

BONANZAVILLE BOARD OF DIRECTORS MEETING

WEDNESDAY, JAN. 13, 5:30 PM. Members present: John M., John S., Jordan K., Randy H., Lonnie W., Glenn E., and John L who had noted he would be arriving late. Absent were Nancy J. and Carol S., who had notified the president of their inability to attend, so it was noted that they were properly excused.

*Meeting called to order at by president Monilaws. Minutes approved after a motion by Jordan K. and seconded by Randy H.

*New Board member Glenn Ellingsberg was welcomed by a vote of the board after the motion by Jordan and second by Randy.

*FINANCE COMMITTEE REPORT as presented by Jordan. Balances in savings account reported to be \$12,750.88; operating account \$8,287.91; checking \$551. Upon motion by Lonnie and second by Randy, the Board approved payment of bills as proposed by the Finance Committee in the total amount of \$16,262.89, to be paid after the Bonanzaville has received its annual funding from Cass County.

BUSINESS ITEMS

*It was noted that Harwood Players has paid their entire outstanding balance for two years of utilities for Dawson Hall

*John S. updated the Board on discussions taking place with President Duane Hauck of the Red River Valley Fair Board, particularly feedback received about the west parking lot which has filled with automobile on a rental basis, thereby reducing the ability of Bonanzaville to use that space for special events. Concerns were expressed regarding space for bus parking this spring when over 4,000 school students are bussed to Bonanzaville for facility tours.

*John S. will continue working on behalf of Bonanzaville with the NDDOT and Bob Walton in efforts to secure an easement to provide access to Bonanzaville from Gate 3.

*Lonnie provided an update on progress at the Houston Mansion structural problems, indicating that he had talked to other contractors and that one previous bid was withdrawn. Flatlands Const. was the board's decision in December and they are bringing materials in, yet extreme cold weather is hindering progress somewhat. They will be working as weather permits in as timely a fashion as possible. Concerns about the center chimney need to be further addressed and options weighed. The Mansion is closed to the public until repairs are completed and safety is again assured. The board acknowledged the substantial financial donation for repairs and structural support by the Burgum family.

*President Monilaws asked the newly established marketing committee, comprised of John S., Missy W., Glenn E, and Emily W. to convene asap to discuss July 4 events, and to explore ideas of live music, a street dance, the fireworks, daytime event schedule, and to propose a budget. It was also requested of this committee to discuss the potential Senior Prom.

*Jordan K. updated the board on discussions and progress with budget development for 2016, which is still in draft form. Upon a motion by Glenn E. and a second by Randy H., the Board approved the following employment compensation adjustments effective immediately:

*Increase hourly wage for Missy W. \$1 per hour, going from \$13.50 to

\$14.50 per hour, reflecting just over a 7% wage increase, with no change in total weekly scheduled hours as previously established and authorized. The board also had a consensus to reevaluate the Marketing and Events Coordinator compensation mid-year to consider a possible performance bonus relative to event bookings, etc. for the calendar year.

*Increase Amy's compensation \$1 per hour as previously agreed upon when offering the position to her for doing office accounting and bookkeeping duties, going from \$14.50 to \$15.50 per hour, with the continued allowance of up to 20 hours per week.

*Increase Roger's hourly wage from \$15.00 to \$15.50 per hour for maintenance work with no change in scheduled hours as previously established by the board.

*Increase Brenda's annual base pay \$1,500, while noting the executive director will be compensated with a percentage commission for funds and grants raised through her efforts.

*The Board directs its executive director to notify above mentioned staff of salary adjustments and to implement with Payroll Express.

*Personnel Committee report by John M. indicated that all staff had self-evaluated, and that such reviews all came back favorably. Additionally, it was noted that the Committee's primary focus was on evaluating the executive director, who in turn would evaluate and monitor respective staff duties and performances. After further discussion, the board requested that Dr. Smith at NDSU evaluate and review our curator Lindsey's responsibilities, tasks and performance, with assistance by board member John L. and of course involvement of our executive director as deemed appropriate.

*General discussion took place about issues relative to reduced hours for staff and any subsequent or possible impact with regard to benefits provided by Payroll Express. John M. would follow up on this, and our executive director would follow up with Payroll Express and our president, as well, to then later report back to the board of any issues or concerns.

*Regarding Union Stockyards signage, pillars to be possibly donated to Bonanzaville, President Monilaws asked Randy H. to visit with them and to then report back to the Board.

*President John M. reported that Collin Kloster has tendered his resignation from the board, which was voted upon and accepted with regrets by the board. It is hoped Mr. Kloster will be a volunteer in the future, particularly with Collections Committee activities.

*Glenn E. shared concerns with the board about snow removal and general access to streets and buildings for any emergency response purposes that could surface.

*Facilities committee will evaluate heating needs issues in the room to be used by the Genealogy Society, and concerns about the east side eve and overhang at Dawson Hall. Discussion also focused on this committee creating a budget line for anticipated needs in the future.

*It was requested that a report be brought to the board by our executive director at the February meeting regarding the lease options with Titan or Bobcat.

*John L. will serve on the Collections Committee. Glenn E, as previously noted, on the Marketing Committee.

*The next board meeting will be Wednesday, Feb. 10, at 5:30 PM.

**Cass County Historical Society
Board Meeting Minutes – February 10, 2016**

Members present: John Monilaws, Carol Siegert, Jordan Kelly, Randy Hajek, Lonnie Wertz, John Lund, Glenn Ellingsberg, Vern Bennett, Nancy Johnson

Members absent: John Strand **Staff Present:** Brenda Warren

The meeting was called to order by President Monilaws at 5:26 pm. Siegert requested a point of personal privilege. Siegert moved to nominate and seat Vern Bennett as a new board member. Wertz seconded the motion. Motion carried. Bennett was welcomed and seated at the board table.

Kelly asked to amend the January meeting minutes to change the financial report area substituting "church" for "checking" in the fourth paragraph. Motion by Hajek, seconded by Lund, to approve the minutes as amended. Motion carried.

Kelly reviewed the bills payable in the amount of \$10,515.11. Kelly moved, seconded by Lund, to pay the bills. Motion carried.

Wertz updated the board on the repair at the Houston House. It is now stable and level. The company will check again in the spring after the thaw to be sure it remains level. There is still work to do on the house to patch areas of wallpaper and paint and to level doors.

Ellingsberg reported on the Marketing committee meeting. They are working on publicity campaign programs for members; talks on buildings in the summer; Genealogical Society could talk on other areas during winter months. A senior (elderly) dance is being planned for April. Staff is determining interest of possible attendees. The committee is suggesting an alternative to the parade for the 4th of July – an old car show – "Cruisin' at Bonanzaville." Cars could be parked along Main Street. There would be children's events too from 1 – 5. In the evening there would be a band for an evening dance (7-9:30) and fireworks at 10:30 pm.

Monilaws reported on the Buildings and Grounds committee meeting. He distributed and led a discussion on a document with many items of repair work needed in the village. It is suggested to have a \$20,000 line item in the budget for these repairs. Discussion was had on the progress of the church. Ellingsberg moved, seconded by Wertz, to keep the doors of the church shuttered until it is safe for the public to use and funding is available to complete the project. Motion carried.

Ellingsberg suggested sending out a press release on the progress of the church including what is left to be finished and estimated costs to complete so the public knows we are still in need of funds. A second press release should be sent naming the three new board members.

There was discussion on the ramp project needed at the Depot. Hajek moved, seconded by Siegert, to do the handicap ramp project at the Depot. Motion carried: Ellingsberg-no, remainder-yes.

President Monilaws and the Buildings and Grounds committee requested a report on the profit and loss statement for events held. The board would like to know if it is making reasonable revenue on rental events.

Ellingsberg shared information on obtaining a liquor license. It would be an annual county cost of \$500 and a \$100 annual state license. Many questions would need to be resolved prior to obtaining a license

including liability issues. Warren will work with liquor establishments to determine a percentage cut for alcohol served by them at Bonanzaville.

Bennett suggested that groups wishing to reserve an event space would have to be members.

Kelly introduced the 2016 budget. Warren reviewed the estimated 2016 revenues. Bennett mentioned that there might not be enough difference between the membership levels. Warren will review this. Kelly reported that the Finance committee suggested lowering the estimates. Siegert moved, seconded by Lund, to approve the estimated revenue projection of \$457,185.69. Motion carried.

Warren reviewed the estimated expenditure budget for 2016 which includes previously approved salary increases and an increase in snow removal costs. Siegert moved, seconded by Kelly, to add \$20,000 to the Facilities budget for buildings and grounds and maintenance. Motion carried.

Lund moved, seconded by Ellingsberg, to add \$2,281.93 to the budget for promotions for use by the marketing committee. Motion carried.

Lund moved, seconded by Kelly, to approve an expenditure budget of \$400,000. Motion carried.

Monilaws appointed Lund as chair of the Collections committee. There are several items to be considered to add to the collection. The committee also has some policies to review and recommend for board approval. Monilaws appointed Bennett to the Finance committee.

Warren reported on a possible church windows donation. She requested to have the maintenance staff person authorized to charge at Menards. Hajek moved, seconded by Siegert, to add this name with a charging limit of \$250 at Menards without board approval, but with executive director approval. Motion carried. Ellingsberg-no; remainder-yes.

Next meeting will be March 9, 2016, at 5:30. Finance committee at 4:30.

Monilaws asked committees to continue to meet to get more accomplished.

Meeting was adjourned by President Monilaws at 8:15 pm.

**Cass County Historical Society
Board Meeting Minutes – March 9, 2016**

Members present: John Monilaws, Carol Siegert, Jordan Kelly, Randy Hajek, Lonnie Wertz, John Lund, Glenn Ellingsberg, Vern Bennett, Nancy Johnson

Members absent: John Strand **Staff Present:** Brenda Warren **Guest:** Bill Flint

The meeting was called to order by President Monilaws at 5:32 pm.

Hajek moved, seconded by Siegert, to approve the agenda. Motion carried.

Siegert moved, seconded by Bennett, to approve the February 10, 2016, minutes. Motion carried.

Siegert shared some qualifications held by possible board candidate, ~~Mike~~ ^{Mike} Utt. Siegert nominated Mike Utt for the board, seconded by Hajek. Motion carried.

Bill Flint addressed the board. He keeps watch over the Hagen House. He has some information about the Hagen House that he has displayed for posting in the house. He also has 2 posters that he would like to donate. One is an 1896 William McKinley campaign poster. The other is an old poster with the Ten Commandments and the Lord's Prayer on it. He is requesting assistance with the cost of archival quality framing. President Monilaws asked the Collections Committee to discuss the request and return with a recommendation.

Kelly reviewed the bills. Bennett moved, seconded by Lund, to pay the bills in the amount of \$5,843.79 plus the bonus amount of \$4,394. Motion carried. It is recommended that the Personnel and/or the Finance Committee write a policy on how and when the bonus money is to be distributed.

Kelly reviewed the \$7200 budget for the curator. Ellingsberg moved, seconded by Lund, to approve the budget amount of \$7200 and that the curator shares the information received at a conference with the board at a board meeting. Motion carried.

Kelly shared the fund balances: Operations - \$48,145; Church - \$600.51; Savings - \$12,750.88; Restricted - \$54,990.81.

Warren reviewed some rental contracts so the board could address the issue of whether the rentals are profitable or not. After discussion, Ellingsberg offered to work with Warren to do an analysis of charges and costs. The Building and Grounds committee is to review the information and evaluate our current rental charges. The Finance Committee is to add a line to the budget for upkeep, repairs and maintenance of the facilities that are rented. The concern is to not lose money on the rentals. The issue of a cut from liquor sales was discussed. Warren will continue to talk with vendors to negotiate an appropriate percentage.

Monilaws gave an update on the church. The steeple should be finished next week. There has been one bid of \$11,824 to do the front steps of the church. The cost for a portable wheel chair lift is around \$10,000. The cost to use a portable ramp system would be \$132/foot or approximately \$22,000. The information will go to the Buildings and Grounds Committee for further study. The board reaffirmed its commitment that it will not spend any money until it is available in the church fund. Monilaws requested that any decisions about the church should be given to the church committee. There is a GoFundMe fundraiser currently on the website. The board reiterated that there needs to be a press release about the church - how it is progressing, and the needs for funds. The board also requested that there be a press release on new board members.

Due to an injury our maintenance person will be unavailable until late April. Volunteers are stepping up to help with the load. Wertz volunteered to share a form on injuries that happen to employees and volunteers at Bonanzaville. It is critical that all employees and volunteers know that any injury needs to be

reported immediately even if there is no need for further medical attention. WSI requires notification within 24 hours. Injuries need to be reported to the Executive Director. If the Executive Director is unavailable, the injury needs to be reported to the board chair. Warren and Wertz will work on a policy and have it ready for the next board meeting.

Ellingsberg reported on the Marketing Committee meeting. There will be a dine-out at Granite City on March 22nd. 10% of a table's bill will be donated to Bonanzaville if someone at the table gives the server a form from Bonanzaville.

Ellingsberg shared information on having a dance for the 4th of July. After much discussion, Ellingsberg moved, seconded by Lund, to hire a band and to hold a 4th of July dance. Yes – Ellingsberg, Lund, Johnson. No – Siegert, Wertz, Kelly, Monilaws, Bennett, Hajek. Motion failed: 3 – 6.

Ellingsberg moved, seconded by Lund, to send a letter to the fair board requesting use of space at the fair grounds for the fireworks display and to contract with Scouts for clean-up afterwards. Motion carried.

Monilaws suggested that the Marketing Committee consider a Karaoke contest using Colgate as a sponsor.

Lund reported that there was no Collections Committee meeting this month. He has been reviewing codes of ethics for collections and information on how to treat collections. Lund and Warren met with Dr. Angela Smith to discuss the NDSU partnership. It is going well. Smith volunteered to forward some policies on collections to the committee. Smith also shared that she thought some of the documents might be better used, cared for and accessed if they were housed at NDSU. That discussion will continue.

Lund shared information about a Cook Car that has been offered as a donation to Bonanzaville by Steve and Marsha Smaaladen. Volunteers are available to move it. It would be necessary to store it inside in the winter months to preserve it. Siegert moved, seconded by Wertz, to accept the donation of the Cook Car. Motion carried.

Johnson reported on the Personnel Committee meeting. They discussed the issues with Payroll Express. Kelly will review the concerns with IRA deductions. They also reinforced the need for all staff and volunteers to be aware of the WSI requirement to notify them of any injury within 24 hours. If the executive director is unavailable the board chair would be the person to contact. Bountiful Baskets will no longer be distributing from Bonanzaville. The committee also wondered if the gift shop merchandise was secure during rentals. Warren reported that the gift shop is locked when it is not regular business hours. The committee also requested to see the personnel evaluations when they are complete and job descriptions.

Wertz reported on the Buildings and Grounds Committee. The furnace in the office has been fixed. Most of the work in the event center has been completed. The bid for the depot work came in at \$18,985. It includes an upgrade to composite to do the sidewalk and ramp. A donor has offered to pay \$7,000 for the composite upgrade. Hajek moved, seconded by Kelly, to approve the \$11,985 cost out of the restricted funds account. Motion carried. The work should take about 2 weeks and will be done in mid-April, weather permitting. The next area to check on is the roof of the carriage house. The committee will be asking for bids on eaves for the east side of Dawson.

Warren gave the Executive Director report. She shared concerns about Payroll Express. A group of board members and Warren will meet with Payroll Express to discuss the issues. Lund volunteered to be in that group.

Ellingsberg moved, seconded by Lund, to have the Jamestown Wild West Players perform at the 4th of July celebration at no cost. Motion carried.

ND Insurance [REDACTED] Fund will partially reimburse us for expenses incurred when the snow melted off the roof and damaged some of the interior of the museum.

There is a GoFundMe account for church fund donations. The elevator is repaired.

Bonanzaville has been asked to place a historic marker honoring Herman Stern on our property. The ND State Historical Society must first give approval. Siegert moved, seconded by Ellingsberg, to accept the historical marker if approved by ND State Historical Society. Motion carried.

The film SuperMoto which was partially filmed in the Bonanzaville jail will be shown at 3:15 pm, March 19th, at the Fargo Theatre.

Ellingsberg asked that the bylaws on the website be updated in the area of number of board members.

The annual meeting will be held on May 5, 2016, with a social at 6:30, meeting at 7pm.

The next regular meeting will be April 13, 2016, at 5:30 pm. Finance Committee will meet at 4:30 pm the same day.

There is a need to update the bank signature card for the Bonanzaville Belles' account. Siegert moved, seconded by Kelly, to obtain new signatures for the Bonanzaville Belles' account with our Executive Director being one of the two required signatures. Motion carried.

Monilaws adjourned the meeting at 7:57 pm.

**Cass County Historical Society
Board Meeting Minutes – April 13, 2016**

Members present: John Monilaws, Carol Siegert, Jordan Kelly, Randy Hajek, Lonnie Wertz, John Lund, Glenn Ellingsberg, Vern Bennett, Beth Mohan, Nancy Johnson

Member Absent: Mike Utt **Staff Present:** Brenda Warren

The meeting was called to order by President Monilaws at 5:30 pm.
There were 2 corrections to the minutes. The ND Insurance Reserve Fund should be the ND Insurance Fund, and Matt Utt should read Mike Utt. Lund moved, seconded by Hajek to approve the March 9, 2016, minutes as corrected. Motion carried.

Siegert nominated Beth Mohan for the board, seconded by Lund. Motion carried. It was requested that Warren send out the terms of board members so we could determine if the newer board members were filling an unexpired term or beginning a full term.

Kelly reviewed the list of bills. After questions Kelly moved, seconded by Wertz, to pay the bills in the amount of \$5,452.78. Motion carried. Mohan requested a balance sheet report be added to the monthly information board members receive. Monilaws requested that Warren send a thank you note to Radio FM for working with us to pay off the debt without charging us interest. The Finance Committee commended Amy Bryant on the work she has done with the financial statements. Current fund balances are: Operating - \$34,760; Church - \$910.51; Savings - \$12,752; Restricted - \$64,147.49.

Executive Director Warren distributed a Bonanzaville Work Proposal from Lynsay Flory. The board is asked to review it. It will be presented for discussion and approval at our May board meeting.
Warren also shared the charges for different rental venues in the area. Ellingsberg moved, seconded by Bennett, to increase our rental fees to \$1,850 for Dawson Hall and to \$2,550 for the Event Center as well as other increases identified by Warren. The increase is to include a family membership to Bonanzaville. Motion carried. Warren shared that the VFW was not interested in doing alcoholic beverage service at our location because of the increase in insurance costs to them. Area businesses have been contacted about providing this service, but have declined due to costs of licensing.
Warren also reminded the Collections Committee that Bill Flint is still waiting for a response to his request to share the costs of archival framing for the posters.
Warren has had a request to have an individual from Wisconsin work here during the summer as a volunteer and docent. She will continue to investigate this request. The original curtain from the Arthur Town Hall is ready for shipping. The reproduction is not yet completed. The board consensus was to wait until the reproduction is completed and then have both shipped at the same time.
Warren reported that there has been a request to replace the Home Depot truck with a pickup. This discussion will be moved to the Building and Grounds Committee for further research on the type/style of vehicle that would be appropriate.
Warren also reported that the State Historical Society of ND has given approval for the Jews Historical Marker.
Warren reported that there is an Employee Incident Report form available now to be used for any accidents or injuries. WSI report forms are to be filed through Payroll Express. Other incidental information shared by Warren: our press in the Hunter Times may be the only one of its kind in working order; received a \$427 bill from the fire department to remove people from a stuck elevator. Bill was sent to the group; new board members' photos to be used for a press release will be taken at the May meeting.
An anonymous donor has offered to purchase and install a projector for the conference room. Siegert moved, seconded by Hajek, to accept the gift of a projector for the conference room at no cost to Bonanzaville. Motion carried.
Warren also read a list of several grant application that are in different stages in the process.

She asked the Personnel Committee to review the marketing person's wages.

Warren has worked with Fargo mayor, Tim Mahoney, on \$100,000 funding to repair Fargo's First Home at Bonanzaville. The staff is in the process of obtaining another bid, but board members expressed concerns about doing a 10 year repair versus a 100 year repair.

Monilaws announced that our annual meeting will be May 11th in the event center. There will be a 4:30 pm Finance Committee meeting; a 5:30 pm monthly board meeting; 7 pm annual meeting; and a reorganizational meeting following the annual meeting. Warren will ask the Bonanzaville Belles to serve and will send out the annual meeting notice to our members.

Monilaws shared that the church steeple is completed as well as the soffits repaired and weather vane installed. Larry Johnson and other family members have offered to pay for the steeple replacement. The board expressed its thanks to the Johnson family.

Warren reported on staffing areas. We have another Experience Works individual who will work in the landscaping area. There is still concern about having enough maintenance staff available for the spring preparation and summer upkeep. Monilaws asked that Wertz, Warren and the maintenance people meet to determine the priorities for the work that needs to be completed. Johnson moved, seconded by Wertz, to allow the executive director to hire a part-time maintenance person on an as needed basis. Motion carried.

Siegert mentioned that the By-laws need to be reviewed. Monilaws appointed Siegert to review them. Any board members that see any changes needed are to contact Siegert. The board will review them during the year and if changes are recommended they will be presented at the annual meeting in 2017.

Ellingsberg reported on the Marketing Committee's activities. We still do not know the amount received from the Bonanzaville night at Granite City. The Senior Dance has been cancelled. They were unable to find sponsors and there was little interest from seniors. Veterans Day is May 26th in the Event Center. Siegert asked if the group ND Cares from her area would be welcomed. The board agreed they are welcome to attend. Monilaws suggested that staff contact the ND Veterans Home in Lisbon to invite individuals from there to attend. The suggestion was made to contact area county Veterans offices to extend the invitation to them also. The 4th of July "Cruisin'" event is still under consideration. It would be a car show during the 4th. Ellingsberg also requested to have additional members assigned to his committee since he is currently the only board member on the committee.

Lund reported on the Collections Committee's activities. Other members are Hajek and Siegert. Lund has met with Flory about policies and guidelines that talk about the purpose of the collection and how to approve or reject items from donors. The committee will be reviewing forms and policies to address accession and deaccession and how to properly dispose items. Lund also suggested the board consider forming another committee for the deaccession process, perhaps reviewing the Bonanzaville collection on an annual or bi-annual basis. One other concern that arose was whether we wanted to receive donations on a loan basis. That would be a departure from our current policy of once an item is donated it becomes the property of Bonanzaville.

Johnson reported on the Personnel Committee meeting. The meeting was held via conference call. Others on the call were Monilaws, Siegert and Warren. Several of the items discussed were covered in earlier parts of this board meeting. The committee had asked and did receive the staff evaluations for review. We encouraged Warren to do a press release of the new members. We also received an update on bar service at Bonanzaville. Warren asked that we keep in mind that she is covering many jobs that were done by several staff members previously and to have some patience. If there is something that is a priority, please let her know so she can adjust her schedule to accommodate it. Monilaws and Warren agreed to visit once a week via phone to be sure they are on the same page. The committee expressed its' appreciation of the weekly reports. There was some discussion on the 4th of July dance. The committee also received an update on summer staffing needs and hiring.

Wertz reported on the Building and Grounds Committee activities. Others on the committee are Monilaws, Hajek and Ellingsberg. The work at the Depot will start Monday. The ties need to be removed and stored. He asked that Warren put some caution tape around the area of construction. Monilaws said that the eaves on the east side of Dawson have been removed and the lean-to area will be removed. He shared 2 bids that were received to replace the gutters: ABC Seamless for \$2,570.92 and J&K for \$2,150. Siegert moved, seconded by Bennett, to accept the low bid. During discussion Ellingsberg had concerns about whether the new gutters would address the water problems. The board agreed that the issue should go back to the Buildings & Grounds Committee for further review. Siegert withdrew her motion. Bennett withdrew his second.

Wertz asked about how the funding for any Building and Grounds projects was going to be handled. Board consensus was to take the funds out of the appropriate restricted and Adopt-a-Building funds and to check with the chair of the Finance Committee first to be sure there is cash available at that time. Board members expressed concerns about safety at the Furnberg Store. Its floor is in rough shape as well as a leaking roof. Wertz said that once the area dries a bit he will look at the area more closely.

Ellingsberg reported that the Red River Valley Genealogical Society is about half moved in and needs some additional lighting. They would cover the costs. Lund moved, seconded by Hajek, to allow the Red River Valley Genealogical Society to install lighting at their cost. Motion carried.

Monilaws asked that we do background checks of our summer help. He asked that if we had money remaining from the gift to fix the Houston House if that could be used for other restorations. It is hopeful that we will have parking available for the student groups coming this spring.

Monilaws asked if board members would be interested in purchasing Bonanzaville logo apparel. Warren will have her staff put together some options and send to the board.

Kelly shared that the Finance Committee had met with a representative of Payroll Express to address some questions we had about the relationship between them and the board. After the meeting it was decided to continue with the services offered by them.

Monilaws appointed Siegert, Johnson and Monilaws to be the Nominating Committee.

Bennett moved, seconded by Lund, to adjourn. Motion carried. We adjourned at 7:55 pm.

**Cass County Historical Society
Board Meeting Minutes – May 11, 2016**

Members present: John Monilaws, Carol Siegert, Randy Hajek, Lonnie Wertz, John Lund, Glenn Ellingsberg, Vern Bennett, Beth Mohan, and Nancy Johnson

Member Absent: Mike Utt **Staff Present:** Brenda Warren

Guests Present: Jack Fuller, Rose Peterson, Dick Peterson, Jonathan Haux, and Robert Jostad

The meeting was called to order by President Monilaws at 5:30 pm.
Randy Hajek moved, seconded by Carol Siegert to approve the agenda.

Carol Siegert moved, seconded by John Lund to approve the April 13 minutes. Motion carried.

Carol Siegert moved, seconded by Vern Bennett, to commend the Board, including John Monilaws, Carol Siegert, Randy Hajek, Lonnie Wertz, Nancy Johnson, and John Strand for their efforts and leadership. Motion carried.

Carol Siegert moved, seconded by Randy Hajek, to approve the May 3 Special Meeting minutes. Motion carried.

Bank Balances: Operations - \$24,684
 Belles - \$7,150
 Church - \$2,610
 Savings - \$12,752
 Restricted - \$63,738

Brenda Warren presented the bills which totaled \$5,398.72. Glenn Ellingsberg moved, seconded by Vern Bennett to approve the bills. Motion carried.

John Monilaws suggested that perhaps now is the time to look at having an audit done. The banks have been requesting this for some time, treasurers will now change, and a full audit is usually needed for applying for national grants. Randy Hajek moved, seconded by Carol Siegert, to have the Finance Committee discuss the possibility of having a full audit and seeking bids for such, within a six month period of time. Motion carried. Glenn Ellingsberg will research whether or not CCHS qualifies for having state auditors perform the audit.

Glenn Ellingsberg moved, seconded by Lonnie Wertz to hold the summer meeting dates on the second Tuesday of June, August, and September. Motion carried.

At this time John Monilaws, Carol Siegert, Nancy Johnson, and Randy Hajek presented their letters of resignation and exited the meeting.

The remaining Board proceeded by naming the following interim officers:

John Lund – President

Beth Mohan – Treasurer

Glenn Ellingsberg – Secretary

It was decided that no Vice President was needed until after the Annual Meeting was held in July.

Jack Fuller requested reimbursement for the damage which occurred to his car when it was in winter storage at Bonanzaville. Glenn moved, seconded by Vern Bennett to reimburse Jack Fuller for \$608.85.

Discussion was held on the wording of our winter storage contract. Lonnie Wertz moved, seconded by Glenn Ellingsberg to change the last sentence of the contract to read: "Batteries must be removed or unhooked from stored unit for the duration of the storage period. Motion carried. It was suggested that the Board review this contract for possible changes before we begin the winter season.

Glenn Ellingsberg let the Board know that the overhead projector is now installed. It is a bulb less projector and should last for 30,000-50,000 hours.

Discussion was held on the parking lot, DOT contract, and 10 year lease agreement with the Fairgrounds. Glenn Ellingsberg told the staff that he is now a member of the Fairgrounds Board of Directors so he will be abstaining from votes pertaining to the Fairgrounds to avoid any perception of conflict of interest. Lonnie moved, seconded by Vern Bennett to approve and sign the contract with the DOT. Roll call vote was taken. Lonnie Wertz, Vern Bennett, Beth Mohan, and John Lund voted yes. Glenn Ellingsberg abstained.

Motion made by Vern Bennett, seconded by Beth Mohan, to approve the \$1,500/year lease agreement with the Red River Fairgrounds for the use of the west parking lot. Roll call vote was taken. Lonnie Wertz, Vern Bennett, Beth Mohan, and John Lund voted yes. Glenn Ellingsberg abstained.

ACTION ITEM: Board asked Brenda to contact Mike Utt to see if he is still interested in being a Board member.

ACTION ITEM: Board asked Brenda to investigate the terms of Board members and if Board members have actually serving out the terms of former Board members who have resigned.

ACTION ITEM: Board asked Brenda to retrieve any keys that the four Board members who resigned have in their possession. Brenda commented that the only one would be John Monilaws. He has a gate key and a main key to the buildings.

ACTION ITEM: Board requested Brenda reset the burglar alarm code.

Discussion was held on putting together a nominating committee. John Lund pointed out that the By-Laws state that the President cannot appoint anyone nor can he/she serve on it. Motion was made by Glenn Ellingsberg, seconded by Lonnie Wertz, to appoint Bob Jostad as chairman of the nominating committee. Motion carried. The Board requested that Bob look for between 2-5 more members to serve on the nominating committee. Jonathan Haux volunteered to serve on the committee. Bob also suggested other names which he will contact.

ACTION ITEM: Board requested Brenda to contact West Fargo Courts to see if they had people who needed to work off time and if they would consider using CCHS-Bonanzaville.

ACTION ITEM: Board instructed Brenda to contact our attorney regarding the damage to the Rolls Royce and let him know that we have no idea when the damage occurred, that we will put the burden of proof back on the owners of the Roll Royce to show photos, etc. Also, we need to determine if the vehicle has actually been abandoned as no paperwork is available.

Glenn Ellingsberg moved, seconded by Beth Mohan, to approve contracts from Fiebiger, Swanson, & West for the 990 preparation and the financial statement preparation, based on getting their costs/fees for such services. Motion carried.

Lonnie gave a brief update on the Buildings & Grounds Committee. He is consulting with Tim from Flatlands regarding the Brue Brink Store. Kathryn Depot should be completed within a week. He is having Curtis do some excavating around the church to prevent rain from getting into the basement. He'd like to move forward with the decking project on the East side of Dawson Hall. He is also investigating some

leaning electrical poles in the Village.

ACTION ITEM: Brenda will obtain at least two bids for the Marie Shields memorial in front of Arthur Hall.

Glen Ellingsberg gave an update on the Marketing Committee. The car club has not gotten back to him regarding the July 4th event so he will attempt again to contact them.

Glenn let the Board know that the Holiday Inn was remodeling and getting rid of their banquet chairs for \$10 each. They have 300 chairs left and he'd like us to consider purchasing them to save staff from transferring chairs back and forth from the Event Center to Dawson Hall. Glenn Ellingsberg made a motion to purchase 300 chairs for \$10 each from the Holiday Inn, seconded by Vern Bennett. Motion carried. Glenn will initiate a fundraising campaign for the chairs. Collected \$100 from Glenn and \$100 from Bob Jostad for starters.

John Lund stated that now he is President of the Board, he'd like to have Bob Jostad take over as Chair of the Collections Committee. Bob agreed to do so. Motion by Glenn Ellingsberg, seconded by Beth Mohan, to make Bob Jostad Chair of the Collections Committee. Motion carried.

John Lund stated that the Collections Committee is being more selective and reviewing criteria as well. He passed out the new donor acquisition form, deed of gift, and the deaccession policy. Question was called. All voted in favor of accepting donor acquisition form, deed of gift and the deaccession policy.

Bob Jostad also asked the Board to consider setting 50% of Building 16 aside for the establishment of exhibits, including the new cook car. Staff will need to start clearing and/or moving some of items to make a portion of this building available for exhibits.

Beth Mohan moved, seconded by Lonnie Wertz, to send thank you's to each of the Board members who resigned this evening. Motion carried.

Discussion was held on making sure an orientation session was held for all new incoming Board members. Everyone thought this would be highly beneficial for new Board members.

Glenn Ellingsberg moved, seconded by Beth Mohan, to adjourn the meeting.

Special Meeting, Cass County Historical Society

The special meeting was called to order by President John Lund at 5:30 p.m.

Board Members present included John Lund, Beth Mohan, Glenn Ellingsberg, Lonnie Wertz and Vern Bennett. Absent: John Monillaws, Nancy Johnson, Carol Siegert, and Randy Hajek. Staff Members present: Brenda Warren, Executive Director.

President Lund provided an agenda for the Special Meeting which included two items:

1. Vacancies on Board of Directors
2. Contract with Payroll Express

Agenda Item #1 Vacancies on the 13-member board of directors

President Lund read letters of resignation from John Monilaws, Nancy Johnson, Carol Siegert and Randy Hajek, which were provided at our last Board Meeting on May 13th. After discussion, Beth Mohan moved and Lonnie Wertz seconded that the Board of Directors accept the resignations as effective May 13th, 2016. **On Roll Call Vote, the motion passed unanimously.**

Bob Jostad, Nominating Committee Chair provided an introduction to five individuals who have submitted Board Nominating Forms and recommended that we consider each for appointment to fill vacant positions on the Board of Directors for the Cass County Historical Society. Brenda Warren provided copies of each person's form to the board members. The five are Constance (Connie) Hanson from Fargo, ND; Walt Bruns from Fergus Falls, MN; Tom Kenville from Horace, ND; Harlan Bernstein from rural Walcott, ND and Jonathan Haux from rural Kindred, ND.

Glenn Ellingsberg asked Brenda Warren what current vacancies were available on the Board of Directors and their expiration dates. Brenda stated that 2 vacant board positions expire in 2017 and one vacant board position expires in 2018. Any others would be full three year terms ending in 2019.

Glenn Ellingsberg moved, seconded by Beth Mohan that we fill the two vacant positions expiring in 2017 with Tom Kenville and Jonathan Haux. Following Discussion, it was evident that all five applicants should be considered and that each should be provided an opportunity to address the board. Beth Mohan withdrew her second and Glenn Ellingsberg withdrew his motion.

Each applicant was given an opportunity to address the board and then the Board Members gave a brief introduction of themselves to the prospective board members.

Vern Bennett moved, seconded by Beth Mohan that all five applicants be brought onto the board of directors. Discussion brought out that the vacancies and who was to fill them must be resolved. Upon consensus of the applicants and the board, Connie Hanson and Tom Kenville

would be nominated for the board vacancies ending in April 2017 and Jonathan Haux would be nominated for the board vacancy ending in 2018.

Lonnie Wertz moved to amend the original motion, seconded by Beth Mohan; that Connie Hanson and Tom Kenville be appointed to fill the board vacancies ending in April 2017 and Jonathan Haux be appointed to fill the board vacancy ending in April 2018. In addition, Walt Bruns and Harlan Bernstein be appointed to fill two of the vacant three year positions ending in April 2019 and open on the 13 member approved board of directors. **On Roll Call Vote, amendment passed unanimously.**

The amended motion was then reviewed and **upon Roll Call Vote, the original motion passed unanimously.**

President John Lund then welcomed the new board members to join us at the table.

Agenda Item #2 Contract with Payroll Express

President John Lund informed the board that Payroll Express had terminated their contract with the Cass County Historical Society and provided an overview of discussions that have occurred with Payroll Express. Since the contract was terminated in mid pay period, Beth Mohan explored various options for the board to consider.

Motion was made by Walt Bruns, seconded by Jonathan Haux that we enter into a 90 day contract with Pro Resources, a Professional Employment Organization (PEO), for employee management services similar to what had been provided by Payroll Express. **On Roll Call Vote, the motion passed unanimously.**

Beth Mohan moved to adjourn, **motion Passed on a Voice Vote.**

President Lund adjourned the special meeting at 7:00 p.m.

Glenn Ellingsberg
Secretary

John Lund
President

Cass County Historical Society

1. Meeting Called to Order:

President John Lund called the meeting to order at 5:30 p.m. with members present as follows: John Lund, Beth Mohan, Vern Bennett, Glenn Ellingsberg, Connie Hanson, Walt Bruns, Tom Kenville, Jonathan Haux and Harlan Bernstein. Members absent as follows: Lonnie Wertz. Staff Members present: Brenda Warren, Executive Director.

2. Approve of Agenda:

MOTION, passed

The order of the agenda was approved as written with the addition of an update on Purchase of Holiday Inn Chairs and Strategic Planning Session. Approved on voice vote.

3. Minutes Approved:

MOTION, passed

Jonathan Haux moved and seconded by Harlan Bernstein to approve the minutes of the May 25, 2016 meeting as written. Approved on voice vote.

4. Update on Payroll Companies

Beth Mohan gave an update on the negotiations with Pro Resources, a Professional Employment Organization (PEO). No contract has been reached at this time and as a result, the Cass County Historical Society was required to cut payroll checks for employees.

5. Committee Reports

Finance – Beth Mohan provided an update on reviewing the financial accounts of the Cass County Historical Society. Brenda Warren said that the actual expenses have been approximately \$48,000 under the budget projections which is great news. Beth is agreeable to do the compilation of the FY2015 accounts pro bono which will be a considerable savings and could reduce the cost for preparing the next IRS 990 form. Discussion was held on retaining a firm for conducting the audit authorized at the last regular meeting of the society.

MOTION, passed

Tom Kenville moved and seconded by Vern Bennet that the audit should be for the year ending 12/31/2015 and that Beth Mohan be authorized to negotiate a cost and a firm to complete this audit. On roll call vote, the motion carried unanimously with Lonnie Wertz absent.

MOTION, passed

Beth Mohan moved and seconded by Jonathan Haux to Pay Bills as presented to the Board. On roll call vote, the motion carried unanimously with Lonnie Wertz absent.

Brenda Warren stated the Veteran's Appreciation event on May 26 was a huge success. Veterans and others present enjoyed the meal as well as other activities available that day. Costs were covered by sponsor donations. Vern Bennett suggested that although the costs were covered by sponsors, a free will offering should be considered for future events. It is estimated that approximately 400 veterans attended.

- a. Marketing Committee – Glenn Ellingsberg stated that the marketing committee has not met and no meetings are scheduled before the annual meeting on July 13, 2016. Jonathan Haux discussed the possibility of having a “Cow Pie Bingo” and a “BB Gun Shoot” during the Fourth of July Celebration at Bonanzaville. A light hearted discussion followed.
- b. Buildings and Grounds Committee – Lonnie Wertz was absent but Glenn Ellingsberg reported that he had attended a recent meeting of the Cass County Rural Fire Association and they have agreed to form a committee to look at the Rural Fire Hall and determine if they can assist in repairs to that building. Thue Store remains closed until a determination as to the extent of the damage to the supporting floor beams can be determined and if leveling the floor by jacking is fiscally possible. The same issue is found at the Wheatland Town Hall.
- c. Collections – No Report.

6. Executive Director’s Report

Brenda Warren started her report with information on this year’s school tours and what a great success they were. Almost 17,000 students toured Bonanzaville which brought in more than \$50,000. A handout on the school tours was provided to the board. Spring tours may be extended to include the fall as the demand has been so great that it could limit the number of schools touring Bonanzaville in the future. Some damage by older students did occur and that will be taken into consideration when scheduling next year’s tours. We do have a need for more docents

- a. The profit and loss for the Veterans event was discussed under the Financial Committee Report.
- b. Letter and Proxies were sent out to approximately 800 members for the Annual Meeting to be held on July 13th.
- c. Brenda asked that all Board Members sign thank you letters to the Board Members that recently resigned.
- d. Church update, Rusco Windows has provided a quote for installing windows in the church at their cost. Discussion followed and Tom Kenville brought up the need to have a business plan for completing the necessary work remaining on the Church.

MOTION, passed

Tom Kenville moved seconded by Beth Mohan that a three-person committee be named to prepare a Business Plan for the Church. On a roll call vote, the motion carried with John Lund, Beth Mohan, Vern Bennett, Connie Hanson, Walt Bruns, Tom Kenville, Jonathan Haux and Harlan Bernstein voting “YES”, Glenn Ellingsberg voting “NO” and Lonnie Wertz absent.

- e. Dakota Medical Foundation – postponed until next meeting.
- f. Storage of Negatives, NDSU Archives had been storing a number of our negatives with their collection and those had been returned some time ago for an unknown reason. NDSU has expressed a desire to house those negatives again and would like our consent.

MOTION, passed.

Walt Bruns moved seconded by Harlan Bernstein to allow those negatives selected by the Executive Director to be returned and housed at the NDSU Archives Institute for Regional Studies Collection. On roll call vote, the motion carried unanimously with Lonnie Wertz absent.

- g. Brenda Warren reported a nice article appeared in the recent “Area Women Magazine” on our exhibits and our relationship with North Dakota State University
- h. Update on Roger (Maintenance) – Roger has had his surgery but will be recovering for several weeks and so it may be mid to late July before he is able to return.

7. Old Business

- a. Red River Valley Fairgrounds Licensing Agreement – John Lund provided an overview of the licensing agreement for parking on land owned by the fair and that the parking area will be expanded with this agreement. It will require an annual payment of \$1,500.00 to the Fair. The Cass County Historical Society will be responsible for all upkeep and repair to the areas covered by the agreement. The agreement ends in 2026.

MOTION, passed.

Vern Bennet moved seconded by Connie Hanson that the Licensing Agreement between the Red River Valley Fair Association, Inc. and the Cass County Historical Society relating to Parking Lot Access be approved. On a roll call vote, the motion carried with John Lund, Beth Mohan, Vern Bennett, Glenn Ellingsberg, Connie Hanson, Tom Kenville, Jonathan Haux and Harlan Bernstein voting “YES”, Walt Bruns voting “NO” and Lonnie Wertz absent.

- b. Rolls Royce Update – John Lund and Brenda Warren provided an update to the issue raised by the Family that owns the Rolls Royce with regard to the damage to the exhaust manifolds. Family members will be on site this coming Friday to discuss this issue. Tom Kenville suggested that someone familiar with repairing that type of damage be available to meet at the same time and he offered to contact someone on our behalf.
- c. Update on the Page Brass Rail Saloon – Walt Bruns provided an update to the work being done at this historic building. They are completing painting on 3 rooms upstairs and hope to have the other rooms finished by next room. Those on the Board that have seen the work done to date expressed how great everything looks and how grateful we are for the work being done.
- d. Chairs – Jonathan Haux stated that he stopped by the Holiday Inn to check on the continued availability of chairs at \$10.00 per chair and he was informed that 300 chairs will be available toward the middle of July.

8. New Business

- a. Strategic planning – Walt Bruns brought up the need for a strategic plan for Bonanzaville and that it is difficult to know where you are going without one. The Board should be willing to take the necessary time to help develop one and it should be done shortly. Tom Kenville and others shared that view with Brenda Warren expressing the need for one when she applies for grants or other funds from providers. Tom Kenville mentioned that his daughter provides strategic plans for airports and he will consult with her on our needs.

Glenn Ellingsberg moved to adjourn, **Motion Passed on a Voice Vote.**

President Lund adjourned the regular meeting at 8:00pm.

Glenn Ellingsberg
Secretary

John Lund
President

Special Meeting, Cass County Historical Society

1. **Meeting called to order:**

President John Lund called the meeting to order at 4:10 p.m. with members present as follows: John Lund, Glenn Ellingsberg, Vern Bennett, Connie Hanson, Walt Bruns, Tom Kenville, Jonathan Haux and Harlan Bernstein. Absent, Beth Mohan and Lonnie Wertz. Staff Members present: Brenda Warren, Executive Director.

2. **Approve of Agenda:**

MOTION, passed

The order of the agenda was approved as written on a motion by Harlan Bernstein seconded by Jonathan Haux. Approved on voice vote.

1. Church Committee recommendation to approve a contract with YHR Partners regarding South Pleasant Church's work plan.
2. Discussion on a Strategic Plan for the Cass County Historical Society, Inc. dba/Bonanzaville USA.

Agenda Item #1 YHR Partners Contract

MOTION, passed

John Lund had Dennis Olson introduce himself to the board. He has been consulting on the church work representing potential contractors. Walt Bruns spoke on behalf of the Church Committee and that it is their recommendation that the Board contract with YHR Partners for a more extensive review and development of a work plan for the church. Dennis Olson states that a number of contractors are interested in helping on this project but they need a more detailed plan. That YHR Partners has done an extensive number of these plans as an architectural firm. **Walt Bruns moved seconded by Tom Kenville that the Cass County Historical Society retain YHR Partners to provide a work plan for the South Pleasant Church at a cost of \$9,000.** The architect plan will address both Critical and Non-Critical Issues, Drawings and Specific Work to be done. Once the work plan is complete, then the church committee can continue to develop a business plan for the church. **On roll call vote, the motion carried unanimously with Beth Mohan and Lonnie Wertz absent.**

Agenda Item #2 Strategic Plan

Motion, passed.

Walt Bruns explained that the Cass County Historical Society needs both short term and long term planning which is typically done through a strategic plan. The Society could do one in-house but it might be advantageous to hire a professional to complete such a plan. It is difficult to know how to move forward without a good plan. **Tom Kenville moved seconded by Walt Bruns that bids be obtained from qualified firms for the purpose of developing a strategic plan for Bonanzaville, USA.** Mr. Kenville did provide a copy for the board to review of a typical airport strategic plan that had been developed by his daughter. Unfortunately, she is not available for our project but did

recommend the firm Eide Bailly as one that could complete such a plan for our society. It could cost upwards of \$5,000 to \$6,000 dollars but we could look at retaining a firm that could do both our upcoming audit and strategic plan at a combined savings. A strategic plan would show both the strengths and weaknesses of our organization in addition to providing guidance for the future development and financial growth. **On roll call vote, the motion carried unanimously with Beth Mohan and Lonnie Wertz absent.**

Glenn Ellingsberg **moved to adjourn, Motion passed on a Voice Vote.**

President Lund adjourned the special meeting at 4:40 p.m.

Glenn Ellingsberg
Secretary

John Lund
President

Annual Meeting, Cass County Historical Society

1. **MEETING CALLED TO ORDER:**

Determination of Quorum having been established with 35 members in attendance and an additional 12 proxies; President John Lund called the meeting to order at 7:05 p.m.

2. **MINUTES:**

There were no minutes of the previous year's annual meeting as the past secretary was unable to produce them when requested.

3. **FINANCIAL REPORT:**

Beth Mohan provided a financial update for the period of January to June 2016 which is half of our calendar year. Total Income of \$294,031.50 with expenses of \$162,053.62 leaving a net income for the six months of \$127,516.26. Total Assets of \$2,822,619.82.

There was a question as to the \$24.31 listed as Other Assets on the Balance Sheet but Beth Mohan was unable to identify the fund that it should be associated with at this time. She is still working on the compilation of the 2015 accounts and then moving into the 2016 accounts.

MOTION, passed

Frank Lenzmeier moved and seconded by Les Bakke to accept the financial report as presented. On roll call vote, the motion carried unanimously.

4. **REPORT OF THE PRESIDENT:**

President John Lund presented a PowerPoint presentation on Bonanzaville and our Past Performance and Moving on to New Heights through the development of a Strategic Plan. John then asked each of the current board members to introduce themselves and provide a brief bio.

Tom Kenville was asked to update the members on the Church Project and He stated that they were working on a Business Plan for the church, including revenues and cash flow for completing the project. When completed, it is expected the Church will generate revenues for Bonanzaville for years to come. Tom Kenville thanked Connie Hanson and Walt Bruns for being on the Committee with him.

In concluding, President Lund stated that the Cass County Historical Society must not forget to Look Back, but must also Look Ahead to the Future.

5. **EXECUTIVE DIRECTORS REPORT:**

Brenda Warren, our executive director, welcomed all the members and were pleased to once again have the Bonanzaville Belles with "their deserts" in attendance and actively participating in Bonanzaville, USA. This was greeted by a solid round of applause.

Brenda Warren stated that building the volunteer base was a priority since at one time there were over 400 and now we are down to 100 or less.

Student Tours went very well and there is some discussion to hold it in the Fall as well to accommodate additional students. That much of the success goes to our Curator Lindsay Flory and her passion for educating the public about the history of our region. Missy Warren, event coordinator, has and is working on events at Bonanzaville such as our Student Tours, Veterans Day, 4th of July and many others.

Brenda introduced Lindsay Flory who holds a Masters in History and is working on her Doctorate through NDSU. Lindsay states she was a classroom teacher and has worked in several museums but just loves it here.

Brenda then introduced Missy Warren who informed the members that she has been busy booking both the event center and Dawson Hall for weddings and other events. She is exploring the potential for having Charter Bus Tours stop at Bonanzaville in cooperation with local hotels. Missy Warren hopes to see Bonanzaville participating in Giving Hearts Day this year.

6. **OLD BUSINESS:**

President Lund opened the floor to Old Business.

An update on the repair of the Rolls Royce, once owned by the Stanley Family, was given and the work should be done soon. Work includes welding the exhaust manifolds and getting it running. It will then be returned to the Owners.

7. **NEW BUSINESS:**

Frank Lenzmeier suggested that the board look at emailing the agenda and other items for the Annual Meeting. That could include adding the minutes of our meetings on the Web Page.

John Monilaws, past president, wanted to thank those that had recently resigned from the Board of Directors for their service and the efforts they took to get Bonanzaville out of debt.

Some members inquired about bringing back a Sod House but it was brought up that they required constant maintenance and due to being built out of sod, were not fiscally feasible for our village.

Jonathan Haux discussed the work that has been done with the Red River Valley Fair on getting some additional parking for Bonanzaville. The 50-member board had voted unanimously in favor of the ten-year agreement with our society.

Tom Kenville inquired if the Fair had a strategic plan and if they would share it with our society.

Frank Lenzmeier discussed a meeting at 12 Ave N with the ND Department of Transportation and the need for Bonanzaville to have better access than what was planned was brought up. He stated that Bryan Schulz, Fair General Manager, immediately began thinking about what could be done. Those thoughts resulted in the ND DOT purchasing an easement next to main avenue from Fair Gate Three to our paved lot so a permanent access would be available to Bonanzaville. The agreement for additional parking came later.

Carol Siegert inquired as to the status of the work on the memorial garden by Arthur Hall and Brenda Warren answered that pavers and a retaining wall will be installed soon followed by planting flowers and perhaps a couple of trees.

Marilyn Benson discussed the memorial with bell for the St. John's Church that was destroyed by Fire. Brenda Warren said this will be completed when the South Pleasant Church Project is completed. Once the landscaping work around the church is done, the location for the memorial can be identified and completed. There are restricted funds for this project.

8. ELECTION OF BOARD MEMBERS:

The nominating committee provided a list of four names to fill the three openings on the Board of Directors. Those nominated were Bob Clarke, Leah Clarke, Elton Solseng and Brad Nudell. There were no other nominations from the Floor.

President Lund directed that ballots be distributed to all members of the Cass County Historical Society and named a panel to count the ballots.

Upon counting the ballots, the panel reported and President Lund welcomed Bob Clarke, Leah Clarke and Elton Solseng as the new board members. There was one write in ballot.

Frank Lenzmeier thanked Brenda, past and current board members for getting things caught up. The Board and Members need to continue to work together so Bonanzaville can become even stronger.

Les Bakke moved to adjourn, President Lund adjourned the meeting at 8:44 pm.

Glenn Ellingsberg
Secretary

John Lund
President

Board of Directors

John Lund, President
Beth Mohan CPA, Treasurer
Glenn Ellingsberg, Secretary
Dr. Vern Bennett
Lonnie Wertz
Connie Hanson
Walt Bruns
Tom Kenville
Jonathan Haux
Harlan Bernstein

Staff

Brenda Warren, Executive Director
Missy Warren, Event Coordinator
Amy Bryant, Bookkeeper
Lynsay Flory NDSU, Curator
Roger Ware, Maintenance

Volunteers

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

Annual Meeting

2016



Welcome

Welcome to the 2016 Cass County Historical Society/dba Bonanzaville USA Annual Membership Meeting. We appreciate your attendance and participation. We will introduce you to our outstanding staff, provide an update on the past year's activities, update you on upcoming events, introduce you to our current board members, ask you to vote on filling current board openings and provide an opportunity for you to hear about and influence the future of Bonanzaville. Thank you for your participation in shaping the future of Bonanzaville.

John Lund, President

Agenda

Call to Order

Determination of Quorum
Welcome – John Lund, President
Minutes - Glenn Ellingsberg, Secretary
Financial Report –Beth Mohan, Treasurer

Year in Review – John Lund

Past Performance
Moving to New Heights
Strategic Plan
Business Plan for Church

Executive Director's Report

Brenda Warren

General Business Meeting

Old Business
New Business

Election of Board Members

Nominating Committee

Adjourn

Organizational Meeting, Cass County Historical Society

1. Meeting called to order:

President John Lund called the meeting to order at 8:55 p.m. with members present as follows: John Lund, Beth Mohan, Glenn Ellingsberg, Vern Bennett, Connie Hanson, Walt Bruns, Tom Kenville, Jonathan Haux, Harlan Bernstein and Bob Clarke. Absent: Lonnie Wertz, Leah Clarke and Elton Solseng.

2. Election of Officers:

MOTION, passed

Tom Kenville moved and seconded by Connie Hanson to cast a unanimous ballot to elect John Lund, President; Glenn Ellingsberg, Secretary and Beth Mohan, Treasurer. On roll call vote, the motion carried unanimously with Lonnie Wertz, Leah Clarke and Elton Solseng absent and John Lund Abstaining.

MOTION, passed

Glenn Ellingsberg moved and seconded by Bob Clarke that Jonathan Haux be elected Vice President. On roll call vote, the motion carried unanimously with Lonnie Wertz, Leah Clarke and Elton Solseng absent.

3. Accept Resignation of Board Member:

MOTION, passed

Beth Mohan moved and seconded by Jonathan Haux that the resignation of Lonnie Wertz be accepted effective the date notice was received. Motion passed on a Voice Vote.

Glenn Ellingsberg **moved to adjourn, MOTION passed on a Voice Vote.**

President Lund adjourned the special meeting at 9:10 p.m.

Glenn Ellingsberg
Secretary

John Lund
President

Cass County Historical Society

1. Meeting Called to Order:

President John Lund called the meeting to order at 5:35 p.m. with members present as follows: John Lund, Beth Mohan, Vern Bennett, Glenn Ellingsberg, Connie Hanson, Walt Bruns, Tom Kenville, Jonathan Haux, Harlan Bernstein, Bob Clarke and Leah Clarke. Members absent as follows: Elton Solseng. Staff Members present: Brenda Warren, Executive Director.

2. Approve of Agenda:

MOTION, passed

The order of the agenda was approved as written. Approved on voice vote.

3. Minutes Approved:

MOTION, passed

Glenn Ellingsberg moved and seconded by Leah Clarke to approve the minutes of the June 15, 2016 meeting as written. Approved on voice vote.

4. Committee Reports

- a. Finance – Beth Mohan provided copies of the Profit and Loss and Statement of Net Assets to the Board. One item of note was that admissions are down this year and could be caused by the Highway Construction to Main Avenue in front of Bonanzaville. Even with the fewer admissions, it appears that we could be \$100,000 ahead of last year by the end of the year. A firm for conducting the audit of the society and possibly completing a long range strategic plan has not yet been retained.

Beth Mohan presented the bills as reviewed by the Finance Committee for approval.

The cost of Roll Offs by the City of West Fargo was questioned and Tom Kenville was going to check with the City to see if there was a chance to have this amount reduced. A yearly cost for recharging fire extinguishers of \$1137.25 from Summit Companies is also new and on the bills to pay. Glenn Ellingsberg suggested that when completing the strategic plan; the amount paid to the ND Insurance Department be reviewed as many of our buildings are way under insured for fire and loss coverage. Walt Bruns also asked that a review of the insurance to cover any liability exposure caused by the serving of alcohol on the grounds of Bonanzaville be done to assure we are adequately covered. Mr. Bruns questioned whether Bonanzaville should even allow alcohol to be served on our premises. The board did discuss that all alcohol was dispensed by a licensed liquor establishment with Dram Shop Insurance. Glenn Ellingsberg stated that he did not believe our exposure was as great as Mr. Bruns thought it might be. Discussion on the liability to board members and our fiduciary responsibilities had been discussed on numerous occasions and Mr. Ellingsberg did not see the need to review those issues again.

There was no further discussion.

MOTION, passed

Harlan Bernstein moved and seconded by Bob Clarke to Pay Bills as presented to the Board. On roll call vote, the motion carried unanimously with Jonathan Haux, Elton Solseng and Walt Bruns absent.

MOTION, passed

Beth Mohan moved and seconded by Leah Clarke to approve the Finance Report. Approved on voice vote.

- b. Personnel Committee – No Report
- c. Collection Committee – No Report
- d. Marketing – No Report. Glenn Ellingsberg did discuss whether it was necessary to have a marketing committee which led to a discussion of which committees are needed.
- e. Buildings and Grounds Committee – Tom Kenville stated that they were continuing to meet to develop a business plan for the church. That due to the large amount of bird dung in the church steeple and rafters, YHR Partners would not begin their work until it was removed.
- f. Committee Assignments – John Lund appointed the following chairs:
 - i. Finance Committee – Beth Mohan, Chair
 - ii. Archives Committee – Bob Jostad, Chair
 - iii. Buildings & Grounds – Bob Clarke, Chair
 - iv. Church Committee – Tom Kenville, Chair
 - v. Volunteer Committee – Jonathan Haux, Chair

A full listing will be sent to Board Members.

MOTION, passed

Connie Hanson moved and seconded by Jonathan Haux to approve the Committee Chairs as presented to the Board by John Lund. On roll call vote, the motion carried unanimously with Elton Solseng and Walt Bruns absent.

5. Executive Director's Report

Brenda Warren handed out an updated Board Listing showing the expiration date of each board member. Brought up the Rolls Royce and how it was once owned by the Stanley Family. Tom Kenville has been in talks with Matt Cullen to have the Rolls Royce in Moorhead, MN when the Stanley Cup is available for viewing by the public. The repair to the manifold should be completed within a week.

Brenda Warren distributed the proposed Church Budget showing proposed and actual revenue and expenses for Fiscal 2017. Revenues of over \$100,000 is possible if rentals, donations and grants are secured. Expenses are projected to be about \$6,700 but do not include funds necessary to restore the church.

6. Old Business

- a. Board Opening – result of the resignation of Lonnie Wertz.

The need to fill the open board position was discussed and Glenn Ellingsberg suggested that the Board consider Brad Nudell for the open position. Mr. Nudell had been on the ballot for the Board of Directors at the annual meeting but was not elected at that time.

MOTION, passed.

Glenn Ellingsberg moved seconded by Bob Clarke that Brad Nudell be appointed to fill the open position vacated by Lonnie Wertz ending in 2018. On roll call vote, the motion carried unanimously with Beth Mohan, Elton Solseng and Walt Bruns absent.

- b. Glenn Ellingsberg brought up the pending review of the salary for Missy Warren which the Board of Directors agreed to do in July 2016. The Board wanted to review her performance over the first half of the year and if revenues were still tracking ahead of the previous year. After discussion, the Board did determine that Missy Warren was very deserving of a mid-year raise.

MOTION, passed.

Beth Mohan moved seconded by Tom Kenville that Missy Warren hourly salary be increased by 50 cents per hour effective her next pay period and that Ms. Warren receive a bonus now in the amount of One Thousand Dollars (\$1000.00). On roll call vote, the motion carried unanimously with Elton Solseng and Walt Bruns absent.

7. New Business

- a. Tom Kenville mentioned that Dakota Medicine has an excellent Symposium for Board Members that is done over 3 meetings.
- b. Brenda Warren brought up the damage to the Drug Store from the recent Rain Storms.

MOTION, passed.

Jonathan Haux moved seconded by Leah Clarke to authorize our Executive Director, Brenda Warren, to proceed with the necessary repairs to the Drug Store Roof and Ceiling. On roll call vote, the motion carried unanimously with Elton Solseng and Walt Bruns absent.

- c. John Lund brought up that he had acquired a number of binders where the Job Description for Board Members and other useful information for each board member can be kept. The binders will be handed out at a later date with this information included.

Tom Kenville moved to adjourn, **Motion Passed on a Voice Vote.**

President Lund adjourned the regular meeting at 7:00pm.

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 5:35 p.m. with members present as follows: Beth Mohan, Vern Bennett, Glenn Ellingsberg, Connie Hanson, Tom Kenville, Jonathan Haux, Bob Clarke, Leaha Clarke and Elton Solseng. Members absent as follows: John Lund, Walt Bruns, Brad Nudell and Harlan Bernstein. Staff Members present: Brenda Warren, Executive Director.

2. Approve of Agenda:

MOTION, passed

The order of the agenda was approved as written. Approved on voice vote.

3. Minutes Approved:

MOTION, passed

Beth Mohan moved and seconded by Bob Clarke to approve the minutes of the July 20, 2016 meeting as written. Approved on voice vote.

4. Endowment Options and Tax Credits

Craig Johnson, CPA, gave a presentation on endowments and the tax credits that make them appealing to investors. Mr. Johnson provided information about endowments that qualify for these tax benefits since first authorized by the ND Legislature. The Cass County Historical Society could create their own endowment fund with the assistance of Mr. Johnson and Richard Anderson, an attorney, at a cost of \$1,900.00 which would include the legal forms, templates and suggestions for marketing the endowment fund. Mr. Johnson and Mr. Anderson will help create an endowment fund but do not manage any funds. After reviewing the information provided by Mr. Johnson, Glenn Ellingsberg suggested that a representative of the FM Area Foundation be invited to our next board meeting to provide an overview of endowments managed by their foundation. After that presentation, the Board could determine if an endowment should be created for Bonanzaville.

5. Committee Reports

- a. Finance – Beth Mohan provided copies of the Profit and Loss Budget vs. Actual and Balance Sheet as of July 31, 2016 to the Board. Restricted Funds total \$55,061.27 and the unrestricted funds total \$85,795.51. Beth Mohan hopes to have a cash flow statement available for our next board meeting. Beth Mohan brought up the need for a corporate credit card and Brenda Warren, executive director, will research the various cards available and make a recommendation for a specific credit card at our next Board Meeting. Beth Mohan presented the bills as reviewed by the Finance Committee for approval.

MOTION, passed

Glenn Ellingsberg moved and seconded by Elton Solseng to Pay Bills as presented to the Board. On roll call vote, the motion carried unanimously with John Lund, Walt Bruns and Harlan Bernstein absent.

b. Church Committee – Tom Kenville

Missy Warren and Tom Kenville met with Walt Bruns, representing Page Bank, concerning a bank loan to pay for repairs to the Church. Mr. Bruns was concerned that the loan payments might divert funds necessary for other operations within Bonanzaville and that a conflict of interest may exist as he currently serves as a Board Member of the Cass County Historical Society. Mr. Bruns did agree to consider the request. Bell State Bank was also contacted and were more optimistic on their ability to provide Bonanzaville a loan in the amount of \$100,000. That a \$150,000 loan might be more difficult to obtain but was not out of consideration. Mr. Kenville also stated that he has identified a donor for the electrical box and labor to install the box so that will reduce the overall funds needed for the church.

c. Building Committee – Bob Clarke

Mr. Clarke provided a copy of the last building inspection report that he was involved with and suggested that the committee meet later this fall to go through all the buildings to develop an updated report. Brenda Warren was asked to email a copy of the building report completed by Lonnie Wertz so that can be reviewed as well. Glenn Ellingsberg requested a meeting prior to the inspection so any other concerns can be discussed which might be unrelated to the inspection.

d. Collections – No Report.

6. Executive Director's Report

Brenda Warren discussed the Budget Meeting with the Cass County Commission and although she had requested additional funding, had provided numerous photos and had supporting documentation, the County Board voted to increase our funding only \$3,000 over what was appropriated to the Cass County Historical Society in 2016.

Brenda Warren had received a copy of an email that John Monilaws had sent to County Auditor Mike Montplaisir concerning our budget request and his opposition to the amount requested. Mr. Monilaws has continued to contact Brenda Warren and others concerning the operations of Bonanzaville although he is no longer President of our Society. Mrs. Warren believes it is close to harassment and is requesting guidance from the Board in how to handle this issue. After discussion, the consensus of the board was that we will support Brenda Warren, our executive director, completely but that it might be best not to engage Mr. Monilaws at this time. It is quite apparent that he is a disgruntled past board member and that his antics should not be encouraged or justified by our Board of Directors.

Updated on the Thue Brink Store and Bjerlie Drug Store was given with an estimated cost of \$6,000 to jack up and level the Brink Store and up to \$20,000 to repair the ceiling and install a metal roof on the drug store. Brenda is looking at funds available for both projects, but has authorized demolition work in the drug store prior to deciding on what roof repairs can be made and at what cost.

Roger Ware is still not available to return to work and the Board directed Brenda Warren to explore termination options and make a recommendation at our next Board Meeting.

7. Old Business

- a. Tom Kenville and Brenda Warren had met with West Fargo concerning the Roll Off costs and the bill for \$1089 from last month has been withdrawn (Torn Up).
- b. Tom Kenville reported that the photo shoot with Matt Cullen, the Stanley Cup and the Rolls Royce housed at Bonanzaville went very well. Sanford had photographers on site to take photos. There were probably as many as 5,000 taken. Mr. Kenville is now in discussions on selling photos of the Stanley Cup with the Rolls Royce as a fundraiser.

8. **New Business**

- a. Big Iron begins on September 13th with the Craft Show being held in Dawson Hall. Signage will be needed to direct the public to the craft show.

A Motion to adjourn was made, **Motion Passed on a Voice Vote.**

Vice President Haux adjourned the regular meeting at 8:20.

Glenn Ellingsberg
Secretary

Jonathan Haux
Vice-President

Cass County Historical Society

1. Meeting Called to Order:

President John Lund called the meeting to order at 5:35 p.m. with members present as follows: Beth Mohan, Vern Bennett, Glenn Ellingsberg, Tom Kenville, Jonathan Haux, Harlan Bernstein, Bob Clarke, Leaha Clarke, Elton Solseng and Brad Nudell. Member Absent: Connie Hanson. Staff Members present: Brenda Warren, Executive Director, Missy Warren and Linsay Flory.

2. Approve of Agenda:

MOTION, passed

The order of the agenda was approved as written. Approved on voice vote.

3. Minutes Approved:

MOTION, passed

Bob Clarke moved and seconded by Elton Solseng to approve the minutes of the August 17, 2016 meeting as written. Approved on voice vote.

4. Event Coordinator's Report

- a. Linsay Flory stated this year has been very successful in bringing more educational activities to Bonanzaville with yet another educational event to be held on October 7th from 10am to 2pm. They are expected a good turnout of students on that date.
- b. Missy Warren and Linsay Flory are working on an educational Halloween Performance that would provide a look at historic events in various scary settings. Dates and Admission costs are still being developed but somewhere between \$10 and \$12 for a limited number of tickets per performance.
- c. Christmas on the Prairie is scheduled for December 3rd and will feature the time period from 1890 to 1900. Various buildings will be used depending on availability for and cost of heating. Meal will be provided by the Texas Barbeque Food Wagon and entertainment by the Oak Grove Choir.
- d. Linsay Flory has been in contact with an individual that is working on a Play that could ultimately be brought to Bonanzaville in 2017 after first performing in Bismarck. The individual is seeking a sponsor for a \$10,000 humanities grant. Our Logo and name would appear on handbills and programs.

MOTION, passed

Tom Kenville moved and seconded by Bob Clarke to sponsor the humanities grant provided the Cass County Historical Society is not liable for any costs associated with the grant application or administration of the grant. On roll call vote, the motion carried unanimously with Connie Hanson absent.

- e. Missy Warren would like to pursue expanding our July 4th activities to include a band during the evening hours. Additional information will be brought to our next board meeting.

5. President's Report

- a. President Lund read a letter of resignation from board member Walt Bruns.

MOTION, passed

Jonathan Haux moved and seconded by Harlan Bernstein to accept the resignation of Walt Bruns. Approved on Voice Vote.

- b. President Lund discussed the presentation by Craig Johnson on Endowments and their potential tax credits for those giving to our society. He explained that we already had an

endowment(s) with the FM Area Foundation. President Lund will provide additional information on the FM Area Foundation Endowments and the Board will decide if a new endowment fund should be established by our society at our next meeting.

6. Committee Reports

- a. Finance – Beth Mohan provided a financial report to the board and her recommendation that we hire a part time CPA to handle our daily financial activities. This recommendation will be reviewed by our Executive Director and move forward with a change if warranted. Beth Mohan presented the bills for approval.

MOTIONS, passed

Beth Mohan moved and seconded by Leah Clarke to approve the finance report and Tom Kenville moved seconded by Elton Solseng to Pay Bills as presented to the Board. On roll call vote, both motions carried unanimously with Connie Hansen absent.

- b. Church Committee – Tom Kenville
Bell State Bank and Trust is considering a \$100,000 loan for our church project and we should know by our next board meeting. The damage to the Thue Brink Store support beams could run into the thousands and our Executive Director will give a presentation to the Horace Lions to see if they might consider financing the project.
The Rolls Royce is running and the Board suggested moving it into the main part of the museum so it can be highlighted since it's viewing with the Stanley Cup in Moorhead, MN.
- c. Building Committee – Bob Clarke
Mr. Clarke stated that the committee has not yet met for review and make recommendations on the current buildings on the grounds. He hopes that the committee will meet within the next three weeks.
- d. Archives – No Report.
- e. Volunteers – No Report.

7. Executive Director's Report

- a. Two bids have been received for the Thue Brink Store as well as for the Drug Store repairs. The work at the Thue Brink Store should be delayed until we can determine if funding can be obtained and the actual extent of work needed.
- b. Brenda Warren was directed to proceed with the repairs to the Bjerklie Drug Store.
MOTION, passed.
Glenn Ellingsberg moved seconded by Brad Nudel to proceed with the repairs to the Bjerklie Drug Store. The motion carried unanimously with Connie Hansen absent.
- c. Brenda Warren stated that Pioneer Days went well even though attendance was impacted by weather as it rained hard for part of the day. Brenda Warren has also applied for a 3-year grant of \$5,000 each year to help defray costs for holding Pioneer Days over a 2-day period the next three years. Pioneer days will also return to the original date. The Marie Shields memorial seating area was completed in time for Pioneer Days and the family was quite pleased with the memorial.
- d. Bonanzaville has been contacted by a potential donor that would like to contribute to Bonanzaville and the Genealogical Library. Discussions are still progressing.
- e. Al Zimmer has been hired part time as the maintenance person for Bonanzaville. He is a retired National Guardsman. Workers Comp will be contacted to see what coverage is available for Bonanzaville.

8. Old Business

- a. Beth Mohan led a discussion on the strategic plan which we hope can be accomplished before the end of year and John Lund discussed the audit which also is to be completed by the end of the year. Both are important as we pursue grants and other financial opportunities.
- b. Tom Kenville discussed the importance of following up with the Loegering Family and their involvement with Bonanzaville. Slogan of "Pitch Fork to Skid Steer"

9. New Business

- a. The large ditch in the rented parking lot was discussed and since the Red River Valley Fair was responsible for the excavation, Johnathan Haux will contact them to see what other actions are planned with that drainage project.

Beth Mohan moved to adjourn, **Motion Passed on a Voice Vote.**

President Lund adjourned the regular meeting at 7:30pm.

Glenn Ellingsberg
Secretary

John Lund
President

Cass County Historical Society

1. **Meeting Called to Order:**

President John Lund called the meeting to order at 5:30 p.m. with members present as follows: John Lund, Beth Mohan, Glenn Ellingsberg, Connie Hanson, Tom Kenville, Jonathan Haux, Harlan Bernstein, Bob Clarke, Leaha Clarke, Elton Solseng and Brad Nudell. Member Absent: Vern Bennett. Staff Members present: Brenda Warren, Executive Director

2. **Approve of Agenda:**

MOTION, passed

The order of the agenda was approved as written. Approved on voice vote.

3. **Minutes Approved:**

MOTION, passed

Brad Nudell moved and seconded by Elton Solseng to approve the minutes of the Oct 19, 2016 meeting as written. Approved on voice vote.

4. **President's Report**

- a. President Lund had a discussion with Tim Beaton with the FM Area Foundation on the Cass County Historical Society endowment which was established by past board members. We also receive funds from others through either their endowments or through donations to the FM Area Foundation for Bonanzaville. Other meetings could be arranged to discuss how the FM Area Foundation can help promote our endowment. Tom Kenville stated how important it is to get referrals from Tax Preparers, Financial Advisors and Attorneys representing Clients wishing to donate for tax purposes.

- b. **MOTION, Passed.**

President Lund discussed the \$100,000.00 line of credit extended to the Cass County Historical Society by Bell State Bank and Trust. The line of credit is at a rate of 5.25% with a minimum monthly payment of \$1,900.00 once we begin to draw on the line of credit.

Bob Clarke moved seconded by Leaha Clarke to approve the \$100,000 line of credit with Bell State Bank and Trust. On roll call vote, the motion carried unanimously with Vern Bennett absent.

- c. **MOTION, Passed.**

John Lund has been in contact with Chad Flanagan at Eide Bailey concerning our strategic plan. Eide Bailey would be willing to develop a strategic plan on an hourly rate basis. The more hours involved the higher the cost to prepare. After discussion, **Tom Kenville moved seconded by Glenn Ellingsberg to authorize John Lund to procure subsequent quotes from other firms on developing our strategic plan. On roll call vote, the motion carried unanimously with Vern Bennett absent.**

5. **Committee Reports**

- a. Finance – Beth Mohan introduced Carmen Barth, CPA, to the board who has been retained to help with budget preparations and financial statements on a regular basis. Beth then provided a financial report to the board along with the outstanding bills.

MOTIONS, passed

Connie Hanson moved, seconded by Elton Solseng to discontinue the need for the board to discuss and vote for payment on outstanding bills at our monthly meetings unless the amount exceeds two thousand dollars (\$2,000.00). On roll call vote, motion carried unanimously with Glenn Ellingsberg abstaining and Vern Bennett absent.

- b. Church Committee – Tom Kenville
Cleaning of the Steeple and other areas invested with bird dung will begin the week of October 24th with other work to follow. It is important that we get it sealed up and heated so work can continue through the winter. Mr. Kenville is proposing that all necessary work be completed by April 1st as the first church wedding is scheduled for April 29th, 2017.
- c. Building Committee – Bob Clarke
Mr. Clarke stated that the committee will meet on November 5th to review the exterior status of the structures located on the grounds of Bonanzaville, USA. Tom Kenville suggested that 3 ring binders be used for each building to keep tract of needs and repairs. Glenn Ellingsberg brought up that 3 ring binders already exist on each building and are kept in the Library. Bob and Leah Clarke will look at adding this information to existing binders and keeping it up to date.
- d. Archives – The committee did meet and some items were accepted and others were turned down.
- e. Volunteers – Jonathan Haux stated that he has been visiting with individuals about volunteering at Bonanzaville and basically talking it up.

6. Executive Director's Report

- a. Thue Brink Store has significantly more floor beam damage than first thought and the cost could run from \$60,000 to \$80,000. Work has been suspended for now as new funds will need to be found to pay for the added cost. Brenda is working on sending a project review and cost to Mr. Thue who lives in California to determine if he would be willing to help defray the cost of these repairs.
- b. Bonanzaville is currently taking in vehicles, trailers, boats, etc for winter storage. Brenda was asked to email a copy of the new agreement with the updated liability statement to the board.
- c. Brenda stated that a number of K-9 teams were recently on the grounds training and were especially thankful for the use of the grounds for a more realistic training exercise. Several were also shown the Law Enforcement Museum.
- d. The Wanzek Family Foundation has donated \$65,000 to Bonanzaville with \$10,000 going towards naming rights to a street and \$55,000 going for naming rights to the gift shop. These funds are unrestricted so a number of suggestions were put forward for their use from helping pay for church repairs to completing some previously dedicated funded projects. Consensus was to go slow and to review the building committee report before proceeding.

7. **Old Business**

Tom Kenville would like to see our society support the move by many to have the Keller Brothers considered for a Roughrider Award for their inventions and work on various loader designs which ultimately became the Bobcat the world knows today.

8. **New Business**

Jonathan Haux told the board that grain bundles for threshing demonstrations at next year's Pioneer Days.

Leaha Clarke moved to adjourn, **Motion Passed on a Voice Vote.**

President Lund adjourned the regular meeting at 7:00pm.

Glenn Ellingsberg
Secretary

John Lund
President

Cass County Historical Society

1. Meeting Called to Order:

President John Lund called the meeting to order at 5:35 p.m. with members present as follows: John Lund, Beth Mohan, Glenn Ellingsberg, Connie Hanson, Tom Kenville, Jonathan Haux, Harlan Bernstein, Bob Clarke, Leaha Clarke, Elton Solseng and Brad Nudell. Member Absent: Vern Bennett. Staff Members present: Brenda Warren, Executive Director

2. Minutes Approved:

MOTION, passed

Bob Clarke moved and seconded by Elton Solseng to approve the minutes of the Oct 19, 2016 meeting as written. Approved on voice vote.

3. President's Report

- a. President Lund provided an overview of the process that has been used to identify a firm to complete our strategic plan. Tom Kenville spoke of the need for each member of the board to support and assist in the development of our strategic plan. With that, President Lund introduced C. J. Stine and Marilyn Doeden of the Stine Group who explained the process they would use to develop and market a strategic plan.

MOTION, Passed.

Discussion with questions followed and compared to the proposal by Eide Bailey, it was felt the Stine Group methodology and finished product may be more beneficial to Bonanzaville.

Beth Mohan moved seconded by Connie Hanson to retain the Stine Group per their proposal. On roll call vote, the motion carried unanimously with Vern Bennett absent.

- b. **MOTION, Passed.**

John Lund brought up the bonus due Brenda Warren for the successful work performance per her contract. After discussion, **Bob Clarke moved seconded by Jonathan Haux to include the amount due our executive director on her next paycheck. On roll call vote, the motion carried unanimously with Vern Bennett absent.**

- c. President Lund noted that Experienced Works was looking for some temporary office space and would like to use a spare room off the main museum for a short time until they find other accommodations.

MOTION, Passed. Bob Clarke moved seconded by Jonathan Haux that we provide office space for one person at no cost until April 1, 2017. Approved on voice vote.

4. Committee Reports

- a. Finance – Beth Mohan provided a financial report to the board.
- b. Church Committee – Tom Kenville
Work continues with heat being the most urgent. Timeline to have church ready by April 1st as the first church wedding is scheduled for April 29th, 2017.

- c. Building Committee – Bob Clarke
Working on prioritizing list of repairs necessary and how best to proceed this spring.
- d. Archives – No Report
- e. Volunteers – Jonathan Haux is continuing to network with known volunteers and looking for ways to encourage new volunteers to join our team. For those that are still negative on Bonanzaville, we could invite them to an event this spring to discuss and see how far we have come recently.

5. **Executive Director's Report**

- a. Bonanzaville is getting ready for Christmas on the Prairie and tickets are available to the Dinner on December 3, 2016. Tickets are \$25.00 each with each table set for eight persons. Board members were asked to help by selling 4 tickets each.
- b. Brenda Warren and other staff are completing the necessary training to enable Bonanzaville to participate in "GIVING HEARTS DAY"
- c. Brenda has learned that our previous maintenance worker, Roger Ware, has applied for and will most likely be hired by the Ramada Inn.

6. **Old Business**

No Old Business

7. **New Business**

- a. Glenn Ellingsberg brought up the need to gravel the parking lot if possible before winter. It is in need of work and with the large number of school busses using the lot in the spring, now would be the best time. Brad Nudell stated he would look into cost of gravel or concrete mix. Other board members will do likewise.

Glenn Ellingsberg moved to adjourn, **Motion Passed on a Voice Vote.**

President Lund adjourned the regular meeting at 7:00pm.

Glenn Ellingsberg
Secretary

John Lund
President

Cass County Historical Society

1. Meeting Called to Order:

President John Lund called the meeting to order at 5:45 p.m. with members present as follows: John Lund, Glenn Ellingsberg, Connie Hanson, Tom Kenville, Jonathan Haux, Harlan Bernstein, Bob Clarke, Leaha Clarke, Elton Solseng and Brad Nudell. Members Absent: Beth Mohan and Vern Bennett. Staff Members present: Brenda Warren, Executive Director, Melissa Warren, Event Coordinator and Carmen Barth, Accountant.

2. Minutes Approved:

MOTION, passed

Leaha Clarke moved and seconded by Elton Solseng to approve the minutes of the Nov 16, 2016 meeting as written. Approved on voice vote.

- a. President Lund, without objection, moved the Financial Report up in the order of the agenda so Carmen Barth could present the financial report and then leave the meeting if necessary. Carmen went over the Financial Report which showed net income of the society through November at \$202,462.66. She hopes to have the few remaining errors within the accounts resolved by the end of the year. Connie Hanson spoke on Carmen Barth's expertise and the amount of time she has spent on our financial records.

President Lund suggested that the board should continue to formally "approve the financial report" at each meeting. Glenn Ellingsberg objected to the word approve and would rather substitute "accept the financial report".

MOTION, passed

Jonathan Haux moved and seconded by Bob Clarke to accept the Financial Report as given. Approved on a voice vote.

MOTION, passed

Brad Nudell moved and seconded by Harlan Bernstein to approve three checks, each over \$2,000, for the Stine Group, Brenda Warren and YHR Architects. On roll call vote, the motion carried unanimously with Beth Mohan and Vern Bennett absent.

3. Melissa Warren, Event Coordinator

- a. Melissa Warren presented the Board with a proposal to have the band "32 below" play for our 4th of July celebration. "**32 below**" is a very popular local band with a huge following and would add a new element to our festivities. Costs of upwards to \$10,000 are possible and Melissa Warren was seeking approval to move forward with this proposal with the boards guarantee to cover costs should donors not be found. Harlan Bernstein questioned if a dance is in keeping with our mission and Melissa Warren stated a certain degree of fundraising was needed in order to continue funding our village and other programs.

MOTION, passed.

Brad Nudell moved and seconded by Leaha Clarke to allow Melissa Warren to move forward with a band for the upcoming July 4th celebration and to guarantee up to \$10,000 to cover costs associated with the proposal. On roll call vote, the motion carried unanimously with Beth Mohan and Vern Bennett absent.

- b. Brenda Warren and Melissa Warren gave a review of the Christmas on the Prairie held on December 3rd. The daytime activities were well attended and made a decent profit but the dinner barely broke even. Melissa Warren questioned if the Board wanted to continue having a dinner in conjunction with Christmas on the Prairie. The consensus of the Board was to review this along with the other activities after the Strategic Plan was completed in early 2017. It was noted that the society did not always need to make a huge profit to find an activity worthy of our sponsorship.

4. President's Report

- a. President Lund read two letters of resignation to the Board. One by Beth Mohan and the other by Dr. Vern Bennett.
MOTION, passed.
Bob Clarke moved and seconded by Harlan Bernstein that we accept the resignations of Beth Mohan and Dr. Vern Bennett. On roll call vote, the motion carried unanimously with Beth Mohan and Vern Bennett absent.
- b. President Lund discussed a proposal of Eide Bailey to conduct our 2015 and 2016 financial audits for a cost of \$23,000. Our Historical Society has advertised this in several places and no one other than Eide Bailey has submitted a proposal. Glenn Ellingsberg asked Brenda Warren where the funds would come out of and Brenda Warren replied "Out of Operations".
MOTION, passed.
Elton Solseng moved and seconded by Tom Kenville to retain Eide Bailey to conduct our audits with a cost of approximately \$23,000. On roll call vote, the motion carried unanimously.
- c. President Lund stated that the budget was still being developed and that it should be ready for our January Meeting. President Lund, Connie Hanson and Brenda Warren will oversee this process.

5. Committee Reports

- a. Finance – See 2a above.
- b. Church Committee – Tom Kenville
Bids for the general contractor were received from three (3) firms and those would be reviewed and presented at a special board meeting on December 28th, 2016. It is important that the board select a contractor at the special meeting in order to stay on schedule for completion by middle of April, 2017.
- c. Building Committee – Bob Clarke
The committee will meet with Al Zimmerman, maintenance, to review the various needs and determine what can be done in-house and what may need to be contracted out.
- d. Archives –The committee did meet and several items were accepted and a few were not.
- e. Volunteers – Jonathan Haux along with others, including board members, should compile a list of individuals that may be willing to volunteer at Bonanzaville. Please turn those lists in to Brenda.

6. Executive Director's Report

- a. Brenda Warren gave an overview of the activities currently undertaken by staff including assisting with the upcoming audit, strategic plan and volunteers. The Stine Group has been looking at the community interaction with our society, the need for board training and an updated mission statement. The Stine Group will give a presentation to the Board at its next meeting on January 18, 2017.
- b. Our participation in "Giving Hearts Day" just needs final approval we do need to obtain some matching funds for that day. Donations to the church fund do count toward this need.

7. Old Business

- a. Since the last meeting, Tom Kenville has reached out to Industrial Builders and they have agreed to place a culvert in the parking lot along with approximately 10 truckloads of crushed concrete.

8. New Business

- a. Glenn Ellingsberg inquired if a By-Laws Committee should be formed prior to our annual meeting to review and update the by-laws. President Lund will name a committee at our next meeting.

Glenn Ellingsberg moved to adjourn, **Motion Passed on a Voice Vote.**

President Lund adjourned the regular meeting.

Glenn Ellingsberg
Secretary

John Lund
President

Special Meeting, Cass County Historical Society

1. **Meeting called to order:**

President John 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, Bob Clarke, Leaha Clarke, Elton Solseng and Brad Nudell. Absent, Connie Hanson. Staff Members present: Brenda Warren, Executive Director. Guests: Richard Lee Meier of YHR Partners and Dennis Olson, consultant.

2. **Agenda:**

- a. **The special meeting was called for the specific purpose of accepting, reviewing and awarding a contract for the general contractor on the Pleasant Church Project.**

Agenda Item #1 General Contractor, Pleasant Church Project

MOTION, passed

Tom Kenville began the discussion by thanking all the parties that has been involved in the church project to date and to the successful conclusion to the project in April 2017. Brenda Warren informed the board that this award was for general construction and did not include many items which will be addressed later, including the electrical and plumbing contracts.

Richard Meier of YHR Partners discussed the three (3) bids received for the base bid and the slab alternate from Naseth Construction, West Fargo; Lee Jones and Sons Construction Co., Fargo and Comstock Construction Inc., Fargo.

Each bid addressed the specifications and requirements on the bidding documents and that all three bids would substantially comply with all requirements to complete the project as bid. Mr. Meier recommended that the board accept the lower of the three base bids and slab alternative which was from Naseth Construction, Fargo at \$102,582.77.

The three (3) bids:

| General Contractor | | Base Bid | Slab Alternative | Total |
|-------------------------------|--|--------------|------------------|--------------|
| Naseth Construction | | \$96,447.36 | \$6,135.41 | \$102,582.77 |
| Lee Jones & Sons Construction | | \$108,500.00 | 6,200.00 | \$114,700.00 |
| Comstock Construction | | \$148,400.00 | \$7,500.00 | \$155,900.00 |

Glenn Ellingsberg moved and seconded by Brad Nudell to accept the bid from Naseth Construction for \$102,582.77 and award Naseth the General Contractor for the General Construction on the Pleasant Church. On roll call vote, the motion carried unanimously with Connie Hanson absent.

Tom Kenville suggested that the board identify the source of financing for this phase of the project at our next meeting so it can be included in the 2017 budget line items to avoid any confusion going forward.

Glenn Ellingsberg **moved to adjourn, Motion passed on a Voice Vote.**

President Lund adjourned the special meeting at 5:50 p.m.

Glenn Ellingsberg
Secretary

John Lund
President