cash budget which would be more reflective at key times in the budget cycle, say quarterly.

### 5. President's Report:

- a. John Lund stated that our annual meeting will be on April 18<sup>th</sup> with a mailing to all members made on April 2nd. The board was in agreement with that date.

- b. John asked that a nominating committee be formed. Brenda Warren stated that diversity was key to an effective board. We should look for representatives from various professional groups such as Lawyers, Bankers, Entrepreneurs and others.

**MOTION:**

Brad Nudell moved and seconded by Lowell Disrud that Glenn Ellingsberg, Tom Kenville and Patrick Donegan be named to the nominating committee with Glenn serving as chair.

**Approved unanimously on voice vote.**

- c. Glenn Ellingsberg suggested that a By-Laws committee be formed as well.

**MOTION:**

Glenn Ellingsberg moved and seconded by Brad Nudell that Bob Clarke, Leah Clarke and Melisa Warren be named to the By-Laws committee and that should any of the above not accept their appointment; Elton Solseng and Jonathan Haux be named as alternatives.

**Motion approved unanimously on voice vote.**

- d. John Lund suggested that we meet on a Saturday instead of our regular meeting date in February so we can get back to our Strategic Planning. This would be a follow up to what the Stine Group provided. Several dates were considered and February 17<sup>th</sup> was most favorable.

**MOTION:**

Harlan Bernstein moved and seconded by Elton Solseng that our February Meeting date be changed to Saturday February 17<sup>th</sup> with the majority of the time spent on developing and reviewing our Strategic Plan.

**Motion approved unanimously on voice vote.**

**6. Committees:**

- a. Buildings and Grounds, No Report.
- b. Volunteer Committee, No Report.
- c. Marketing Committee, No Report.
- d. How Board of Directors Are Recruited, No Report
- e. Fundraising Potentials, No Report.

**7. Executive Director's Report**

- a. Brenda Warren handed out the second draft copy of the 2018 Budget and went through the anticipated expenses and revenues with some minor changes from last month.

Tom Kenville inquired about one item on the budget for Bobcat tires in the amount of \$1,200.00. He has a meeting with Bobcat in a few weeks and will discuss this expense at that time. Jonathan Haux stated that he saw a set for \$700 local.

Brenda provided an update on the income and asked if there were any questions. Glenn Ellingsberg brought up the issues with having multiple events going on in October with weddings and the paranormal tours. Melisa Warren addressed this and is working on resolving these issues. John Lund inquired if we needed to increase our paid staff during our busy times including the school tours. Glenn Ellingsberg stated that we should only open specific buildings during these tours. Melissa Warren is looking at this and will be strongly insisting that the ratio for school tours are 6 students to 1 chaperone. The chaperones are preferably teachers or para-professionals.

Glenn Ellingsberg asked when checks needed to be dated for the CCHS match and Melisa stated that those had to be in by January 28<sup>th</sup> and the public donations for Giving Hearts Day must be dated February 8<sup>th</sup>, 2018.

At the conclusion of the presentation John Lund suggested that we add \$10,000.00 in the budget for tearing down buildings and another \$10,000.00 for internet nodes (hotspots) throughout Bonanzaville. Consensus was to add those into the budget.

**8. Old Business**

- a. Discussion was held on a bonus for Melisa Warren which was originally brought up at the 2017 budget hearing and postponed to a later date.

**MOTION: PASSED**

Glenn Ellingsberg moved and seconded by Brad Nudell to provide a paid bonus in the amount of 10% of the funds brought in as income through events beyond the first \$49,999.00.

**On roll call vote, the motion carried unanimously.**

**9. New Business**

- a. No New Business.

Motion made by Brad Nudell to adjourn, **Motion Passed on a Voice Vote.**

President John Lund adjourned the regular meeting at 7:20 pm.

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Glenn Ellingsberg  
Secretary

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John Lund  
President

## Cass County Historical Society

### 1. Meeting Called to Order:

President Jonn Lund called the meeting to order at 11:05 a.m. with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Leaha Clarke, Bob Clarke, Elton Solseng, Brad Nudell, Lowell Disrud and Patrick Donegan. Staff Members present: Brenda Warren, Executive Director; Brad Stedman, CPA; Melissa Warren, Event Coordinator.

### 2. Minutes Approved:

#### **MOTION, passed**

Bob Clarke moved and seconded by Elton Solseng to approve the minutes of the January 17, 2018 general meeting. **Approved unanimously on voice vote.**

### 3. Finance Report:

Brad Stedman provided the board with the Financial Report. December 2017 accounts will remain open for a little while yet to allow all the revenue and expenses to be received and entered into 2017. The Cass County Historical Society ended the year with a positive balance of approximately \$15,000 which was less than usual but to be expected with the high cost of our church project and some other unexpected expenses.

There was discussion on when pledges and other cash donations should be reflected in the Financial Reports. Mr. Stedman felt that it should go on the financial books when pledged and not when we receive the funds; but will check on that as Glenn Ellingsberg felt that it could be several years until the money is received and should we wait that long.

#### **MOTION, passed:**

Elton Solseng moved and seconded by Lowell Disrud to accept the financial report. **Approved unanimously on a voice vote**

### 4. President's Report:

- a. John Lund brought up the South Pleasant Church and that no formal arrangement for transfer of ownership was completed. President Lund stated that he did meet with Mr. Johnson who has represented the church for some time and that the appropriate paperwork will be completed shortly to show that Bonanzaville does own the building.

### 5. Committees:

- a. Nominating Committee, Glenn Ellingsberg stated that two individuals have been contacted reference running for the Board of Directors. Nominating Packets have been given to each. Glenn Ellingsberg showed a Board Nominating Packet that has been updated following discussions by President John Lund, Executive Director Brenda Warren and Secretary Glenn Ellingsberg.

#### **MOTION, passed.**

Bob Clarke moved seconded by Brad Nudell to accept the Nominating Packet as submitted as the one to be used from this point forward. **Approved unanimously on voice vote.**

- b. Nominating Committee has not met but will do so prior to the next board meeting.

- c. Buildings and Grounds, No Report.
- d. Volunteer Committee, No Report.
- e. Marketing Committee, Melissa Warren did state that they are doing a considerable amount of advertising and are on various calendars for future events. Looking to put more ads in local magazines. \$14,355.00 was raised through Giving Hearts Day.
- f. How Board of Directors Are Recruited, No Report
- g. Fundraising Potentials, No Report.

#### 6. Executive Director's Report

- a. Brenda Warren has been working hard on fundraising and that a number of houses on site need work. Brenda Warren has been looking for funds to refurnish these building other than using general funds. Brad Nudell inquired if we advertise for bids and Brenda does get multiple bids but not necessarily through advertising. Brenda will consider doing so in the future when the work to be completed may prove biddable to a number of different type of contractors.
- b. Other concerns are Fargo's First House, the Houston Mansion which needs some additional work on the fireplace and roof, the Fire Company, the Windows in the Brass Rail that need replacing. Still working on fixing the foundation under the Hunter Times and restoring the projection equipment in Arthur Town Hall.
- c. Prairie Heights Church has adopted Bonanzaville and will be bringing out about 50 people to clean and paint this spring. NDSU has some students that will be coming out to clean on April 11<sup>th</sup>. Delta Tau Delta has a group of about 5 men coming out biweekly to help out for the foreseeable future.
- d. Melissa Warren mentioned that several of the buildings housing the tractors and other machinery need some cleaning and fixing up.
- e. David Grothe stated that he could take down the Wheatland Town Hall and Jail if we get the roll-offs. This may be possible with some additional help this spring.
- f. There is still an issue with the Air Museum not providing the appropriate signage on the helicopter that is on loan from Bonanzaville. A reminder will be sent to the Air Museum and if it continues, the board will consider returning the helicopter to Bonanzaville.

#### 7. Old Business

Harlan Bernstein brought up the Thue Brink Store and its impending demise and asked if he could have some time to see if he can find the funds to help save that building. Consensus was to give Harlan Bernstein time to look into this project.

#### 8. New Business

##### **MOTION, passed**

Brad Nudell moved seconded by Bob Clarke that we approve payment to Eide Bailey in the amount of \$9,039.00. **On roll call vote the motion passed with Tom Kenville, abstaining.** Bob Clarke brought up that an interested party is looking for a place to locate a large building to house a Steiger collection. Consensus was that Bonanzaville most likely was not the best location but we could consider it if formally approached.

President John Lund adjourned the regular meeting at 12.35 pm.

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Glenn Ellingsberg  
Secretary

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John Lund  
President

## Cass County Historical Society

### 1. Meeting Called to Order:

Vice President Jonathan Haux called the meeting to order at 5:32pm. with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Leaha Clarke, Bob Clarke, Elton Solseng, Brad Nudell, Lowell Disrud and Patrick Donegan. Staff Members present: Brenda Warren, Executive Director; Brad Stedman, CPA; Guest present: Reid Mattson, CPA-Eide Bailly

### 2. Minutes Approved:

#### **MOTION, passed**

Brad Nudell moved and seconded by Leaha Clarke to approve the minutes of the February 17, 2018 general meeting. **Approved unanimously on voice vote.**

### 3. Audit Report, Eide Bailly

Reid Mattson, Manager with the Accounting Firm Eide Bailly gave an overview of the audit completed on our 2016 Financial Records.

Mr. Mattson explained that the audit looked at our financial records against generally accepted principals known as General Accounting Procedures (GAP) and they looked at these activities: What is in Place, Where the Risks are, Verification of Balances on the Financial Reports by contacting 3<sup>rd</sup> Parties (Banks, etc), pull source documents and visit with the Governing Board and Executive Director.

The Audit provides a clear picture of Bonanzaville's financials and assets. The audit also recommends any changes to financial procedures in keeping with GAP. There is one area which the audit found that our society was not in compliance with GAP and that is in reporting the valuation of our oil assets. Glenn Ellingsberg brought up that to attempt to value our oil assets is nearly impossible as the oil producer determines at what level a producing well is going to be developed. Each month the barrels of oil could be substantially more or less and therefore the revenue. Mr. Mattson stated that Eide Bailly would review that statement as the manner in which our society is reporting the asset is overly conservative which is good.

Mr. Mattson stated that Cass County, North Dakota, Historical Society received "A Clean Opinion" based on the Audit.

Mr. Mattson continued on describing some of the record changes that they would recommend we adopt to make our financial records and statements easier to understand and more descriptive.

John Lund asked if there was anything in our By-Laws which raised concerns or issues and Mr. Mattson did not believe there were any issues with the By-Laws.

John Lund also inquired if audits every other year was acceptable and Mr. Mattson states that you really would not be saving any time in doing that as you still need to verify the financial statements from the last audit. Every other year would mean more records to review and verify. You really would not save any money doing that.

Tom Kenville asked if the Cass County, North Dakota, Historical Society could enter into a long term, say 5-year, contract at a lower but guaranteed amount. Mr. Mattson said that he would take that offer back to Eide Bailly and get an answer to Brenda Warren.

Brad Stedman wanted to know when a Pledge should be reported. At time of notice or when received. Mr. Mattson said that there is no clear answer. It has been done both ways.

4. **Finance Report:**

Brad Stedman provided the board with the Financial Report.

**MOTION, passed:**

Elton Solseng moved and seconded by Bob Clarke to accept the financial report. **Approved unanimously on a voice vote**

5. **Budget:**

Brenda Warren, Executive Director, and Brad Stedman, CPA presented the 2018 Budget to the Board. Following the presentation and discussion:

**MOTION:**

Glenn Ellingsberg moved and seconded by Brad Nudell to approve the 2018 Budget as presented including the Staff Salaries. **On roll call vote the motion passed unanimously.**

6. **President's Report:** Jonathan presented John Lund's president report:

- a. Mr. Johnson has been in contact with Brenda about picking up the South Pleasant Church Bell and at the same time; signing the paperwork officially transferring the ownership of the church over to Bonanzaville.
- b. John Lund wrote that our Board of Directors has undertaken a sensible process for establishing a budget for 2018. Although taken longer than hoped; the result is a conservative budget based on sound historical data and projections. Built within Quick Books, it will allow monthly and more frequent reporting of budget to actual financial comparisons.
- c. Field work for the 2017 audit will begin with Eide Bailly next week.
- d. Steiger number 1 is no longer on the grounds as it is being worked on and will be fixed prior to its return to Bonanzaville. The engine is in tough shape but Brett Odegaard has stated that there will be no charge for the labor on hauling or repairing the Steiger Tractor. Brenda stated that Dick Peterson will handle all the other costs associated with the repair of the Steiger Tractor.
- e. Strategic Planning, please spent some time discussing shared values. Discussion followed.

**MOTION PASSED:**

Bob Clarke moved seconded by Brad Nudell to accept the shared values as presented by Elton Solseng and John Lund as discussed. **Approved unanimously on a voice vote.**

A special board meeting will be held on Saturday April 14, 2018 at 11:30 am. to finalize a business plan to present at the annual meeting and to discuss the agenda for the annual meeting.

- f. President Lund stated that all Board Members need to serve on at least one committee. If you are not on a committee, please forward your top three choices to President Lund.
- g. Create a Human Resource Committee to review and evaluate the Executive Director, Salaries and Participate in Budget preparations.

7. **Bob Jostad:**

Bob stated that he had a partition ready for building 16 to serve as a diorama of a timeline of the history of the combine. Need to separate building 16 into two halves and move items around to make room to make this happen. Brenda stated that the staff have been busy cleaning out not only building 16 but all over to get rid of a lot of the garbage and junk. Saturday, April 21<sup>st</sup> is the temporary date to do this work within building 16.

Bob Jostad brought up the condition of the roof over the machine shop housing the tractors and how it was leaking water so bad. Al Zimmerman has submitted a proposal to put a slanting roof on this building but funding is still questionable. Bob Jostad offered to loan Bonanzaville \$15,000.00 to put a roof on.

**MOTION:**

Glenn Ellingsberg moved and seconded by Brad Nudell to accept Bob Jostad's promise to loan Bonanzaville Fifteen Thousand Dollars (\$15,000.00) for a maximum of Five (5) years interest free.

**On roll call vote the motion passed with John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Leah Clarke, Bob Clarke, Elton Solseng, Brad Nudell and Lowell Disrud voting yes and Patrick Donegan voting no.**

8. **Committees:**

a. Nominating Committee, Glenn Ellingsberg

The nominating committee will be nominating three individuals at the annual meeting for four open Board Positions: Naomi Hambrick, Jonathan Haux and Brad Nudell.

b. By-Laws Committee, Bob Clarke

Presented two (2) Amendments to the By-Laws:

One amendment would change the only excuse for missing a meeting from a health issue to just missing four meetings the board member would be removed unless reinstated by the Board of Directors.

The second amendment would be to add up to a 25-person advisory board to the Governing Section of the By-Laws.

**MOTION:**

Brad Nudell moved and seconded by Tom Kenville to change the proposed amendment from a Trustee to an Advisory Board.

**Approved unanimously on a voice vote.**

**MOTION:**

Bob Clarke moved and seconded by Brad Nudell to accept the two (2) By-Law Amendments and forward the two (2) Amendments to the full membership for a vote at the annual meeting.

**Approved unanimously on a voice vote.**

c. Buildings and Grounds, Bob Clarke.

A report on the Thue Brink Store, Wheatland Jail, Farmers Market, Machine Shop, Transgrud Elevator and Houston Mansion will be given at the annual meeting.

d. Volunteer Committee, No Report.

e. Marketing Committee, No Report.

9. **Executive Director's Report**

- a. Flooding issues in the village has been helped with the assistance of West Fargo City Staff.
- b. Brenda Warren has been working on getting the stored vehicles out on April 12<sup>th</sup> and 13<sup>th</sup> but with the wet grounds, she is not sure if it can be done.
- c. Mailing for annual meeting will go out next week.



- d. Brenda Warren did get the Museum Assessment Program at a cost of \$550.00 and another \$1300.00 for an on-site assessment. More information to follow later.

#### 10. Old Business

Brenda Warren, Executive Director, is due a 10% bonus when exceeding \$42,000 in fund raising which would be \$5,700.00 for a bonus of \$570.00 in 2017.

**MOTION:**

Glenn Ellingsberg moved and seconded by Leah Clarke to pay the Bonus due Brenda Warren, Executive Director, per our employment agreement for 2017.

**On roll call vote the motion passed unanimously.**

#### 11. New Business

Glenn Ellingsberg offered free admission to a workshop on genealogy on March 24<sup>th</sup> to any Board Member or Staff Member. The workshop is being presented by the Red River Valley Genealogy Society and will be held in our event center.

Vice President Jonathan Haux adjourned the regular meeting.

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Glenn Ellingsberg  
Secretary

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Jonathan Haux  
Vice President

## Cass County Historical Society

### 1. Meeting Called to Order:

President Lund called the meeting to order at 11:35am with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Leah Clarke, Bob Clarke, Elton Solseng, Brad Nudell, Lowell Disrud and Patrick Donegan. Staff Members present: Brenda Warren, Executive Director.

### 2. Minutes Approved:

#### **MOTION, passed**

Leaha Clarke moved and seconded by Elton Solseng to approve the minutes of the March 21, 2018 general meeting as corrected. **Approved unanimously on voice vote.**

### 3. Business Plan

President Lund opened the meeting up for discussions on the Business Plan and asked Glenn Ellingsberg to present his changes to the Strategic Plan as he adapted it to the Business Plan.

Glenn Ellingsberg reviewed the highlights of the changes and additions to the Business Plan and what followed was discussions, further changes and additions as well as what else should go into the Business Plan.

There were several items that still needed to be added to the Business Plan:

1. Melissa Warren was asked to provide the 2017 statistics for number of schools and students visiting Bonanzaville in last paragraph on page 7.
2. John Lund and Brenda Warren were to identify the base budget value that should be used under A (1)(c)(i) on page 5.
3. Brenda Warren or John Lund were to provide Profit and Loss statement for 2017, budget for 2018 and letter from Eide Bailly on our Audit and that they did give us a Clean Report.
4. Glenn Ellingsberg would provide a Pledge/Promise to Pay Form and the New Acquisition Form.

#### **MOTION, passed**

Bob Clarke moved seconded by Brad Nudell that we accept the Business Plan as discussed and attached as Appendix A. **On roll call vote, the motion passed unanimously.**

### **MEETING ADJOURNED FOR LUNCH AT 12:55 PM AND RECONVENED AT 1:15PM**

### 4. Agenda for Annual Meeting:

President Lund called the meeting back to order with the purpose of approving the agenda for the annual meeting and discussing a new website design.

President Lund suggested that we adopt the standard agenda in the same format as in previous years but that the Board should address specific areas to include when talking about agenda items.

The picture from the Business Plan will be used as the cover for the Agenda Program Folder.

**MOTION, passed**

Elton Solseng moved and seconded by Bob Clarke moved to approve the Agenda for the Annual Meeting to be held on April 18<sup>th</sup>, 2018 and attached as Appendix B. **Approved unanimously on a voice vote.**

Several Items must be accomplished prior to the annual meeting such as:

1. Brenda Warren was to make copies of Minutes from 4/19/2017 Annual Meeting
2. Glenn Ellingsberg was to make 50 copies of Business Plan for Annual Meeting
3. Glenn Ellingsberg was to make 50 copies of Agenda Program Folder for Annual Mtg.
4. Leah Clarke is to present Financial Report
5. Church Committee is dropped and becomes part of Building and Grounds.
6. Each Committee should be ready to present a report at Annual Meeting.

5. **Website:**

Glenn Ellingsberg presented an overview of the Design for a new Website and how it is meant to augment what is being built by NDSU and not replace it. That as NDSU builds more features into their website, the WIX website will reach out to those features by linking to them.

**MOTION, passed**

Bob Clarke moved and seconded by Harlan Bernstein that we should proceed with the implementation of a new website but continue with our partnership with NDSU when applicable. **Approved unanimously on a voice vote.**

Glenn Ellingsberg handed out a Privacy Policy which is a standard statement covering what information is captured and/or maintained from a website, information which is or is not shared and other privacy concerns.

**MOTION, passed**

Elton Solseng moved and seconded by Jonathan Haux that we accept and adopt the Privacy Policy presented and attached as Appendix C. **Approved unanimously on a voice vote.**

6. **Old Business**

None

7. **New Business**

None

President John Lund adjourned the special meeting.

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Glenn Ellingsberg  
Secretary

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John Lund  
President

## Annual Meeting, Cass County, North Dakota, Historical Society

1. **MEETING CALLED TO ORDER:**

President John Lund called the meeting to order at 7:08 p.m.

Those in attendance and voting by proxy are listed at the end of these minutes.

2. **REPORT OF THE PRESIDENT:**

President John Lund welcomed those in attendance to the 2018 Cass County Historical Society Annual Meeting. We appreciate your attendance and participation.

President Lund pointed out a significant coincidence in holding our meeting tonight. This week is National Volunteer Week and so many in attendance have volunteered time and resources for the benefit of Bonanzaville.

National Volunteer Week in the United States was first established via Presidential Proclamation in 1974. Besides the benefits to society, scientific studies have shown that individuals who volunteer enjoy psychological and physical benefits, including increased satisfaction, improved sense of belonging, lower blood pressure, increased protection from Alzheimer's, and decreased mortality. Benefits of volunteer work are enjoyed by the community effected, but also by the volunteers themselves, in knowing that they contributed to the betterment of society in some way, those of you in this room have certainly contributed to the betterment of Bonanzaville – Thank you.

President Lund went on to introduce the current Board of Directors:

Jonathon Haux - VP, Glenn Ellingsberg - Secretary, Leaha Clarke – Treasurer, Bob Clarke, Harlan Bernstein, Elton Solseng, Patrick Donegan, Lowell Disrud. Brad Nudell and Tom Kenville were unable to attend the annual meeting.

President Lund read the Purpose from the new Board Nomination Packet

3. **MINUTES:**

**MOTION, passed**

Glenn Ellingsberg, Secretary, read the minutes from last year's annual meeting.

Mark Helfter moved and seconded by Roger Johnson to approve the minutes of the April 19, 2017 general meeting. **On voice vote, the motion passed.**

4. **"The Future is Now"**

At last year's meeting we discussed several major projects/initiatives for 2017:

Strategic Planning – the Stine Group presented their work to us last year but that wasn't the end of our strategic planning. Since that time the Board has met on several occasions to

continue this work and recently created a business plan for 2018 and beyond that you will hear about in a few minutes

South Pleasant Church – The Church committee that was formed to oversee the project has been disbanded and that church will just be part of our normal responsibility of our Buildings and Grounds Committee. We completed all the work on the South Pleasant Church and it is generated revenue for us now.

2017 Budget – Glenn in the Minutes; you heard our projections for the 2017 Budget. Unfortunately, we were quite optimistic on the revenue side. We projected a really big increase in revenues based on completing the audit and using the audit to apply for some major grants. That is a requirement for many of the larger grants. Unfortunately, we did not get that audit completed in a very timely manner. There were a lot of challenges to get that. The delays were related to going through a lot of old records going back several years, especially the cost of this building. Even though, we talked about this audit a year ago, we did not actually get the final audit report until February of this year. This resulted in missing our Gross Profit projection by 40% but we also reduced our projected expenses by 11%. The net result was we still achieved net income of \$11,322.

Glenn Ellingsberg asked President Lund to explain the major expenditure in 2017 that reduced our profits. President Lund stated that the big expense was \$130,000.00 in the construction of the South Pleasant Church along with cost of the Strategic Plan and undertook an Audit. The good news is we still made money.

Our 2018 Budget is being a little more conservative but is based on sound historical numbers from 2017. We built in some reasonable growth and we produced a budget that we feel will result in a net income of approximately \$86,000. This does not include any of the big grants which we hopeful for a year ago and now that we have the audit we may be able to go after, so we may be reporting a significant increase next year.

I would like to Introduce our accountant, Brad Stedman, rather than have an employee that handles our accounting activities, we are contracting with an accountant. Brad Stedman, can you stand up and introduce yourself and what your background is.

Brad Stedman said he is from West Fargo and has been involved with a number of firms over the years and has been with Bonanzaville for about three months now. Working on the 2016 audit and now with the current 2017 audit along with our financials.

We are contracting with Brad to provide accounting services and We feel this arrangement is cost effective and allows us to receive a high level of professional accounting experience. Brad Stedman's expertise has already impacted our Financial Statements, so the statements conform to the same format as what the auditors use and structured them in a way that will be more beneficial to our Executive Director and Board of Directors, including Budget to Actual numbers.

Audit – We engaged the services of Eide Bailly, Accountants for our audit. Brad Stedman was an auditor with Eide Bailly so is familiar with that firm. Our audit of 2016 took significantly longer than anticipated with our final report delivered February 6, 2018. While the burden of work in completing the audit for 2016 was heavier than anticipated we and the audit firm are confident in the results and anticipate a much cleaner and quicker process for 2017, in fact we received a draft of the 2017 audit earlier today. We do have copies of the 2016 audit if you would like to review them. The good news is we had a clean audit, the audit also identified some financial controls such as how deposits are handled, who signs off on expenses and number of signatures required on checks – all items we have adopted.

John Lund stated that we will be hearing from Brenda and she will introduce our staff and we will have committee reports from your board members so we will move on to the Business Plan.

**5. BUSINESS PLAN:**

President Lund told the group that he was not going to read the whole report since you have a copy available to you. But in any business, you want to focus on your Mission Statement, your Vision and your Shared Values. These were updated and came from your board at our planning meetings.

President Lund and others discussed the Business Plan to the members in attendance and gave highlights of the plan. One of our goals was to develop a five-year business plan and how to sustain our funding. We identified that it is important that we increase our endowments to \$2 million dollars to help sustain our funding. We also spent a lot of time looking at developing a Holistic, Living History and Heritage Plan to create more interactive opportunities. School kids when we have them here in the spring and are in the Air Museum, run over to the DC3 because they can go inside and touch things. We want to increase this interactive so one can touch and experience more things. You can see that there is a plan to increase our space for exhibits. We have an unbelievable number of artifacts here and not very many are on display. We have built in a plan to increase space; both better use of existing space and also to add space by building additional space. This plan is available upon request.

**6. EXECUTIVE DIRECTORS REPORT:**

Brenda Warren, Executive Director

Welcomed all the members and began by introducing the staff. Melissa Warren-Event Coordinator and Kaci Johnson-NDSU Intern & Curator.

Brenda Warren stated that they were participating with the American Alliance of Museums in an assessment of our facilities and artifacts and how we can enhance what we are doing. Brenda Warren met with the West Fargo Garden Club and they expressed a desire to help with our flower beds and other areas to beautify Bonanzaville, including the St Johns Bell. The Forness Family will be out during Pioneer Days showing how to construct a Log Cabin on the grounds. Giving Hearts Day was a great success with a total

of \$18,000.00 raised with half going to Fargo's First House and half going to the Fire Hall. Fire Hall has about \$25,000 raised to date and just learned that Minnkota Windows will provide the windows. Doosan Bobcat donated and installed new tires onto our old Bobcat which was in dire need of new tires.

Brenda Warren went on to explain a cooperative project with NDSU in that Dr. Smith and students developed a digital interpretation of Bonanzaville. Cass County Historical Society will add WIFI throughout the grounds for a cost of \$6,000 and with a Pocket Tour App developed by NDSU Students for Smart Phones; visitors can take a number of interpretive tours of Bonanzaville.

Going back to estate planning gifts for Bonanzaville, Dorothy Plummer died and left Bonanzaville \$55,000 in her estate.

In Closing, Brenda Warren shared with those present that Bonanzaville was named "Best Museum" by Forum Readers and in reports Brenda Warren files with the ND Tourism Bureau, Bonanzaville had 39,019 visitors in 2017 representing 47 states and 45 countries.

#### Melissa Warren, Event Coordinator

Revenues from Sponsorships, Events, Weddings and other Bookings totaled:

2016 \$78,542.00

2017 \$90,643.00

2018 Increasing Advertising to raise revenue.

9 Magazines

Newsletter

Radio and TV

Digital Readers in Hotel/Motels

Bonanzaville Brochure in Rest Areas

Facebook

Instagram

Provided an overview of upcoming events:

1. School Tours
2. Giving Hearts Day which Marilyn Benson suggested that we become involved with again. This will be held on February 8<sup>th</sup>.
3. Veterans Appreciation Day May 24<sup>th</sup>
4. Murder/Mystery in June
5. July 4<sup>th</sup> Celebration including a Native American Round Dance.
6. Pioneer Days is back to two days in August with a Native American Pow Wow.
7. Para Normal in September and October
8. Ghost Tours in October
9. Christmas on the Prairie in December
10. Weddings and Corporate Events are also increasing year after year.

Melissa Warren is really looking for volunteers for all events and expressed her sincere appreciation for all their help if only for a short time or all day events. Once again, the Bonanzaville Belles were also a big help for all that they do.

#### Kaci Johnson, NDSU Intern & Curator

Ms. Johnson said that she is the acting curator and this has been a great learning experience for her. Some of the activities she has been involved with are: Funeral Exhibit for Ghost Tours and Para Normal Investigations; Christmas on the Prairie; Jewish Exhibit, Storage Space; Creating an Acquisition Checklist to assure items donated fit with our Mission, Vision and Shared Values; 125 anniversary of Fargo Fire Dept.; Expanded Auto Exhibit in Museum; Wedding Exhibit has been updated; Curiosity Cabinet to guess what the artifact is; and finally showed a recently discovered 1896 McKinley Campaign Lithograph Poster which is fairly rare and still has vibrant colors and still in such good condition. This was found in the Hagen House.

### **7. Committee Reports**

#### Financial Committee:

Leaha Clarke, Treasurer, reported that our balance sheet indicates cash on hand of \$110,287 which is an increase of \$44,412 since the end of 2017. We also have short term liabilities of \$41,436 at the end of March which is a decrease of \$14,665 since the beginning of the year.

Our Profit and Loss Report shows our local income/gross profit is \$62,605 ahead of what was budgeted while expenses are \$2,483 below budget. In addition, we have made capital expenditures of \$17,100 which is slightly over our budget by \$2,488. These expenditures could include things like equipment, furniture or improvements not expensed. The result is our net profit through the end of March of this year is ahead of budget by \$62,600.

When comparing this year's numbers through the end of March to last year's numbers; we see an increase in gross profit of \$67,904 and Net Income \$5,492 ahead of last year at this time.

#### Buildings and Grounds

Bob Clarke introduced the other members of the committee; Leaha Clarke, Glenn Ellingsberg and Brad Nudell. Bob Clarke explained that copies of the building inspection of the village last November are on the tables. Mr. Clarke stated that he would touch on only a few which had changes since last year.

1. Transgrud Elevator had a new metal roof put on in March 2018 which also took care of the fascia and roof board repairs which took care of 5 of the 9 items needing attention.
2. Fargo's First House is a work in Progress and are waiting for some repair estimates.
3. Forness Cabin with the family working with Brenda on replacing this log cabin.



4. Case Eagle is a very rare and valuable artifact and working to move into Tractor Bldg. and making repairs to the artifact.
5. Houston Mansion is another work in progress with a new roof being looked into.
6. Pioneer Fire Company Building which you heard about from Brenda.
7. Thue Brink Store where the floor beams/joists are in tough shape with most being rotten. The building is starting to Sag and we are hoping to be able to save this Bldg.
8. Machine Shop and our maintenance person, Al Zimmerman is looking to do the work to replace this roof.
9. Wheatland Jail will be removed.
10. Farmers Market which has not been used for years is also to be removed.
11. East Gate Ticket Booth will get some fixing up this spring so it can be used during our major events.
12. South Pleasant Church needs some shingle repair and landscaping done.

That concluded his report, and there were no questions for Mr. Clarke.

#### Volunteer Committee

Jonathan Haux said first and foremost I wish to again thank you for all the work that you have done around here. Give yourself a round of applause. You can tell that with all the events and list of repairs to do; Bonanzaville needs all the volunteers we can get. Asked those in attendance that if they run into someone that might want to volunteer; to go ahead and ask them. Jonathan Haux stated that Bonanzaville is going to have something later in the year to show our appreciation for our volunteers.

#### Marketing Committee

Brad Nudell was unable to attend this meeting but many of the things they are working on was mentioned by Melissa Warren, especially the advertising and newer events.

#### By-Laws Committee

Bob Clarke informed the group that members of the committee were Bob Clarke, Leah Clarke, and Melissa Warren and they met on March 10<sup>th</sup>. The committee reviewed all the by-laws and did make two recommended changes to the by-laws. These changes were discussed and accepted by the Board of Directors at their March 21<sup>th</sup> general meeting. Those changes as approved were mailed out to all members for their review at least 14 days prior to the annual meeting.

In addition to what has been mailed and is available to each of you, our committee requests that the addition to Article IV of #11 be amended to read that the advisory board members serve a three (3) year term rather than life terms. A new wording will be presented for a vote.

President Lund said there are two by-law changes and he believes it best to separate those two and each will be discussed and voted on separate of the other.

**The first by-law change is as follows:**

The Board meeting year consists of monthly meetings April through March. If a Board member attends via a conference call, that member is considered to be in attendance. If a Board member misses four, regularly scheduled meetings during the Board meeting year, they are automatically removed from the Board, unless ~~the absence is due to a significant medical issue and is excused~~ reinstated by a majority vote of the Board of Directors.

**BY-LAW CHANGE, passed**

President Lund stated that this came in the form of a motion from the By-Law Committee and will require a second. Glenn Ellingsberg seconded the motion made by committee. Hearing no discussion, President Lund asked to vote by show of hands those in favor of the by-law change and then asked for those hands opposed to the by-law change.

**The By-Law change as presented was approved by show of hands of the membership.**

President Lund presented the second by-law change for consideration which is:

The Board of the Cass County, North Dakota, Historical Society may appoint a Board of Advisors composed of a maximum of twenty-five (25) members in good standing. Advisors shall be appointed to serve until removed by resignation or upon motion of the Board of Directors. The Board of Advisors shall be a non-binding advisory board to consider such matters as directed or referred by the Board of Directors. The Advisors shall meet at least once per year and shall elect, when required, for a three year term an Advisor to serve as Chair and for a two year term an Advisor to serve as Secretary.

This also comes in the form of a motion from the By-Laws Committee and requires a second. Marilyn Bensen seconded the motion made by committee.

The amendment to the motion as made by the By-Laws Committee is to change the second sentence to read. Advisors shall be appointed to serve three (3) years with no limit on the number of reappointments upon motion of the Board of Directors.

Roger Johnson seconded the amendment made by committee.

**MOVE THE QUESTION, passed**

There was considerable discussion on the need for the term limit. Glenn Ellingsberg moved the question which was seconded by Bob Clarke. **Move passed by show of Hands.**

President Lund then asked for a vote on the Amendment by show of hands. Hands and Proxy Votes in Favor were 34 and Hands and Proxy Votes Against were 18.

**Amendment passed 34 in favor with 18 opposed.**

President Lund next called for a vote on the amended By-Law which now reads:

**BY-LAW CHANGE, passed**

The Board of the Cass County, North Dakota, Historical Society may appoint a Board of Advisors composed of a maximum of twenty-five (25) members in good standing. Advisors shall be appointed to serve three (3) years with no limit on the number of reappointments

upon motion of the Board of Directors. The Board of Advisors shall be a non-binding advisory board to consider such matters as directed or referred by the Board of Directors. The Advisors shall meet at least once per year and shall elect, when required, for a three year term an Advisor to serve as Chair and for a two year term an Advisor to serve as Secretary. **By Show of Hands, the motion passed unanimously.**

#### Nominating Committee

Glenn Ellingsberg introduced the committee members as Glenn Ellingsberg, Chair; Tom Kenville and Patrick Donegan. The Nominating Committee has three (3) individuals for four openings that have been nominated for membership on the Board of Directors. Those nominated are Jonathan Haux, Brad Nudell and Naomi Hambrick. Each nominee was provided an opportunity to address the members. Following the introductions, a written ballot was handed out. President Lund then opened the floor to nominations and in hearing none, called for a unanimous ballot.

#### **MOTION, passed**

Mark Helfter moved and seconded by Hella Helfter that a unanimous ballot be cast for Jonathan Haux, Brad Nudell and Naomi Hambrick to serve as Directors until 2021.

**Motion passed unanimously on voice vote.**

#### 8. **OLD BUSINESS**

No Old Business

#### 9. **NEW BUSINESS**

No New Business

#### **ADJOURN**

**Jonathan Haux moved to adjourn.**

President Lund adjourned the meeting at 9:00pm

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Glenn Ellingsberg  
Secretary

---

John Lund  
President

DATE 4/18/2018

DATE \_\_\_\_\_

4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

[illegible]

## ATTENDEES AT MEETING OF THE CASS COUNTY HISTORICAL SOCIETY

DATE 4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

[illegible]

### ATTENDEES AT MEETING OF THE CASS COUNTY HISTORICAL SOCIETY

DATE 4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

✓		Dick Petersen
✓	✓	Tom Rohde
✓		Robert Bensen
✓		Robert Jastad
	✓	Brad Stedman
		Marilyn Bensen
-		Donna Brown
✓		Don Roehrich
✓		Hank Trangsund
✓		Boye Trangsund

## ATTENDEES AT MEETING OF THE CASS COUNTY HISTORICAL SOCIETY

DATE 4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

[illegible]

## ATTENDEES AT MEETING OF THE CASS COUNTY HISTORICAL SOCIETY

DATE 4/18/2018

MEMBER

GUEST

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

[illegible]



## ATTENDEES AT MEETING OF THE CASS COUNTY HISTORICAL SOCIETY

DATE 4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

[illegible]

DATE 4/18/2018

DATE \_\_\_\_\_

4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

✓		Dick Petersen
✓	✓	Tom Rohde
✓		Robert Bensen
✓		Robert Jastad
	✓	Brad Stedman
		Marilyn Bensen
-		Donna Thayer
✓		Don Roehrich
✓		Hank Trangsund
✓		Boys Trangsund

## ATTENDEES AT MEETING OF THE CASS COUNTY HISTORICAL SOCIETY

DATE 4/18/2018

MEMBER

**GUEST**

**PLEASE CHECK STATUS AND WRITE IN YOUR NAME, THANK YOU.**

[illegible]

## **Board of Directors**

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John Lund – President  
Jonathan Haux – Vice President  
Glenn Ellingsberg - Secretary  
Leaha Clarke – Treasurer  
Tom Kenville  
Harlan Bernstein  
Elton Solseng  
Bob Clarke  
Brad Nudell  
Lowell Disrud  
Patrick Donegan

## **Staff**

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Brenda Warren, Executive Director  
Melissa Warren, Event Coordinator  
Brad Stedman, CPA  
Kaci Johnson NDSU Intern, Curator  
Al Zimmerman, Maintenance

## **Volunteers**

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A very special thank you goes out to all the volunteers that make this place possible and make it come alive.

# **Cass County Historical Society**



**2018 ANNUAL MEETING**  
**"The Future is Now"**

# Welcome

Welcome to the 2018 Cass County, North Dakota, Historical Society Annual Meeting. We appreciate your attendance and participation.

2017 saw continued growth and success for Bonanzaville, we completed our Financial Audit, including implementation of new financial controls, we opened a new exhibit and continued work on strategic planning. We will report on these as well as the success of our special events in 2017 and what to look forward to in 2018.

Bonanzaville Staff, Executive Director and your Board of Directors are very optimistic about 2018 and beyond.

Thank you for your membership and for all you do to support Bonanzaville.

John Lund, President

## Agenda

### **Call to Order**

Welcome – John Lund, President  
Minutes - Glenn Ellingsberg, Secretary

### **Business Plan – Lund/Ellingsberg**

“The Future is Now”

### **Executive Director’s Report**

Brenda Warren

### **Committee Reports**

Financial Report – Leah Clarke, Treasurer  
Buildings and Grounds - Bob Clarke  
Volunteer Committee – Jonathan Haux  
Marketing Committee – Brad Nudell  
By-Law Committee – Bob Clarke  
Nominating Committee – Glenn Ellingsberg

### **General Business Meeting**

Old Business  
New Business

### **Adjourn**

## Cass County Historical Society

1. **Organizing Meeting Called to Order:**

President John Lund called the meeting to order at 9:10 p.m. with members present as follows: John Lund, Glenn Ellingsberg, Jonathan Haux, Harlan Bernstein, Bob Clarke, Leah Clarke, Elton Solseng, Naomi Hambrick, Patrick Donegan and Lowell Disrud. Members absent: Tom Kenville and Brad Nudell.

2. **Election of Officers:**

**MOTION, passed**

Harlan Bernstein moved and seconded by Bob Clarke to nominate John Lund, President; Bob Clarke moved and seconded by Elton Solseng to close nominations and cast a unanimous ballot for John Lund as President. **On a voice vote, the motion carried unanimously with Tom Kenville and Brad Nudell absent.**

**MOTION, passed**

Bob Clarke moved and seconded by Elton Solseng to elect Jonathan Haux as Vice President. **On a voice vote, the motion carried unanimously with Tom Kenville and Brad Nudell absent.**

**MOTION, passed**

Glenn Ellingsberg moved and seconded by Lowell Disrud to elect Patrick Donegan as Secretary. **On a voice vote, the motion carried unanimously with Tom Kenville and Brad Nudell absent.**

**MOTION, passed**

Harlan Bernstein moved and seconded by Elton Solseng to close nominations and cast a unanimous ballot for Leah Clarke as Treasurer. **On a voice vote, the motion carried unanimously with Tom Kenville and Brad Nudell absent.**

3. **Old Business**

None

4. **New Business**

None

Elton Solseng moved to adjourn, **Motion Passed on a Voice Vote.**  
President Lund adjourned the organizational meeting.

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Glenn Ellingsberg  
Secretary

---

John Lund  
President

## Cass County Historical Society

### 1. Meeting Called to Order:

Vice President Jonathan Haux called the meeting to order at 5:32pm. with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Leaha Clarke, Bob Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, Patrick Donegan and Naomi Hambrick. Staff Member present: Brenda Warren, Executive Director; Brad Stedman, CPA; Guests present: Morgan Forness and Bill Flint.

### 2. Minutes Approved:

#### **MOTION, passed**

Leaha Clarke moved and seconded by Elton Solseng to approve the minutes of the April 14, 2018 general board meeting. **Approved unanimously on voice vote.**

#### **MOTION, passed**

Elton Solseng moved and seconded by Brad Nudell to approve the minutes of the April 18, 2018 board organizational meeting. **Approved unanimously on voice vote.**

### 3. Finance Report:

Brad Stedman provided the board with the Financial Report.

Brenda updated the board on the review of our Pavilion Loan Interest Rate and that the involved banks had approved a reduction to 5.5% from the planned increase of over 7% for the next three years. The Banks agreed to use the index rate when considering the next rate increase in three years.

#### **MOTION, passed:**

Brad Nudell moved and seconded by Tom Kenville to accept the financial report. **Approved unanimously on a voice vote**

### 4. Forness Cabin Update:

Morgan Forness provided the Board with an overview of the history of the Forness Cabin and its current condition. Several suggestions are available to the Board: removal of the cabin, repair of the cabin or building a new Cabin. If the cabin was repaired or rebuilt, local high school shop classes might be able to assist. If we want it removed, the Forness family would consider doing so. Mr. Forness asked that a decision should be made at the next board meeting if repairing or rebuilding is the preferred option so work could begin on it this year.

The consensus of the Board was to refer it to the Building and Grounds committee for their recommendation. That committee is to report their findings at the next board meeting.

### 5. Hagen House Update:

Bill Flint, great-grandson of Mark Hagen who build the Hagen House gave an update on the repairs made to the house over the past few years. This is the 50<sup>th</sup> Anniversary of the House arriving at

Bonanzaville. They are looking at replacing the roof and some additional floor repairs, including additional venting for the foundation. Dorothy Plummer left \$50,000 just recently so funds are again available to pay for needed repairs.

Brenda Warren and Mr. Flint were seeking approval for spending funds for a new roof and other repairs as they are completed. Glenn Ellingsberg questioned the need for the Board to approve the expenditure of these restricted funds as our Executive Director has been doing so for other restricted funds in the past. The consensus of the Board was to have Brenda Warren continue as she has with other restricted expenditures and provide periodic updates to the Board.

**6. President's Report:**

John Lund thought that we should begin to move forward with appointees to the advisory board and was seeking input from the Board on how to proceed. President Lund believes an orderly process to select members should be used and that our executive director should provide input on who are selected. That it may not be advisable to have individual board members simply suggest names. Glenn Ellingsberg expressed an opinion that those individuals that are currently active at Bonanzaville should be considered and then each Board member should be given the opportunity to nominate advisory board members. Mr. Ellingsberg was not in favor of an individual or committee making those determinations as the focus group is usually tends to be much smaller. With more input, you gain greater diversification in the selection process. Perhaps a new advisory board nomination form that could be developed and reviewed by the new Personnel Committee.

**7. Committees:**

- a. Buildings and Grounds, Leaha Clarke.  
The Clarke's are going to start painting and working on the east ticket building and was wondering if crushed rock is available and could be brought in to provide support for the building. Anyone is welcome to help but Bob thought they could take care of the project. The committee will meet to discuss the Forness Cabin prior to next month's meeting. Discussion on when the Wheatland Town Hall is coming down but still no date was set.
- b. Volunteer Committee, Looking at a picnic or something similar for the volunteers.
- c. Marketing Committee, Mellissa Warren has been putting advertisements in a lot of magazines which is helping to get our name out there. Jonathan Haux also said we should get some good PR at the Steam Threshers Reunion with the Steiger Tractors being there.
- d. Thue-Brink Store, Harlan Bernstein has no new information on the store but did hear from Blake Wrigley from Wrigley Mechanical who has agreed to repair the 50 Horsepower Case at no cost to Bonanzaville. That was some good news.

**8. Executive Director's Report**

- a. Brenda Warren said the Museum Assessment Program on-site visit has three potential dates to select from and we should hear back shortly on the specific date.
- b. Some students on the School Tours are still creating havoc and damage caused by a lack of school supervision.
- c. Prairie Heights Church are bringing out 156 volunteers on June 10<sup>th</sup>.
- d. InvisiMax has installed the equipment updates to the WiFi throughout the Village and 702 is pricing the cost of bringing optical fiber on-site.
- e. Moore Engineering has a request for an easement for a water line on the east side of the village for \$2.00 total. It was suggested we should see if they could add fire hydrants at this time in lieu of additional payment.



f. Approval for Bills over \$2,000:

Eide Bailey \$2640 remaining on their bill for services provided  
Brenda Warren \$2638 misc. expenses for Gift Shop and other items for Bonanzaville  
Ward Family \$2500 for purchase of a large, very nice backdrop for Weddings.

**MOTION: passed**

Elton Solseng moved and seconded by Brad Nudell to pay the bills presented. **Motion Passed Unanimously on Roll Call vote with Bob Clarke and Patrick Donegan not voting.**

Helicopter has been returned to Bonanzaville from the Air Museum and it is unknown when it will be loaned to them again.

Volunteers are needed for some remaining school tours, veteran's appreciation day and July 4<sup>th</sup>.

9. **Old Business**

Jonathan Haux stated that they have received additional funds to help pay for the repair of the Steiger Tractor and anything left over will go into restricted funds for future repairs.

10. **New Business**

Glenn Ellingsberg requested the board renew the Red River Valley Genealogical Society rental agreement for library space for another two (2) years at the current rates and conditions.

**MOTION: passed**

Tom Kenville moved and seconded by Leah Clarke that the Cass County, North Dakota, Historical Society renew and extend the rental agreement with the Red River Valley Genealogical Society for an additional two years until April 2020 at the current rate and conditions. **On roll call vote the motion passed unanimously with Glenn Ellingsberg, abstaining and John Lund, Harlan Bernstein, Bob Clarke and Patrick Donegan not voting.**

Vice President Jonathan Haux adjourned the regular meeting at 8:06 pm.

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Glenn Ellingsberg  
Acting Secretary

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Jonathan Haux  
Vice President

## **Cass County Historical Society**

### **1. Meeting Called to Order:**

President John Lund called the meeting to order at 5:30pm, with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Bob Clarke, Leah Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, Patrick Donegan, and Naomi Hambrick. Staff members present: Brenda Warren, Executive Director; Kaci Johnson, Curator; Guests present: Barbara Franco.

### **2. Minutes Approved:**

#### **Motion, passed:**

Jonathan Haux moved and seconded by Leah Clarke to approve the minutes of the May 16, 2018 general board meeting. **Approved unanimously on voice vote**

### **3. Finance Report:**

President John Lund provided the board with the financial report. Explanations were provided regarding some slight changes in the way certain items are recorded for accounting purposes.

#### **Motion, Passed:**

Glenn Ellingsberg moved and seconded by Elton Solseng to accept the financial report as presented. **Approved unanimously on a voice vote.**

### **4. Museum Assessment Program**

Barbara Franco, a representative from the Museum Assessment Program was present at the meeting after having spent much time at Bonanzaville preparing for constructing a report about her thoughts as to what we are doing well, and what may need improvement. She mentioned that she had focused her review on community engagement and was impressed with the flexibility of our ability to engage the public with a wide variety of events. She pointed out the importance of our collection by describing it as our biggest asset, yet also serving as our biggest liability. We can expect her report to arrive within 8 to 10 weeks' time.

### **5. Acquisition Checklist:**

Kaci Johnson, our Intern Curator presented the board with a document providing guidance as to acquiring relevant, proper, and practical items into the collection. Previously this document had been presented to the collections committee and had been approved and seconded. Some discussion was held on duplicities, relativity, and its relevance to our mission statement. Tom Kenville also suggested placing a date on the "Acquisition Checklist."

**Motion, passed:**

Bob Clarke moved and seconded by Jonathan Haux to accept the “Acquisition Checklist” as amended. Approved unanimously by voice vote.

**6. Artifact Organization System:**

Kaci updated the board on the staffs’ current efforts of organizing the collection by labeling rooms and providing the shelves with numbers, rows, and sections. This new system has already proven itself to be successful. Currently, roughly 70% of the main museum has been organized utilizing this system.

**7. President’s Report:**

John Lund reminded the board to sign in when volunteering to allow for accuracy when trying to calculate our total number of volunteer hours given at year’s end. A reminder of the responsibility of board members was provided. It is important to remember that outside of board meetings, we should still uphold ourselves as board members but remember that we are all volunteers working towards a common goal. John also spoke of some corrections needed with our use of Robert’s Rules. A friendly reminder for all board members to adopt a building was given.

**8. Advisory Board Nomination Form:**

Glenn Ellingsberg put together this document that had been presented before the board at the meeting. John Lund suggested adding a statement regarding fundraising support.

Motion, passed:

Glenn Ellingsberg moved and seconded by Leah Clarke to approve the Advisory Board Nomination Form. Approved unanimously on voice vote.

**9. Committees**

- a. Fundraising Committee: John Lund reported on fundraising efforts, the endowment fund, and the adopt a building program. He suggested updating donor policies, documents, and take a look at the current adopt a building program.
- b. Volunteer Committee: Jonathan Haux mentioned that he has made some progress with getting some of our former volunteers to return. A volunteer appreciation dinner is in the works. Large groups of volunteers such as the group from the Prairie Heights Church are very beneficial and we need to seek those opportunities and publicize groups like this through the use of media.
- c. Buildings and Grounds Committee: Bob and Leah Clarke restored the east gate ticket booth to a highly presentable condition compared to what it was. Discussion was held on a couple of the cabins that could use some attention and plans for them in the future. Bob Clarke will look into finding an excavator for the demolition of the Thue-Brink Hardware Store and the Wheatland township Jail. Patrick mentioned that the barbershop is quickly slipping into tough shape and that attention should be devoted to this structure sooner than later. Bob Jostad will

be placing a fan in the machine shed window to lessen the humidity levels within that building.

Brenda briefly talked about our county appropriations and the inquiry from a couple Eagle Scouts looking for projects. Tom Kenville talked about meeting with a lady named Stacey from the Bobcat corporation as to how to set up our skidsteer display. Glenn suggested that this be redirected to the Building and Grounds Committee.

**Motion, passed:**

Glenn Ellingsberg moved and seconded by Brad Nudell to move the discussion of a potential location of a Bobcat building to be referred to the building and grounds committee. **Approved unanimously on voice vote.**

Bob Jostad would like to put in some extra beams inside the machine shed to add support. Permission was granted

- d. Collections Committee: Glenn Ellingsberg reported that the committee turned down the donation of a 60ft corn crib however they did take in a very nice table from the 1930s.

**10. Executive Director's Report.**

Brenda mentioned the following,

Melissa Warren went to San Diego to learn about the Antique Roadshow potentially coming to Bonanzaville in 2019.

A map of the United States has been placed on the front desk and visitors are to highlight their home state when visiting if it has not already been. 47 of the 50 states have been highlighted.

**11. Old Business**

None

**12. New Business**

Glenn Ellingsberg presented the Board with rough sketches and plans for another addition to the main museum drawn up by a local architect. A committee was assembled to further look into this endeavor. Members of this committee consist of the following; Glenn Ellingsberg, John Lund, Tom Kenville, and Naomi Hambrick.

Bob Jostad requested permission from the board through Jonathan Haux to place gravel around building number 16 as well as putting an additional door into the structure.

**Motion, passed:**

Brad Nudell moved and seconded by Bob Clarke to allow Bob Jostad to place gravel and spray a glyphosate product on it given drainage is properly placed. **Approved unanimously by voice vote.**

One of the bill boards along the interstate is in tough shape and needs to be looked into. Brenda Warren volunteered herself and Melissa Warren to check into this issue.

The Fourth of July celebration is all planned out and ready to go.

Glenn Ellingsberg distributed new nametags to the Board members and staff. Thank you Glenn for those.

**Motion, passed**

Bob Clarke Moved and seconded by Brad Nudell to adjourn the meeting. **Motion approved by voice vote.**

Respectfully submitted by,

Patrick J. Donegan

# **Cass County Historical Society**

## **Minutes for the August 15, 2018 Regular Board Meeting**

### **1. Meeting Called to Order:**

President John Lund called the meeting to order at 5:34pm, with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Bob Clarke, Leaha Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, Patrick Donegan, and Naomi Hambrick. Staff members present: Brenda Warren, Executive Director; Kaci Johnson, Curator; and Brad Stedman, CPA.

### **2. Minutes Approved:**

#### **Motion, Carried:**

Leaha Clarke moved and seconded by Elton Solseng to approve the minutes of the July 18, 2018 general board meeting. **Approved unanimously on voice vote**

#### **Motion, Carried:**

Bob Clarke moved and seconded by Lowell Disrud to approve the minutes of the August 8, 2018 special board meeting. **Approved unanimously on voice vote**

### **3. Finance Report:**

Brad Stedman presented the board with the finance report giving attention to the balance sheet and profit vs. loss statements.

#### **Motion, Carried:**

Brad Nudell moved and seconded by Bob Clarke to approve the financial report as presented to the board by Brad Stedman. **Approved unanimously on voice vote**

### **4. Presidents Report:**

President John Lund talked about open meeting laws regarding items to an agenda at a special meeting. Committees need to post when their meetings will be as well as minutes required. "A committee delegated authority to perform any function including fact gathering, reporting, or recommending action as well as taking action on behalf of a governing body is subject to the state's open meetings laws including the requirements to notice its meetings and prepare minutes" from the North Dakota Century Code. Agenda shall be posted along with the meeting time and date.

The identity of Bonanzaville was discussed as to whether we are a museum or a historical society? Curator Kaci Johnson did some research on the difference between a museum and historical society and read definitions of each from a college text book of hers. Both a museum and historical society serve to preserve and collect artifacts. Both definitions fit our bylaws. We are a historical society however, the public views us as a museum. Ethically there is no

differences. Glenn Ellingsberg questioned whether or not the museum should be separate from the village. Discussion followed this, nothing was decided officially.

Museum Assessment by Barbara Franco: John Lund suggested having another meeting sometime to specifically go through it. John will come up with a date to go through that.

A board retreat meeting date was set for October 13, 2018. There is a cost of \$1800.00. It was suggested that maybe the board members each pay a portion.

**Motion, Carried:**

Brad Nudell moved and seconded by Leaha Clarke to approve the scheduling of the retreat. **Motion Carried unanimously by roll call vote.**

**Motion, Carried:**

Tom Kenville moved and seconded by Brad Nudell to have the staff attend and be paid for their time as well as have each board pay a sum of \$50.00 toward the cost of the retreat with the remaining balance of the cost to be paid by the Cass County Historical Society. **Motion Carried unanimously by roll call vote.**

John Lund talked about cleaning up Bonanzaville and the future of items that have not been accessioned. Glenn Ellingsberg brought attention to the board that the staff has worked very diligently to improve Bonanzaville as a whole.

**Motion, Carried:**

Tom Kenville moved and seconded by Leaha Clarke to have a "Thank You" letter constructed by John along with a \$50.00 gift certificate to send to the staff to congratulate them on their work and efforts at Bonanzaville. **Motion carried on a roll call vote with John Lund, Glenn Ellingsberg, Tom Kenville, Leaha Clarke, Bob Clarke, Lowell Disrud, Naomi Hambrick, and Patrick Donegan voting yes and Brad Nudell and Elton Solseng voting no.**

John briefly mentioned that he had added the following committee members to the corresponding committees. Lowell Disrud: Finance, Harlan Bernstein: Buildings and Grounds, Tom Kenville and Patrick Donegan: volunteer, Lowell Disrud: marketing. Committees for Fundraising have been created for the specific areas as follows: Operations, Buildings and Maintenance, and the endowment fund.

## **5. Executive Director's Report**

Executive director Brenda Warren stated that Laney's Inc. was out for the back part of the storage area of the main museum and the reservoir for the air conditioning system is not large enough to compensate for the facility which will cost \$420.00 to replace. They also had to replace another furnace within the main museum. Both of these items were unexpected expenses.

Brenda also mentioned that the insurance bill came in and the insurance had increased an additional \$2,000.00 now totaling near \$10,000.00 Brenda called the agent and was told the general liability went up do to an increase in receipts for everything. Brenda is working on looking into two other companies who offer insurance to other museums and has called other museums with these policies and they said they were satisfied.

#### **6. Old Business:**

Discussion regarding our deaccession policy was held. The guidelines for ridding ourselves of an item are to contact other museum like institutions, contact the original donor if known, donate to a non-profit that can make use of it, and then look at selling or disposing of the item. After much discussion Glenn Ellingsberg suggested that a major re-write occur and wait until the next meeting to come to a consensus.

#### **Motion, Carried:**

Tom Kenville moved and seconded by Brad Nudell to table this discussion until the next scheduled regular board meeting. **Approved unanimously on a voice vote.**

Tom Kenville gave an update to the board regarding his progress with the proposed Bobcat display. Brenda Warren and Tom Kenville will be meeting with the Bobcat Corporation later in August.

#### **7. New Business:**

Bob Clarke brought up meeting dates for Rollag and they would like to meet in the board room or upstairs once again this next winter.

#### **8. Adjournment of meeting:**

#### **Motion, Carried:**

Bob Clarke moved and seconded by Leah Clarke to adjourn the meeting. **Carried unanimously on voice vote.**

Respectfully prepared and submitted by,  
Patrick J. Donegan



# **Cass County Historical Society**

## **Minutes for the September 19, 2018 Regular Board Meeting**

### **1. Meeting Called to Order:**

Vice President Jonathan Haux called the meeting to order at 5:36pm with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Leah Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, Naomi Hambrick, and Patrick Donegan. Staff members present: Brenda Warren, Executive Director; and Brad Stedman, CPA.

### **2. Minutes Approved:**

#### **Motion, Carried:**

Brad Nudell moved and seconded by Leah Clarke to approve the minutes for the August 15, 2018 under the stipulation that under the presidents report, changing Lowell Disrud being added to the marketing committee to Elton Solseng. Motion carried unanimously on voice vote.

### **3. Financial Report:**

Brad Stedman presented the board with the finance report giving attention to an increase in the insurance payment as well as a triple payroll in the month of August which is standard. Paranormal Investigations and Ghost tours should make up for some of these expenses. Payroll expenses are also expected to drop as business hours become lessened. However, the doors will still be open in the case that visitors may stop by.

#### **Motion Carried:**

Brad Nudell moved and seconded by Glenn Ellingsberg to accept the finance report as presented by Brad Stedman. Motion carried unanimously on voice vote

### **4. Presidents Report:**

John Lund was out of town at the time of the meeting and had Brenda present to the board a list of John's updates.

A.

B. The personnel policy manual has not been updated or reviewed in years. It was suggested to have the executive committee consisting of the officers to review this manual and make suggestions for updates.

C. Preparation for the 2019 budget is nearing and John suggested to have a member of each standing committee to sit in on the budget committee. John also

reminded the board that each committee should meet monthly and report to the board of directors at the regularly scheduled meeting.

## **5. Committee Reports**

Tom Kenville gave an update of the status of the Bobcat museum project. Tom and Brenda met with several individuals and have started the groundwork for getting this project up and running.

## **6. Executive Directors Report**

Brenda Warren handed out an invitation letter that was sent to our volunteers regarding the volunteer appreciation picnic on September 26, 2018 at 4:00pm.

Brenda has been working with Eide Bailey on the audit for this year and its completion as well as getting Bonanzaville into the North Dakota travel guide.

Progress is being made in cleaning out the Thue-Brink store of the artifacts that have been housed within it. The staff have been working very hard on this project and have moved the artifacts to building 16 for temporary storage.

### **Motion, tabled:**

Glenn Ellingsberg moved and seconded by Patrick Donegan to decline the Horace Lions offer to write grant proposals to come up with funding to save the Thue-Brink hardware store. Discussion was had as to why.

### **Motion, Carried:**

Elton Solseng moved and seconded by Brad Nudell to table this motion until a later date. Motion Carried on a 9 to 1 voice vote.

Brenda has received the contract for the Antiques Roadshow. They will be here May 30<sup>th</sup> and will finish set up on the 31<sup>st</sup>. June 1<sup>st</sup> is the actual date of the show. Has been working with Brian Schultz as far as parking needs. She is working on potential grants to help with beautification around the village.

## **7. Old Business:**

John Lund made mention of the Museum assessment program to keep it on the agenda. Will need to host a meeting regarding this. Glenn Ellingsberg presented the board with his visions for the future of Bonanzaville as well as a pamphlet made by him to present to potential donors to collect donations for restoration of buildings, new construction, and the endowment fund.

## **8. New Business:**

### **Motion, Carried:**

John Lund moved and seconded by Tom Kenville that based on verbal permission from Harlan Bertnstein given by Jonathan haux for the resignation of Harlan Bernstein as a member of the board of directors of the Cass County Historical Society. **Motion Carried by unanimous voice vote.**

John Lund brought up that a couple of incidences have now come up with the direction the organization is going. It was questioned whether or not we should call a special membership meeting to address any rumors that may be out there about what might be happening at Bonanzaville nothing was decided.

### **Motion, Carried:**

Glenn Ellingsberg moved and seconded by Brad Nudell to adjourn the meeting at 7:30pm.

# **Cass County Historical Society**

## **Minutes for the October 17, 2018 Regular Board Meeting**

### **1. Meeting Called to Order:**

President John Lund called the meeting to order at 5:31pm with members present as follows: John Lund, Glenn Ellingsberg, Bob Clarke, Leah Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, and Patrick Donegan. Staff members present: Brenda Warren, Executive Director; and Brad Stedman, CPA.

### **2. Minutes Approved:**

#### **Motion, Carried:**

Brad Nudell moved and seconded by Elton Solseng to approve the minutes for the September 19, 2018 under the stipulation that the few spelling mistakes are fixed and that under the Presidents Report, segment "A" be filled in. **Motion carried unanimously on voice vote.**

### **3. Financial Report:**

Brad Stedman presented the board with the finance report giving attention to a few shortcomings amongst a few accounts. Reviews have been made looking at the rest of the year and the hope is to complete the year without going over budget. Glenn Ellingsberg asked for a consensus from the financial committee. Leah Clarke and John Lund felt comfortable with the position of where the finances sit. Glenn Ellingsberg asked about our lower wedding revenue numbers this year and a discussion was had regarding the plethora of venues in the area. Glenn Ellingsberg also suggested having a list of all of this year's capital expenditures and the source of each projects funding.

#### **Motion Carried:**

Glenn Ellingsberg moved and seconded by Bob Clarke to accept the finance report as presented by Brad Stedman. Motion carried unanimously on voice vote

### **4. Presidents Report:**

John Lund brought up that our employee policy manual has not been updated in many years and he and Brenda are working on bringing that up to date. Many of the job descriptions have not been updated in years.

John Lund Mentioned that Megan from North Dakota XXXXXXXXXXXXXXXX forwarded a generic nonprofit board policy. The executive committee consisting of the board's officers will review this before having it brought before the board for final review

John Lund asked that each committee have one member from each committee sit in on the Finance committee for next year's budget. The following individuals will be

attending this meeting from the corresponding committees. Marketing brad Nudell, collections Glenn Ellingsberg, Buildings and grounds Bob Clarke, Volunteer Committee Patrick Donegan

John mentioned that there are three board positions open currently and he would like to see at least one of the filled by the end of the year.

Peer review.

## **5. Executive Director's Report:**

- a.** There is still room for winter storage. So far everything has gone very smoothly.
- b.** Brenda, Melissa, and, Kaci met with some students from MSUM and they were very eager to become involved after receiving a tour of the facilities.
- c.** An advertisement for Bonanzaville has been sent off to the North Dakota Tourism guide.
- d.** A west Fargo publication contacted Brenda and would like to have Bonanzaville to be the cover of their publication
- e.** A group is interested in renting the upstairs event center every Sunday for the year of 2019. Staff is looking into this and trying to make it work
- f.** The Golden Drive for Homeless Kids hosted their event at Bonanzaville and things went very well. Everyone enjoyed the facility very much.
- g.** A benefit was held for a Cass County Sheriff Deputy last month and that went very well as well.
- h.** Brenda met with the staff to discuss the potential closure of the museum on one day. The staff felt that revenue would be lost If we were not open on Mondays. They felt that closing an hour earlier would be more beneficial. Glenn Ellingsberg mentioned that he felt it would be worth continuing to investigate and crunch numbers with regards to the closure of the museum to one or two days a week.
- i.** We no longer have a maintenance individual on our staff and we are in search of a replacement.
- j.** Jonathan Haux had called Brenda and asked if Bonanzaville could use a couple loads of crushed concrete and delivered two semi loads for around the air museum and is going to try and get another load for use in the parking lot.
- k.** Brenda mentioned that instead of using the fair grounds for overflow event parking they would utilize the streets within the village.

## **6. Committee Report:**

### **A. Finance Committee:**

- a. Leaha Clarke suggested raising the tuition for students and chaperones for school tours from \$3.00 to \$4.00 and potentially reviewing our regular admission prices. Glenn Ellingsberg suggesting looking into other organizations to see what they offer for military discounts.

### **B. Buildings and Grounds:**

- a. Nothing to report

### **C. Collections Committee:**

- a. Glenn Ellingsberg mentioned that both he and Brenda have reviewed several different collections management policies and he is hoping to sit down with our curator Kaci Johnson and draft a final polished edition of our own to bring before the board for presentation.

### **D. Marketing Committee:**

- a. Nothing to report

### **E. Volunteers Committee:**

- a. It was mentioned that the volunteer picnic went over well.
- b. Glenn Ellingsberg mentioned that the volunteer committee put together work days throughout the summer to help drive volunteer involvement.
- c. Patrick mentioned that he will be calling all of the volunteers before Christmas on the Prairie to remind them of the event as well as ask for questions, comments, concerns, thoughts, and ideas from them as well.

## **7. Old Business:**

Glenn Ellingsberg brought up the Thue-Brink Hardware store with regards to the removal of it. The general consensus of the board was to have it removed sooner than later. A motion was tabled at the last meeting regarding the Thue-Brink hardware store and it was decided to contact the Horace Lions about their progress

## **8. New Business:**

John Lund read to the board a resignation letter sent to him by board member Naomi Hambrick.

## **Motion, Carried:**

Bob Clarke moved and seconded by Lowell Disrud. to accept the resignation of Naomi Hambrick's board resignation letter. **Motion carried unanimously on a voice vote.**

**Motion, Carried:**

Glenn Ellingsberg began a discussion regarding the selection of new board members and questioned as to where we are best off finding good candidates. Rather than us going out and trying to find people, but rather potentially accepting applications from individuals who may actually seek a position like this out.

Glenn Ellingsberg wanted to discuss our bar as contracted by Boarder Town Bar in the upstairs event center and is concerned about leaving alcohol on open shelves. Glenn suggested having the bartender remove all of the bottles off of the shelves after each event or having a sliding gate installed to close off that area. It was decided to look into a quote on sliding gates to be installed straight across the front of the bar counter.

**Motion, Carried:**

Brad Nudell moved and seconded by Bob Clarke to have Boardertown Bar and Grille remove the bottles of liquor off of the shelves after each use until we can have a permanent way to lock the bar up. Motion carried on a unanimous voice vote.

A time was set aside for board members to share their thoughts with regards to the board retreat that was recently held. Many positive thoughts were shared by all of the board members.

Elton Solseng moved and seconded by Brad Nudell to adjourn the meeting at 7:30pm.

# **Cass County Historical Society**

Minutes for the November 28, 2018 Regular Board Meeting

## **1. Meeting Called to Order:**

President John Lund called the meeting to order at 5:31pm with members present as follows: John Lund, Glenn Ellingsberg, Bob Clarke, Leah Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, and Patrick Donegan. Staff members present: Brenda Warren, Executive Director; Kaci Johnson, Curator; and Brad Stedman, CPA.

## **2. Minutes Approved:**

### **Motion, Carried:**

Glenn Ellingsburg moved and seconded by Bob Clarke to approve the minutes for the October 17, 2018 under the stipulation that section 4 be filled in. **Motion carried unanimously on voice vote.**

## **3. Artifact of the Month:**

Curator Kaci Johnson presented the board with the artifact of the month, an English Spode Christmas plate from the 1950's.

## **4. Heartland Trust Presentation:**

Representatives from Heartland Trust presented the board with the details of the Rogne charitable trust which after 20 years has placed Bonanzaville in a beneficiary position for twenty-five percent of the balance of the trust to be placed in a perpetual endowment fund.

## **5. Financial Report:**

Brad Stedman presented the board with the finance report complete with the balance sheet, profit and loss budget versus actual, and monthly cash expenditures.

### **Motion, Carried:**

Brad Nudell moved and seconded by Jonathan Haux to accept the finance report as presented by Brad Stedman. **Motion carried unanimously on voice vote.**

## **6. Presidents Report:**

John Lund brought up that he had been given a recommendation from Dr. Angela Smith for a potential board member seeing as we have three spots open. The individual is a lady who is an anthropology professor at North Dakota State University and is interested in joining the board. It was decided to send her the forms and have her fill them out and invite her to the next board meeting.



## **7. Executive Director's Report:**

- a. Brenda will contact Kent Lindemann with Lindemann Concrete Construction LLC. to inform him that we will be holding off on the demolition of the Thue-Brink Hardware Store.
- b. Brenda has received bids on repairing the leaks in the roof of the Air Museum.
- c. Christmas on the Prairie is this Saturday, December 1, 2018 from 10:00 A.M. to 5:00 P.M.
- d. The Fargo Air Museum is having a Christmas Party on Thursday, December 13, 2018 at 5:00 P.M. and they have invited the Bonanzaville Board of Directors to the event.

## **8. Committee Reports:**

### **A. Collections Committee:**

- a. Glenn Ellingsberg had sent out to the board prior to the meeting the draft of the proposed collections policy that he and Kaci had completed. A couple of details were added for the purpose of clarity.

### **Motion, Carried:**

Glenn Ellingsberg moved to approve and seconded by Leah Clarke to approve the collections policy as presented. **Motion carried by a unanimous voice vote.**

### **B. Executive Committee:**

- a. John Lund reported that the executive committee has had two meetings thus far and are almost completed with the executive director's peer review report.

### **C. Budget Committee:**

- a. The budget committee has met two times in the last month and has got a bunch of ground work completed to lessen the time required during the regular board meeting.
- b. At the board meeting, conversations were had regarding the billing of expenses and as to where they should be placed in the 2019 fiscal budget. Capital expenditures are significantly large numbers and it was decided that these expenses should be offset by incoming grants or donations specifically designated towards these large expenses. An increase in staff has been an overdue necessity in order for Bonanzaville to operate more effectively, thus it was decided to factor into the 2019 proposed budget, compensation for the addition of two more employees to our line of staff. The proposed budget will be sent out to the board to review and be voted on at the December board meeting.

### **D. Buildings and Grounds:**

- a. Bob Clarke announced that he got a donation for steel roofing for the machine shop.

**E. Marketing Committee:**

- a. Nothing to report

**F. Volunteers Committee:**

- a. Nothing to report.

**9. Old Business:**

Glenn Ellingsberg brought up the open alcohol storage in the upstairs event center and his original solution of placing a sliding door will not work. The solution to this problem shall be left up to the contracted bar.

**10. New Business:**

Bob Clarke mentioned that he had brought in the safety sheets from the Western Minnesota Steam Threshers Reunion and proposed having a committee formed and having them compile a safety sheet for our volunteers to sign off on. Members of the committee are Bob Clarke, Leah Clarke, Elton Solseng, and Patrick Donegan.

Glenn Ellingsburg gave Brenda information about a grant to cover the expense of planting trees along the outside of the fence surrounding Bonanzaville.

Glenn Ellingsburg brought up the fact that Bonanzaville's logo had not yet been trademarked and suggested that we file for those rights.

**Motion, Carried:**

Glenn Ellingsburg moved and seconded by Brad Nudell to file for the trademark on our Bonanzaville logo. **Approved unanimously by voice vote.**

**11. Adjournment**

Elton Solseng moved and seconded by Brad Nudell to adjourn the meeting at 7:30pm.

# **Cass County Historical Society**

## **Minutes for the December 19, 2018 Regular Board Meeting**

### **1. Meeting Called to Order:**

President John Lund called the meeting to order at 5:07 P.M. with members present as follows: John Lund, Glenn Ellingsberg, Tom Kenville, Bob Clarke, Leah Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, and Patrick Donegan. Staff members present: Brenda Warren, Executive Director; Kaci Johnson, Curator; and Brad Stedman, CPA; and Kristen Fellows, Board Member Prospect.

### **2. Board Member Election**

#### **Motion, Carried:**

Jonathan Haux moved and seconded by Bob Clarke to elect Kristen Fellows to the Board of Directors for the Cass County Historical Society. **Motion carried unanimously on voice vote.**

### **3. Agenda Ammended:**

#### **Motion, Carried:**

Johnathan Haux moved and seconded by Brad Nudell to amend the agenda for the meeting. **Motion carried unanimously on voice vote.**

### **4. Minutes Approved:**

#### **Motion, Carried:**

Elton Solseng moved and seconded by Lowell Disrud to approve the minutes for the November 28, 2018 under the stipulation that the vote and discussion regarding the removal of a member of the collections committee be added. **Motion carried unanimously on voice vote.**

### **5. Artifact of the Month:**

Curator Kaci Johnson presented the board with the artifacts of the month, a homemade lamp shade and a Christmas dinner menu from 1908 from the Waldorf Hotel, Fargo, North Dakota.

### **6. Financial Report:**

Brad Stedman presented the board with the finance report complete with the balance sheet, profit and loss budget versus actual, and monthly cash expenditures.

#### **Motion, Carried:**

Brad Nudell moved and seconded by Glenn Ellingsberg to accept the finance report as presented by Brad Stedman. **Motion carried unanimously on voice vote.**

## **7. Presidents Report:**

John Lund mentioned that he was pleased with the board presence at the Fargo Air Museum's Christmas party and hopes that our relationship with them continues to grow in order to benefit both organizations.

## **8. Executive Director's Report:**

- a. Brenda called Kent Lindemann with Lindemann Concrete Construction LLC. to have the demolition of the Thue-Brink Hardware Store put on hold.
- b. Gateway Builders came in to fix the roof on the Mt. Pleasant Church.
- c. Gaylon Satrom is currently working on fixing the broken windows in the Brass Rail Saloon formerly of Page, North Dakota.
- d. Work has begun for the preparation of The Antiques Roadshow to be filmed at Bonanzaville in 2019.
- e. Prairie Heights Church who sent out several church members to volunteer has called Brenda and expressed interest in making this an annual occurrence.
- f. Joe Hesse, member of the Red-River Horseless Carriage Club called and has possibly arranged for the donation of some office supplies for Bonanzaville.

## **9. Committee Reports:**

### **A. Collections Committee:**

- a. Glenn Ellingsberg mentioned that Robert Jostad is no longer a member of the collections committee and that Susan Curtis, a professor from North Dakota State University is now a member of the committee.

### **B. Buildings and Grounds:**

- a. Glenn Ellingsberg mentioned that he is working on drafts of an 80' x 60' Foltz structure to serve as a new carriage house.

### **C. Marketing Committee:**

- a. Nothing to report

### **D. Volunteers Committee:**

- a. Jonathan Haux passed around a "Thank You" card sent to him by Scott Galliert, thanking Bonanzaville for their efforts in restoring Steiger number 1.

## **10. Old Business:**

Glenn Ellingsberg mentioned that he has filled out a grant proposal form to hopefully provide Bonanzaville with funding to plant trees around the outside of the fence for the purposes of beautification.

Glenn Ellingsberg also mentioned that he has filled out the necessary forms to get the copyright on the Bonanzaville logo.

**Motion, Carried:**

Glenn Ellingsberg moved and seconded by Leah Clarke for the approval of the proposed budget for the fiscal year of 2019. **Motion Carried on roll call vote unanimously with board members voting in favor as follows:** John Lund, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Bob Clarke, Leah Clarke, Elton Solseng, Brad Nudell, Lowell Disrud, Kristen Fellows, and Patrick Donegan.

**11. New Business:**

Tom Kenville mentioned that he and Brenda will be meeting with the Keller family once again to discuss a financial commitment towards the erection of a museum specific to the history of the Bobcat skidsteer.

Tom Kenville mentioned that he spoke with his personal financial advisor/investor and that he would be willing to come and speak with the board regarding the incoming money from the Rogne trust that is to be turned over to Bonazaville.

**12. Adjournment**

Glenn Ellingsberg moved and seconded by Brad Nudell to adjourn the meeting at 6:23 P.M.