

Cass County, ND Historical Society
Minutes for the January 20, 2021, CCHS Board Meeting

Call to Order – Meeting called to order at 5:44 pm by President, John Lund

Roll Call – Board Members present: John Lund, Tom Kenville via Phone, Jonathan Haux, Brad Nudell, Bob Clarke via Zoom, Leah Clarke via Zoom, Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith via Zoom, Members absent Kristen Fellows. Staff Members present were Executive Director Beth Jansen, Missy Warren, and Brad Stedman, CPA.

Agenda:

Motion to approve Board Meeting Agenda

Moved by Jonathan Haux and seconded by Brad Nudell

Minutes:

Motion to approve Board Meeting Minutes

Moved by Elton Solseng and seconded by Brad Nudell

President Report:

The Annual Meeting will be in April. A decision needs to be made whether the meeting will be virtual, in person, or a mix. This will depend on the comfort level of the membership. The notice of the meeting must be sent 2 weeks prior, so, the decision must be made by the 1st week in April. Also, the Executive branch of the board will need to complete the ED performance review within the next month as well.

Finance Report:

Finance Committee – Brad Stedman presented December 2020 financials.

See attached Financial Reports

Discussion

Motion to approve Finance Report as presented and is available for review

Moved by John Lund and seconded by Patrick Donegan

Committee Reports:

Collection Committee: Nothing new to report

Safety Committee: Nothing new to report

Volunteer Committee: Nothing new to report

Grounds Committee: Jonathan and Elton have been working on the Machine Shop roof and making good progress.

Fundraising Committee: Nothing new to report

By-Law Committee: Chairman, Patrick Donegan submitted his resignation as Chairman of the committee. John Lund moved to accept, and Elton Solseng seconded.

Executive Director:

See attached ED Report

Other Staff Reports:

Missy presented “The Board Booster Handbook” relating to Giving Hearts Day.

Cass County, ND Historical Society

Minutes for the January 20, 2021, CCHS Board Meeting – continued

Old Business:

Patrick Donegan asked to remove from the table the Edward Jones restricted fund for discussion. He would like to instead place allotted % in an endowment fund. After discussion, Elton Solseng moved to table EJ Fund plans until further information could be gathered on options. Brad Nudell seconded.

Voice vote

Motion Carries

New Business:

Employee Manual Updates- Compensation is specific to 90-day review, salary to be determined by ED according to the board approved budget. Language will reflect that the Board of Directors determines salary based on performance. Discussion.

Voice vote

Motion Carries

Mileage Reimbursement – allot 0.35 cents per mile for travel related to business.

Motion to accept by Tom Kenville, seconded by Brad Nudel

Voice vote

Motion Carries

Add language into employee manual that full time employees are eligible for benefits after 90 days of employment.

Motion to accept by Tom Kenville, seconded by Leahha

Voice vote

Motion Carries

PTO offered to regular employees working 30 hours or more per week. Exception for Luke, he will receive 75% prorated PTO

Motion to accept by Patrick Donegan and seconded by Brad Nudell

Allow to carry over unused PTO hours due to pandemic.

Motion to accept by Leahha Clarke, seconded by Tom Kenville

Voice vote

Motion Carries

Meeting adjourned 7:13 pm

Next CCHS Board Meetings:

Finance Committee: February 17, 2021 at 4:30 pm

Board of Directors Meeting: February 17, 2021 at 5:30 pm

Jana Tronier, Secretary



1/18/2021

Administration

Second Round of "Cares" funding is on its way out, it looks like the only funding we may qualify for is the second round PPP. From current information we may qualify due to a capitol donation in the second quarter of 2019 creating a 25% loss compared to second quarter 2020. I will be in contact with Shannon and see what she thinks, applying if we do indeed qualify. Edward Jones funds were distributed; \$7840.97 being disbursed for the original draw and \$9924.94 for 2021 disbursement being deposited into restricted and operations respectively. I have been speaking with Angela and Dan in regards to the website designed by NDSU students and Angela in 2017-2018, it is a wordpress site with great functionality and a very nice look. The site is pretty much ready to launch, my goal is to do so by 5-1-21. Thank you Angela!!!

I have met with the air museums ED and we are discussing a member partnership between our two organization and others in the area/region/state. Talks are preliminary, Ryan and I feel a partnership may assist us in expanding the dwindling number of members in recent years.

I was offered a free membership to an area BNI (Business Networking International) group and have joined the West Fargo exchange club to network and create more visibility with in the community. We have also been invited to join a new networking group for a \$150 donation to our favorite charity I have asked Missy to possibly represent us there.

I would like to request the ability to carry over 64 hours of PTO after my annual date of 4-1-21 as I have a 10 day trip planned from May 5th to the 5th. Missy is also in need of a carryover of 30 hours into 2021.

Fundraising and Development

I have been researching grants through two grant search engines and applied for one thus far with 6 more in the works this spring both local and national foundation and corporate. I was very pleased with yearend donations with over \$11,000 donated by individuals and corporations in December.

We have applied for a grant through the Cass County Extension office to add natural prairie plants in the yard of the Habberstad cabin and a pollinating garden next to the pavilion this spring. The grant is a 75% match, while the plantings will be low maintenance and aesthetically pleasing to our village. We are also working on another ND Sate Energy Program grant for 2021 to retrofit lighting out in the village that can be updated to save energy and money.

Giving Hearts Day preparation has begun Missy and collections have begun marketing with weekly video's featuring historic buildings and their stories, we are in the process of sending out a mass mailer to the small towns some of our buildings come from as well as our current contact list, and Missy has been

working to get the \$25,000 Hector Donation matched in advance of GHD. Our giving Hearts Day Campaign will also include radio and digital advertising. Keep our eyes open for email blasts, digital billboards and mailers when we get closer?

Programming/ Facilities-

Special Events:

We will be open on Giving Hearts Day this year with the potential to give onsite, GHD themed refreshments and educational programming through the day. **WE NEED 100% BOARD PARTICIPATION** either in the form of giving or volunteering to: make reminder phone calls the week of February 1st, make thank you phone calls the day of, write personal thank you notes the week after and assist with the event itself!!

Missy and I met again with Cody at the fair grounds to discuss partnering in 2021. We will be partnering on the 4th of July for the fireworks in some way, as well as with a 6 weekend (Sept 18th to October 24th) fall festival type offering. The Fairgrounds will be adding a corn maze to their property that we will be assisting with for a cut of the revenue. We will also offer some added programming to the village on those weekends and come up with some type of admission combo or coupon for both. We will receive full use of the maze for our 2021 Trunk or treat event as well.

Private Events: there are a lot of wedding and event inquiry's plus a multitude of events from 2020 planning to reschedule in 2021, however parties are still hesitant to lock in dates. At this time we are down in bookings for 2021 by at least 50% or more. Things do look hopeful if the restrictions and warnings continue to be lifted.

Facilities/Grounds (Chad)

- **Fargo's first House.:** project to be completed in spring
- **Church memorial** old sign to be added in spring Bell is placed, tentative ribbon cutting end of May.
- **Furnberg:** obtaining quotes to complete in 2021
- **Train Building:** Chad is finishing up getting bids with intent to begin project as soon as possible this spring.
- **Transgrud House:** added stair railing.
- **Village Drainage:** project is targeted for spring.
- **Machine Shop Roof:** in search of/awaiting funding.
- **Brass Rail:** roof over stairwell has been repaired. Page contacts have been approached for funding.
- **Church Roof:** MJ Dalsin replaced fascia on east roof line, They also replaced shingles that have blown off, unfortunately shingles in different area on North facing roof blew off/lifted during last wind. Will need to get into attic area for better idea on how to get the shingles to stay secure. I understand this has been an ongoing issue.
- **Event Center:** primed and painted 90% of new ductwork so far. Have one last section to complete, then touch ups. Will next begin to repair drywall areas in the back hallway area, and get that portion ready for paint. Checking with paint contractors for costs to repaint the event center room.

- **Air Museum:** Roof repair is hired and materials paid.
- **Hunter Times.** No update at this time
- **Main Building:** Electrical updates for main museum. JDP to install light switch to enable turning off lights, without interrupting power to the fire exit and emergency lights. Bids being secure for leakage on south side of building near back offices.
- **Hunter Times-** No update at this time

- Chad also continues to work on general maintenance, creating preventative maintenance procedures and schedules, assisting with private and special event set up, and building organization.

Submitted by Beth Jansen 1/18/2021

Cass County, ND Historical Society
Minutes for the February 17, 2021, CCHS Board Meeting

Call to Order:

Meeting called to order at 5:30 pm by Vice President, Brad Nudell

Roll Call:

John Lund (Absent), Tom Kenville (Zoom), Jonathan Haux, Brad Nudell, Kristen Fellows (Zoom), Bob Clarke (Zoom), Leah Clarke (Zoom), Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith (Zoom). Staff Members present were Executive Director, Beth Jansen and Brad Stedman C.P.A.

Agenda:

Motion to approve Board Meeting Agenda as presented
Moved by Patrick Donegan and seconded by Jonathan Haux
Motion Approved

Presidents Report:

Minutes:

Motion to approve Board Meeting Minutes as presented
Moved by Jonathan Haux and seconded by Leah Clarke
Motion Approved

Finance Report:

Finance Report was presented to the Board by Brad Stedman, CPA
The Board was given the opportunity to discuss and ask questions.
The Financial Report is accepted by the Board as presented by Brad Stedman, CPA and will be placed on file for review. (See attached)

Committee Reports:

Collection Committee - n/a
Safety Committee – n/a
Volunteer Committee – n/a
Grounds Committee – n/a

Cass County, ND Historical Society (*continued*)
Minutes for the February 17, 2021, CCHS Board Meeting

Executive Director Report:

Report presented by Beth Jansen E.D.
The Board had the opportunity to discuss and ask questions.
(E.D Report attached)

Old Business:

Accounting Practices and Procedures (see attached)
Received updated documents on CCHS Accounting Practices and Procedures
The Board had the opportunity to discuss and asked questions.

Update on Investment/Savings Policies
Presented by Bert Cameron of Eide Bailly
Mr. Cameron presented different savings and investing options. Benefits of Endowments and Investment Accounts. It was agreed to review the original paperwork to follow family wishes before any decisions are made.

New Business:

None

Adjourn:

Motion to adjourn meeting by Elton Solseng and seconded by Patrick Donegan.
Adjourn: 6:21 pm

Next CCHS Board Meeting:

Finance Committee, March 17, 2021 at 4:30 pm
Board of Directors Meeting, March 17, 2021 at 5:30 pm

Jana Tronier



2/12/2021

Administration

It looks as though we will qualify for \$41,337 in second round PPP funding. I am still awaiting the "Shuttered Venues Grant" information to ensure we do not qualify for that before submitting the second round of PPP which is due prior to 3-31-21. The shuttered venues grant would be a straight up grant of up to 45% of 2019 Gross receipts.

I spoke with Bert Cameron in regards to opening an investment account vs contributing to the current FM Area Endowment fund and he will give us a brief overview at February Board Meeting.

Elton spoke with the Belle's (the Belle's funding came up after our last meeting) in regards to replacing the funding removed from their account in 2019 they feel the money in that account was raised for the organization, however a \$3000 balance in the account would be the cushion they need to function each year. The account balance is currently \$1238.21 I will deposit \$1761.79 from operations to Bells if there are no objections to bring the account back up.

Chelsea has officially completed her contracted hours, she will be back periodically to volunteer as well as complete an art type project for the village. Chelsea is a wonderful artist and is creating with Chads assistance three picture spots (the painted people things you put your head into) inside the village to add a little fun!

Harwood Prairie Players are presenting a short covid modified production in Dawson Hall March 19, 20, and 25th at 7:30 and March 21st and 27th at 2pm.

Fundraising and Development

I am currently working with Chad and Bob Miller at Cass County electric on another retro fit lightly project to continue to update the lighting throughout the village as able due 3-1-21. I have also requested funding through the Engestad Foundation for village repairs (Dawson, Furnberg or Hunter Times). They will meet on that request on 3-11-21. I am also working on the 2021 Humanities ND grant to continue adding interpretation to village also due 3-1-21

Quick Giving Hearts Day Overview compared to 2020:

GHD P & L Year TO Year Comparison	Column1	Column2	Column3
Year	2020	2021	% Increase/ decrease
Income			
Online	\$ 18,565.56	\$ 31,839.14	71%
Match- Used		\$ 31,839.14	

Remaining Match (if Applicable)		\$ 3,161.00	
Non Cash Donation		\$ 250.00	
Number of Donors	92	131	42%
GHD Total Gross Revenue	\$ 25,000.00	\$ 67,089.28	167%
Expenses	\$ 775.00	\$ 1,823.37	
Total Net Revenue	\$ 24,225.00	\$ 65,265.91	

Please note figures are preliminary, marketing for event is included in the advertising budget line, and I am unaware of the makeup of 2020's donations other than those given online.

Programming/ Facilities-

Special Events:

GHD was an overall success both with increases in revenue and community engagement. The event was a true team effort Kudo's to: Kaitlyn for her amazing weekly PR video's, Chelsea for adding a recorded program even though she was unable to attend the day of, Chad and Luke for pitching in where ever needed, Elton, Johnathan, Vern, Spuds Valley and David G for volunteering the day of, the BOD for financial support, and Missy for coordinating the process, her amazing ideas, soliciting additional match and larger donations, and filling in all the gaps! We presented Facebook live and prerecorded educational video's throughout the day, had a few families into the main museum exhibits, and delivered cookies to large donors.

Private Events:

There continues to be many event inquiries who are still hesitant to commit in the current covid climate .We have had 3 large corporate events cancel. Currently we have 8 events scheduled for 2021. Missy does feel hesitation is letting up slightly and that we will likely have a similar season to 2020 with approximately 21% fewer private event revenue than pre covid.

Facilities/Grounds

- **Fargo's first House.:** project to be completed in spring
- **Church memorial** old sign to be added in spring Bell is placed, tentative ribbon cutting end of May.
- **Furnberg:** obtaining quotes to complete in 2021
- **Train Building:** Still waiting on quotes to get the entire project scheduled for 2021
- **Transgrud House:** no update
- **Village Drainage:** project is targeted for spring.
- **Machine Shop Roof:** in search of/awaiting funding.
- **Brass Rail:** no update
- **Church Roof:** original area fixed but new problem spots with high winds, MJ Dalsin will come back in spring and reassess to determine the exact nature of the issue and requote.
- **Event Center:** Painting of Duct work is complete. Chad is freshening up paint in event center, David Groven is assisting once a week they will move to stairway when complete.

- **Air Museum:** no update at this time
- **Hunter Times.** no update at this time
- **Main Building:** no update at this time.

- Chad also continues to work on general maintenance, creating preventative maintenance procedures and schedules, assisting with private and special event set up, and building organization. He will soon begin preparing for winter storage pick up, and spring cleanup and will need plenty of volunteers!!!

- Chad completed framing a sign for the Transgrud elevator for Hank, it looks wonderful and is on display in main hall until spring.

Submitted by Beth Jansen 2/17/2021

Cass County, ND Historical Society

Minutes for the March 17, 2021 CCHS Regular Board Meeting

Call to Order – Meeting called to order at 5:37 pm by Treasurer, Leaha Clarke

Roll Call – Board Members present: Tom Kenville, Jonathan Haux, Brad Nudell, Bob Clarke, Leaha Clarke, Elton Solseng, Patrick Donegan, Angela Smith (via Zoom), Board Kristen Fellows (via zoom). Staff Members present were Executive Director Beth Jansen and Brad Stedman, CPA.

Agenda: Elton Motioned to accept the agenda as written, Johnathon second the motion. Accepted

Minutes:

Motion to approve Regular Board Meeting Minutes and Regular Board Meeting Minutes for February 17th 2021 as presented

Moved by Johnathan Haux and seconded by Bob Clarke

Approved as written

President Report:

Leah Clark Read the report emailed by John Lund

Finance Report:

Finance Committee – Brad Stedman presented February 2021 financials. Financial Reports

Motion to approve Finance Report as presented

Committee Reports:

Safety Committee: Nothing new to report

Volunteer Committee: Nothing new to report

Grounds Committee: Nothing new to report

Fundraising Committee: Nothing new to report

Collection Committee: Elton Soleng reported

on April Meeting coming up

Executive Directors Report:

See attached ED report

Discussion was presented on membership increases

Angela Smith moved to accept the increase in membership, Kristine Fellows seconded

Roll call vote passed.

Cass County, ND Historical Society (continued)
Minutes for the March 17th , 2021 CCHS Regular Board Meeting

Other Staff Reports:

Missy warren spoke on upcoming 2021 events private and special.

Old Business:

Discussion was had on the presented accounting policies and procedures.

Motion made to accept policy with addition of Events Coordinator added to permissions for depositing funds and retrieve mail by Tom Kenville, seconded by Elton Solseng. Roll call vote motion passed.

New Business:

The annual meeting was discussed and the board decided to have an annual member meeting on April 21st in person, via Facebook Live and via zoom. A nominating committee of John Lund, Missy Warren, and Johnathan Haux was created.

Motion made by Elton Solseng to adjourn the meeting seconded by Leah Clarke

Meeting adjourned at 6:45 pm

Next CCHS Board Meetings:

Annual Member Meeting: April 21st 2021 at 5:30 pm

Respectfully submitted by: Beth Jansen April 21st 2021.



3/14/2021

Administration

I am preparing to hire for summer gift shop assistance and have a few employees from last year returning. We also will be adding an additional NDSU graduate student to assist Kaitlyn over the summer at 20 hours per week. With the staggering of increases to pay and additional part time museum salaries budgeted for 2021 we will remain in budget.

Preparation for the annual audit has begun and is scheduled for the last week in March.

As many of you are probably aware the city of West Fargo is again attempting to annex Bonanazaville and the fairgrounds. I have been in close contact with Cody Cashman (Fairgrounds) on steps to prevent this from happening. He has taken the lead as the fairgrounds lawyer is well versed in this area and they have a much larger property. We will be meeting with the WF Mayor Tuesday as well.

I plan to increase the membership cost May 1st to better reflect the areas attraction memberships. I have researched our associates in the community and found we are under charging. Levels will go up to \$45 for individuals, \$60 for a dual membership, and \$70 for families, with seniors and students at \$35 (\$50 for senior couples). I will note this on our annual meeting letter and encourage members to renew prior to May first. I have also reached out to the other museums in town to see if we are able to partner a bit with added discounts.

A new brochure has been created, printed and distributed for the rest areas.

Fundraising and Development

We applied for and received the second round PPP forgivable loan of \$38,400 for use on mortgage payments, utilities and salaries over the course of 24 weeks. Although the Shuttered Venue Grant was an option the application is still not open, the restrictions and eligibility requirements are strict, and we would be in the last group to apply 30 days after applications begin being submitted and we would not have been able to apply for the PPP which closes the end of the month. This seemed like a much more realistic option.

I am awaiting the results of two grant requests and have two more to complete by 3-31-2021

Programming/ Facilities- Chad and Missy

Special Events:

Missy is working with Mallori at the CVB to partner with hotels to promote Bonanzaville's murder mysteries, ghost tours and paranormal investigations.

She met with Kary Janousek (wet plate photographer) to discuss several ideas to partner moving forward. She will be part of Pioneer Days 2021, and will demonstrate wet plate photography during the event. She has recently secured a grant that will allow her to purchase 8X10 plates for bigger photos, and she plans to donate all of those to the Bonanzaville gift shop. The donated plates will be images of our buildings with docents. Kaitlynn has volunteered to be our docent model! ☺ Thank you, Kaitlynn!

Veteran's Memorial Celebration-May 27, 2021:

Waiting on the FAA to clear Missy's request for aerial support (Blackhawk Helicopter) for the Veteran's Memorial Celebration on May 27th. If this request is not approved, Missy will enlist the help of Toby & Kelly to conduct a P51 Mustang flyover at the start of the event.

Missy is in the beginning stages of planning a Native American education day on June 6, 2021. Christy Goulet is assisting in finding participants and finalizing programming. The event will include lots of interactive education stations, a sweat lodge, Native drummers and dancers, Native food and clothing vendors, and we are also planning on incorporating a customary Native ceremony or two to bring more awareness to the culture.

We are scheduling two 1920's murder mysteries for June. Once these fill, we will open other dates. Murder Mysteries will only be offered in June, July & early August. Ghost Tours and Paranormal Investigations will run from mid-August to October, based on demand and availability of staff and volunteers.

July 4th planning is almost complete! We have a \$20,000 fireworks show this year, but are only paying \$15,000 for it. A HUGE thanks to Cody Cashman at the fair for getting us this deal!

Private Events:

Currently we have 10 private events scheduled through for 2021.

Facilities/Grounds-

- **Fargo's first House.:** project to be completed in spring
- **Church memorial** old sign to be added once it has thawed.
- **Furnberg:** Have two quotes and are ready to hire lower quote is at \$18,000, \$10,000 is funded awaiting two grant request results for remainder.
- **Train Building:** Still waiting on quotes to get the entire project scheduled for 2021
- **Transgrud House:** no update
- **Village Drainage:** project is targeted for spring.
- **Machine Shop Roof:** in search of/awaiting funding.
- **Brass Rail:** no update
- **Church Roof:** no update
- **Event Center:** touch up/refresh just about completed
- **Air Museum:** no update at this time

- **Hunter Times.** no update at this time
- **Main Building:** no update at this time.
- **Main Museum-** Revolving Gallery was painted with help from two volunteer groups. We will be updating the gift shop with the assistance of NDSU interior design students, prep has begun. Jordahl/ dirt dynamics to start repairing the leak on the west side of building when frost is out. Plan a swale ditch along west side of building, pending approval from Cody and fairgrounds.
- **Arthur Town Hall-** is the next area of high importance and has multiple issues. The building is starting to "Rack" the north/south walls are leaning north. Using a four foot square estimated lean is close to 6 inches. This lean is causing the structure to fail internally. A structural engineer has been out and the panels on the north wall midway to the SW corner need to be removed and a whole cut into the plaster to determine what is causing the issue, the stained glass windows need to be removed prior to any work being completed. As soon as we have some idea of the issue and cost I will head to the Bergums and possibly Kramers for funding>
- **Ellinsberg carriage building-** waiting to see when Kent Lindemann can start.
- On the up side spring thaw has caused very few water problems as of yet, chad has had to pump out area east of courthouse.
- Volunteer groups are available for the paint projects, and spring cleanup will just have to find the days of availability and when to go ahead with clan up projects.

Submitted by Beth Jansen 3/14/2021

Cass County, ND Historical Society
Minutes for the May 19, 2021, CCHS Board Meeting

Call to Order:

Meeting called to order at 5:32 pm by President, John Lund

Roll Call:

Board Members present: John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Elton Solseng, Jana Tronier, Brock Tallakson, Dan Suckert. Board Members absent: Kristin Fellows, Bob Clarke, Leah Clark, Angela Smith, Laura Maeyaert. Staff Members present were Executive Director, Beth Jansen and Brad Stedman C.P.A.

Agenda:

Motion to approve Board Meeting Agenda as amended.
Moved by John Lund and seconded by Brad Nudell
Motion Approved

Minutes:

Motion to approve Board Meeting Minutes as presented
Moved by Elton Solseng and seconded by Brad Nudell
Motion Approved

Presidents Report:

Would like to plan an educational retreat for the board to educate the board on the updated Roberts Rules. Noting more knowledge of the rules will assure fairness, facilitate with deliberation as well as keeping the meeting within a reasonable time frame. Possible planning after new year.

Finance Report:

Finance Report was presented to the Board by Brad Stedman, CPA. The Board was given the opportunity to discuss and ask questions. Report will be placed on file for review. (See attached)

Committee Reports:

Collection Committee - n/a
Safety Committee – n/a
Volunteer Committee – n/a
Grounds Committee – n/a

Cass County, ND Historical Society (continued)
Minutes for the May 15, 2021, CCHS Board Meeting

Executive Director Report:

Report presented by Beth Jansen E.D.
The Board had the opportunity to discuss and ask questions.
(E.D Report attached)

Old Business:

Annual Fair board Meeting – went well. 10,000 tickets were printed with Bonanzaville sponsorship information.

Corporate Memberships. Motion to gather additional information and put together a formal presentation at a later date.

Moved by Tom Kenville and seconded by Dan Suckert
Motion Approved

New Business:

RRGS Lease renewal
Motion to table for renegotiation
Moved by Elton Solseng and seconded by Brad Nudell
Motion Approved

Election of new Treasurer
Brad Nudell moved to nominate Leah Clark and seconded by Tom Kenville.
Unanimous vote
Motion Approved

ED, Beth Jansen Performance review – the evaluation was completed by executive board members.
There were 12 categories 1-5. Compiled performance 3.87
Motion to raise salary by 7% retroactive to date of hire.
Moved by Brad Nudell and seconded by Tom Kenville
Motion Approved

Adjourn:

Motion to adjourn meeting by Elton Solseng and seconded by Brad Nudell
Adjourn: 6:52 pm

Next CCHS Board Meeting:

Finance Committee, June 16, 2021 at 4:30 pm
Board of Directors Meeting, June 16, 2021 at 5:30 pm

Jana Tronier



5/17/2021

Administration

I have hired gift shop employees for the summer and we have added support duties to their job description to lighten the load on administrative and collections staff as well as add duties for down time at the front desk. We opened May 1st Compared with 2019 admission revenue is up by \$623 even though school tours are happening at a slow pace with only home school groups and outstate groups participating.

I have completed a guide for school tours as well as a geo adventure which will open June 5th as a fun tech tour of the village. Marketing for the spring and summer is about to begin and currently the summer feels bright and exciting!!!

I am also working on a marketing partnership with the air museum, zoo, Plains Art Museum and the Cultural and Historical Society of Clay County to repair our two billboards on 29 with a creative and vibrant design and at minimal cost. We have not yet worked out a membership partnership and not yet raised membership cost, just a matter of panning out a few details and getting new cards printed.

The exterior signage will be mounted on park like stands purchased primarily with the Operation Round Up grant received in Dec 2020. We are looking for volunteers to assist with this in June.

Fundraising and Development

I have attempted to contact the Bergum foundation to feel them out on their interest in funding Arthur town Hall with little luck thus far but will follow up as needed and have a call scheduled for later this week. I am in the process of completing a NPRHA grant for work on the coach and have Dirk Lenthe committed to restoring 684. I am also in conversation with Doosan on a sponsorship for Trunk or Treat and the cleanup of their display, this has been partially completed. I have also completed a sponsorship application for the first responders event through Sanford after their contribution for the Nursing exhibit. Missy did a wonderful job on the Nursing reception and Chelsea and then Kaitlyn working with the nurses on the exhibit though it was full of challenges.

Programming/ Facilities- Chad and Missy

Special Events: Planning for all summer events is in progress.

Private Events: Requests for venue rental is picking up nicely with summer months at full capacity.

Facilities/Grounds-

- **Fargo's first House.:** project hired for 2021
- **Church memorial** old sign to be added soon completing the project.
- **Furnberg:** This project is in progress
- **Train Building:** Repairs are being made with painting scheduled for June
- **Transgrud House:** no update
- **Village Drainage:** project is in progress and just about complete with filing and grass seeding left to be done this week or next, they will also straighten the Bandstand for us for minimal added cost.
- **Machine Shop Roof:** in search of/awaiting funding.
- **Church Roof:** no update
- **Event Center:** no update
- **Hunter Times.** no update at this time
- **Main Museum-** Jordahl/ dirt dynamics to start repairing the leak on the west side of building soon.
- **Arthur Town Hall-**
- **Ellinsberg carriage building-** waiting Kent Lindemann.
- Has anybody seen the pull behind weed sprayer?
- Chad would like a recommendation on good herbicide to tackle the dandelions, also would like a good weed and grass killer, to spray along fence and buildings, and hard to mow areas, to reduce time spent with the weed whipper.
- Chad is also looking for a good source for black dirt and assistance in moving the new cook car out of storage and old one in.

Submitted by Beth Jansen 5/17/2021

Cass County, ND Historical Society
Minutes for the June 16th, 2021 CCHS Board Meeting

Call to Order:

Meeting called to order at 5:30 pm by President, John Lund.

Roll Call:

Board members that were present at the meeting included John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Elton Solseng, Brock Tallakson, Laura Maeyaert, Kristin Fellows, and Angela Smith. Board members that were absent included Dan Suckert, Jana Tronier, Bob Clark, and Leah Clark. Staff members that were present include Executive Director, Beth Jansen and Brad Stedman, CPA.

Agenda:

Motion to approve Board Meeting Agenda as amended.

Moved by Elton Solseng and seconded by Jonathan Haux.

Motion Approved.

Minutes:

Motion to approve Board Meeting Minutes as presented by John.

Moved by Jonathan Haux and seconded by Elton Solseng.

Motion approved.

President Report:

John Lund brought to the Board the news of Board Members, Bob and Leah Clark, resigning their positions on the Board effective on June 16th, 2021. Elton Solseng also brought motion to approve the resignation of Bob and Leah Clark which was seconded by Laura Maeyaert. Tom Kenville mentioned that an exit interview would be a good idea following the resignation. Glen Ellingsberg visited the meeting with request to review a garage addition to the Law Enforcement Museum which would be funded by the Law Enforcement Museum.

Finance Report:

The Finance report was presented to the Board by Brad Stedman, CPA. The Board was given the opportunity to discuss and ask questions. Report will be placed on file for review.

Committee Report:

Collection Committee- Will begin meeting again starting in early July.

Safety Committee- N/A

Volunteer Committee- Laura Maeyaert volunteered to join this committee.

Grounds Committee- N/A

Executive Director Report:

Report was presented by Beth Jansen highlighting updates on new hires at CCHS, updates on fundraising, as well as updates on the projects that are happening. Details are included in the E.D. report attached to the minutes.

Old Business:

RRGS Lease Renewal-

Brad motioned to keep the lease renewal the same rate for RRGS.

Brock seconds the motion.

Motion carries.

Law Enforcement Museum plans- Glen Ellingsberg presented an idea to put an addition on to the Law Enforcement Museum. The addition would be paid for by the Law Enforcement Museum.

Jonathan motions to accept the addition to the Law Enforcement Museum.

Elton seconds Jonathan's motion.

Motion carries.

Election of Treasurer-

After Leah Clark resigned from the Board, the opening for Treasurer opened. Brock Tallakson volunteered to be Treasurer.

Unanimous vote to have Brock become Treasurer

Motion Approved

New Business:

Deaccession of stained glass in Arthur Town Hall-

Roll Call vote was requested Tom- Y, Brad- N, Elton- Y, Brock- Y, Kristin- Y, Angela- Y, Laura- Y, John- Y

Motion Carries

Committee Assignments- All Board members must find a committee they would like to volunteer on by July's Board meeting and let John know their choice.

Adjourn:

Move to adjourn motioned by Elton

Seconded by Brock

Adjourn 6:47



6/10/2021

Administration

It has been a crazy month! As you all have been informed Missy gave her resignation effective July 19th (the 5th as she was scheduled to be on vacation July 5-19) to the board of directors the week of 5/24/2021, I received said notice a few days prior and began the hiring process. That same week Chad gave a one-week notice, this was slightly expected, however Chad did not give a reason other than the entire job/ facility. He had expressed to me in the past his frustration with being pulled from one task to the next, constant event set up changes, and never being able to get anything accomplished. Unfortunately, with the short notice and rush to get interviewing for open positions time did not allow for a complete exit interview.

We have two part time facilities persons previously hired to assist Chad who began on June 7th. One working on grounds and one working on janitorial/ facilities. I have received over 30 applications for the event coordinator position, interviewed 15 candidates with many great candidates. I have begun looking for a replacement maintenance manager as well with 5 new candidates and 1 from last fall still interested.

We have been approached by the fairgrounds with an offer to provide our event alcohol services in exchange for the use of the gravel parking lot a value of \$1500. We are in the process of coming to an agreement that would be mutually beneficial. If this is worked out it will begin in 2022.

I followed up with Glenn Ellingsberg on the board's proposal from last month's meeting to look at an increase in the monthly rent paid by the Genealogical society mid contract. Glen felt this could be a discussion for the next contract period in 3 years, noting that the genealogical society has installed and made improvements to existing lighting fixtures in the amount of \$3,067 and paid \$1,697 for separating the library into a separate zone for HVAC with upgrade to vents, zone control and thermostat. Reducing our heating costs for the area. This type of commercial space including non-separate entrance as well as limited operation hours runs for \$5 - \$7 per square foot per year or \$3300 to \$4725. It is my recommendation that the current contract be accepted and the discussion on increased rent be re addressed upon the next contract.

Fundraising and Development

I have submitted an application through the Burgum foundation with a request for \$20,000 + for the repair of Arthur Town Hall as well as contacted the Kilbourne Burgum family and will be speaking with a representative on 6-25. The plan for funding this project is to 1) seek funding from the Burgum family 2) if not fully funded the plan is to use any funds received as a match 3) reach out to the Arthur community for the remaining funding 4) cumulate in a gala event the summer of 2022. We also secured a \$3000 sponsorship for our September 23rd first responders event from Sanford. A grant application I completed in late 2020 through the Hector Foundation is currently under review with a result coming the end of

June. This was written for funding to assist with the Furnberg project. FM Area foundation results will also be out towards the end of the month.

Programming/ Facilities-

Special Events: Planning for all summer events is in progress.

Private Events: Summer events are booking up quite nicely with most weekends full.

Facilities/Grounds-

- **Front Doors:** are on order
- **Fargo's first House.:** project hired for 2021 should begin early July.
- **Church memorial** small cement slab placed to mount the old sign on with assistance from the fair grounds
- **Furnberg:** This project has begun
- **Train Building:** Repairs to building complete painting scheduled for June.
- **Trangsrud House:** I am seeking a painting quote
- **Village Drainage:** Project is complete and appears to be working as planned. PLEASE NOTE reservoir cubes have been placed directly behind main building and cannot be driven over by anything larger than a garden tractor!!
- **Machine Shop Roof:** in search of/awaiting funding.
- **Church Roof:** MJ roofing completed repairs from damage last fall/winter and in doing so crushed a section of the new sidewalk completed for the church memorial, they are supposed to be getting this fixed on their dime.
- **Hunter Times-** contractor hired to work on Furnberg will check on Hunter as well and see where it is at.
- **Main Museum-** Jordahl/ dirt dynamics to start repairing the leak on the west side of building when able.
- **Arthur Town Hall-** In search of funding
- **Ellingsberg carriage building-** will be starting in the next few weeks ideally without moving the carriages out of the building, Kent believes he can pore portions at a time.
- **Roofs:** Maier and Checkered years are both scheduled to have their roofs replaced in June
- **Air Museum-** Roof is scheduled to be repaired the end of June
- Johnson lawn has been hired to address dandelion issue in village and will treat twice over the course of the summer.
- Please note all contractors are reporting labor shortages and difficulty getting to projects in a timely manner.
- **Projects we need volunteer assistance addressing:**
 - **Bill board** on I 29 south needs plywood backing replacement, two end poles are fine frame may need some repair as well, sign is designed and ready to be printed when billboard is fixed.
 - **Bandstand-** foundation has been straightened but the building still needs support blocking underneath, some straightening of structure and repairs as well as the steps replaced.
 - **Cook Car-** new one to be moved on to slab old one off, have contacted Probstfield as well.

Submitted by Beth Jansen 6/11/2021

Cass County Historical Society
Minutes for July 21, 2021 CCHS Board Meeting

Call to Order:

Meeting called to order at 5:30 by President, John Lund

Roll Call:

Board members present: John Lund, Jonathon Haux, Brad Nudell, Elton Solseng, Laura Maeyaert, Kristin Fellows, Angela Smith, Tom Kenville, Dan Suckert.

Board members absent: Brock Tallackson.

Staff present: Beth Jansen, Executive Director; Brad Stedman, CPA.

Agenda:

Motion to approve agenda.

Moved by Brad Nudell, Second by Elton Solseng

Motion Approved.

Minutes:

Motion to approve minutes from 6/16/2021 BOD meeting.

Moved by Brad Nudell, Second by Laura Maeyaert.

Motion Approved.

Presidents Report:

John Lund shared letter of resignation from Jana Tronier effective July 6, 2021.

Motion to accept letter of resignation by Brad Nudell, Seconded by Jonathon Haux

Motion Approved.

John reported that Exit Interviews were conducted with Bob Clark, board member and Missy Warren, Events Coordinator. Meeting to be scheduled with Beth Jansen, Executive Director to review the meetings.

Committee Sign up sheet distributed and completed.

Finance Report:

The Finance Report included a review of monthly financial reports including Balance Sheet and Income Statement by Brad Stedman, CPA. The board was given the opportunity to discuss and ask questions. Report will be placed on file for review.

Collection Committee:

Met in July and accepted a Pump Organ into the collection.

Buildings & Grounds: N/A

Safety: N/A

Volunteer: N/A

Executive Director Report:

Report presented by Beth Jansen highlighting Fundraising activities, Special and Private Events and special projects involving buildings and grounds. Details are included in the Executive Director Report attached to the minutes.

Old Business:

Plans for Deaccession of stained glass in Arthur Town Hall was shared with American Daughters of the American Revolution without objection. No action required.

New Business:

Email from attendee of July 4th event reviewed, included concern about inclusion of Custer impersonator at Bonanzaville. Discussion about mission and messaging of Bonanzaville. Beth will address future programming and content of special events at Bonanzaville.

No action required.

Adjourn:

Motion to adjourn by Elton, Seconded by Brad

Motion carried.

Adjourn 7:04 pm.



Executive Directors Report

7/21/2021

Administration

It has been another very busy month! Both positions have been hired and both hires began in their position on 6-28-2021. Megean Solseng is our new Special events coordinator and Tyler Hasse our new Maintenance manager. Both are becoming acclimated with Bonanzaville and their positions. Megan comes to us with excessive experience in customer service, sales and related event coordination while Tyler brings five years of experience with another area non-profit and tons of experience working with contractors. We also began a weekend rotation to ensure not one position is working all weekends and events to alleviate burn out.

We have had a display at the fair during its duration. The display has been well received, unfortunately we were unable to sell gift shop items at the exhibit due to gaps in volunteer signups and staff time being used on other projects.

A concerning email was received prior to the 4th of July in regards to the presence of Custer at our events which we will begin discussing later in this meeting.

Membership cost increase will take effect August 1st as voted on at an earlier meeting.

Below Table reflects approximate (square)revenue and sources from 2021 and 2019 comparatively. *(Please note \$164,000 in Trusts for 2019 are attributed to Heartland fund now at Edward Jones and \$100,000 in donations are attributed to capitol donation for new Carriage building , while county allocutions are located in donations)*

2021				2019			
Category	Items Sold	Gross Sales		Category	Items Sold	Gross Sales	Difference
Admissions	5313	\$42,514.51		Admissions	6293	\$37,924.00	\$4,590.51
Adult Clothes	97	\$1,990.00		Adult Clothes	6	\$143.50	\$1,846.50
Books	64	\$1,169.05		Books	70	\$1,014.50	\$154.55
Crochet	7	\$35.00		Crochet	16	\$99.00	(\$64.00)
Donations	54	\$287,802.36		Donations	47	\$268,544.84	\$19,257.52
Food	1431	\$3,384.25		Food	1999	\$1,758.50	\$1,625.75
Jewelry	54	\$172.00		Jewelry	148	\$416.00	(\$244.00)
Kids Clothes	38	\$271.00		Kids Clothes	25	\$196.00	\$75.00
Kids Toys	209	\$1,523.25		Kids Toys	679	\$2,135.75	(\$612.50)
Memberships	63	\$3,790.00		Memberships	46	\$2,230.00	\$1,560.00
Misc	79	\$1,591.17		Misc	37	\$129.25	\$1,461.92

Oil Revenue-ALL	37	\$11,965.18		Oil Revenue-ALL	35	\$16,844.18	(\$4,879.00)
Private Event Rental	39	\$14,230.00		Private Event Rental	27	\$18,550.00	(\$4,320.00)
Souvenir- mugs	100	\$602.50		Souvenir- mugs	61	\$464.00	\$138.50
Souvenirs	133	\$599.00		Souvenirs	119	\$463.00	\$136.00
Special Events	13	\$14,700.00		Special Events	35	\$14,950.00	(\$250.00)
Trust Funds	10	\$99,114.26		Trust Funds	5	\$203,163.68	(\$104,049.42)
Uncategorized	79	\$10,780.12		Uncategorized	73	\$2,282.43	\$8,497.69
Wedding Rental	24	\$23,252.50		Wedding Rental	15	\$18,935.00	\$4,317.50
Local Art	24	\$96.00					
Total		\$519,582.15				\$590,243.63	

Fundraising and Development

We received two grants this month to assist in funding interpretive signage in the village \$2500 from the FM Area Foundation Community grants and \$5000 from the Alex Stern Family foundation spring round . We are still waiting to hear back from both Burgum families. I had a visit with the JJ Gordan this week to discuss the Dawson Families interest in restoring Dawson Hall and am hopeful about their participation going forward.

Programming/ Facilities-

Special Events: The 4th of July event ran smoothly thanks to Missy's hard work in preparation for. However attendance was very low most likely due to the intense heat and the event being held on the Sunday of a long weekend. Preliminary counts indicate a similar attendance to 2020 of 1500 visitors. Invoices for event components have not yet come in so it is difficult to approximate revenue for the event at this time. However due to a low sponsorship amount of only \$12500 and fireworks cost of \$15000 I do not anticipate a good amount of revenue for this event. Megan and I will take a look at the event and its sponsorships going forward to increase revenue and decrease cost. A BIG Thank you to all the amazing assistance of the BOD on the 4th of July and 50 or so volunteers! We are blessed to have you!

Pioneer days, First Responder night, Trunk or Treat and harvest days preparations are in progress.

Private Events There has been some confusion in regard to a few of the events scheduled for the summer. An event held on June 18th violated many contract obligations causing the cancelation of the parties following event on the 19th. Both events were scheduled for a 2am end time with the first event causing the police to be called and parking lot occupied until 4 am. This in effect caused a questionable refund to be issued for the second event and an overall look at both the contract and the information given to/ explained to event holders. Shortly after her start date Megean began calling upcoming event holders and revamping the contract, payment recording and the payment sheets to provide a better level of communication between Bonanzaville and its event clients. In doing so an event was cancelled for the 25th of July and possibly the 16th of October. The confusion seems to have stemmed from a combination of cultural differences and followup. Megan has also booked 3 new events for 2021 and is receiving many inquiries into 2022.

Facilities/Grounds-

- **Front Doors:** are on order
- **Fargo's first House.:** project hired for 2021 should begin this month
- **Church memorial** the roofer hired to make needed repairs to the church building crushed a section of the sidewalk while doing so bids and
- **Furnberg:** This project has begun and has been stalled due to contractor scheduling but should be completed by pioneer days.
- **Train Building:** Repairs to building complete we are waiting for painter to begin.
- **Trangsrud House:** no update
- **Machine Shop Roof:** in search of/awaiting funding.
- **Hunter Times-** contractor hired to work on Furnberg will check on Hunter as well and see where it is at.
- **Main Museum-** Jordahl/ dirt dynamics has started repairing the leak on the west side of building this is slow going.
- **Arthur Town Hall-** In search of awaiting funding, Tyler has been instructed on the shoring up of the building as well and is in contact with a contractor referred by the Kilbourne Burgum family contact.
- **Ellingsberg carriage building-** Project complete.
- **Roofs:** Maier and Checkered years are both completed.
- **Air Museum-** awaiting contractor.
- **Bandstand-** Tyler has sought guidance on straightening and securing foundation and will be looking for a few handy volunteers to get this accomplished.
- **Cook Car-** has been moved to cement slab thanks to Jonathan and Elton!!!!

Submitted by Beth Jansen 7/16/2021

Cass County, ND Historical Society
Minutes for the 8/18/21 CCHS Board Meeting

Call to Order:

Meeting called to order at 5:38 pm by Jonathan Haux.

Roll Call:

Board members that were present at the meeting included John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Elton Solseng, Brock Tallakson, Laura Maeyaert, Kristin Fellows, and Angela Smith, and Dan Suckert. Staff members that were present include Executive Director, Beth Jansen and Brad Stedman, CPA.

Agenda:

Motion to approve Board Meeting Agenda as amended.

Moved by Brad Nudell and seconded by Elton Solseng.

Motion Approved.

Minutes:

Motion to approve Board Meeting Minutes as presented by John.

Moved by Brad Nudell and seconded by Dan Suckert.

Motion approved.

President Report:

It was brought to our attention that with Jana Tronier leaving the BOD that there would need to be someone to keep the meeting minutes. A volunteer was requested for the August meeting and Brock Tallakson agreed to help. The position to keep minutes for the BOD is open and strongly encouraging someone to volunteer.

Finance Report:

The Finance report was presented to the Board by Brad Stedman, CPA. The Board was given the opportunity to discuss and ask questions. Brock Tallakson brought up the idea of getting a corporate credit card that offers at least 2% cash back to be used to satisfy CCHS's expenses. After looking through previous reports it looked like a credit card of that nature could help generate close to \$10,000 annually for CCHS. Beth was going to look to see if she could find out if one already exists for CCHS, if so, what the cash back rewards look like.

Committee Report:

Collection Committee- N/A

Safety Committee- To meet in the Car Museum on 8/21 and 8/22 for safety meeting prior to Pioneer Days

Volunteer Committee- Brock Tallakson volunteered to join this committee.

Grounds Committee- Brock Tallakson volunteered to join this committee.

Executive Director Report:

Report was presented by Beth Jansen highlighting updates on Fernberg, Fargo's First, and CCHS is setting up a membership booth for Pioneer Days. She let the BOD know that Fernberg is now open and the renovations came in under budget. She also mentioned that Fargo's First would be open in time for Pioneer Days.

Old Business:

The Wheel Dozer was not accepted by Rollag. There was an offer to have the dozer moved at no cost, but was declined by their BOD.

Tom Kenville got a quote for a 40x100 square foot building with a cement floor that would cost nearly \$130,000. The building would be paid for with outside funding if the BOD would accept that the building would have the donating parties name would be on it. Details are still being discussed, so no vote at this time.

New Business:

Rollag requested to use the Steiger Tractor that is in CCHS's collection for their Steam Thresher celebration. The board put into motion that they would accept Rollag's request, adding that it would be available to Rollag 3 days prior to the celebration and be returned 3 days after the celebration.

Motioned by Elton Solseng

Seconded by Tom Kenville

Motion Approved

Adjourn:

Move to adjourn motioned by Angela Smith

Seconded by Brad Nudell

Adjourn: 6:58



Executive Directors Report

8/13/2021

Administration

Custer: The contact information in our system for Bill the volunteer who plays Custer was incorrect so I needed to send him a letter requesting a call. I guess Bill has played other characters in the past so I began by nudging him in to a different character he was pretty adamant that he only does Custer now. We are short on time now but I would like to meet with Bill shortly after Pioneer Days and simply offer him an opportunity to change his character to a more Cass county appropriate one and do want a board member in attendance just in case any ideas???

Things seem to be going well with both Tyler and Megean they both seem to be catching on to their positions and Bonanzaville. I have been very busy working with them to help make the adjustment easier.

Fundraising and Development

No updates at this time

Programming/ Facilities-

Special Events: Pioneer Day's is ready to go with new and returning demonstrations, docents, food options, and entertainment. Megan secured \$5,000 in sponsorships for this event. First Responder night, Trunk or Treat and harvest days' preparations are all in progress.

Private Events – We continue to add bookings for 2021 and are adding increased numbers to 2022 and 2023. We have 7 private events left this season. Megan and I are researching better marketing strategies for event rental.

Facilities/Grounds-

- **Front Doors:** are on order
- **Fargo's first House.:** Started this week and looking fabulous
- **Church memorial;** Sidewalk is completed and ready for the ribbon cutting and Pioneer Days.
- **Furnberg:** This project has begun and we are hoping to return items on Tuesday the 17th and have it ready for Pioneer Days.
- **Train Building:** Repairs to building complete we are waiting for painter to begin.
- **Train Asbestos:** Had a contractor from the Duluth Area look at the train and waiting for bid to come back.
- **Trangsrud House:** N/A
- **Machine Shop Roof:** in search of/awaiting funding.

- **Hunter Times-** contractor hired to work on Furnberg will check on Hunter as well and see where it is at.
 - **Main Museum-** project complete, they will be moving the clay Monday 8-16.
 - **Arthur Town Hall-** In search of awaiting funding, have met with the Kilbourne Burgum family contact a couple of times, also with a couple contractors that are interested in shoring the building up for the Winter Months. This coming week will be in a phone conference with Connor from the Kilbourne Group to discuss cost and next steps for the project.
 - **Air Museum-** Started August 3rd and completed August 5th
 - **Bandstand-** Have stabilized the floor. Put a couple of come alongs up and working on straightening the Structure. Contacted a contractor to straighten and putting some reinforcements to the frame to stabilize the structure better, bid came back at \$2400.
 - **Cook Car-** Smoke Stack has been put on.
 - **Interpretive signage:** Have dug holes and put post in the ground will have majority of these done for Pioneer Days – with a few left to dig and put in the ground after.
 - **Flowers:** Tough task to keep up when it is in the 90's but keeping up as good as we can.
 - **Law Enforcement:** project will be delivered on Tuesday the 17th
 - **Golf Carts:** replaced tires on both and had one in to get looked at due to not starting.
 - **Grounds:** Due to heat have not had to mow much.
- Pioneer Days preparation will be started on Monday!**

Submitted by Beth Jansen 8/13/2021

**Cass County, ND Historical Society
Board Meeting
September 15, 2021**

Call to Order - John Lund called the meeting to order at 5:35 PM.

Roll Call - Board members present include: John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Elton Solseng, Brock Tallakson, Laura Maeyaert, Kristin Fellows, and Dan Suckert. Staff members present include Beth Jansen, Executive Director and Brad Stedman, CPA.

Agenda Approval/Additions – Agenda was reviewed. Dan Suckert made a motion to approve the agenda. Jonathan Haux seconded and passed unanimously.

Minutes – August meeting minutes were reviewed. Laura Maeyaert made a motion to approve the minutes. Dan Suckert seconded and passed unanimously.

Presidents Report – John Lund led a discussion about form updates needed for our website such as: rental agreement, collection policy, deaccession policy, and employee personnel manual. Fargo's First House project reveal received good media coverage earlier this week. Discussion held on how to increase attendance for Pioneer Days next year. Strategic plan was reviewed. John Lund made a motion to approve board treasure to be a signer at the bank. Laura Maeyaert seconded and passed unanimously.

Finance Committee Report – Brad Stedman led a review of the financials. Brock Tallakson made a motion to pay insurance premiums annually. Dan Suckert seconded and passed unanimously. Beth is looking into credit card option through Bell Bank.

Committee Reports

Collections – N/A

Grounds – N/A

Safety – Brad Nudell reported they reviewed safety policies and best practices during Pioneer Days for all drivers for that event.

Volunteer – N/A

Executive Director – Beth Jansen led a review of her report. She is working with a realtor group to adopt and care for Fargo's First House. Sponsor money may be used to pay for marketing fees for future events. Discussed Adopt-A-Building for each open building. Volunteer committee (Laura Maeyaert, Dan Suckert and Brock Tallakson) will assist with this.

Old Business

Keller Exhibit update – Tom Kenville led a discussion. Items they wish to donate will be provided to the collections committee for review.

Stiegers to Rollag – Brad Nudell led a discussion. Tom Kenville made a motion to write a letter to Rollag stating our disappointment with the size of the signage. Dan Suckert seconded and passed unanimously. Discussed creating permanent signs used for all off site events. Quote for new signage will be obtained and options provided to the board. Discussion was had about updating our loan forms to stated items are not to be driven outside of CCHS property and that they are to use our board approved signage only.

Board Secretary – It was decided that the board secretary roles will be rotated through each board member monthly.

New Business – No new business discussed.

Meeting Adjourned – Elton made a motion to adjourn the meeting. Kristen seconded. Meeting was adjourned at 7:03 PM.



Executive Directors Report

9/11/2021

Administration

The volunteer who played Custer was contacted as discussed he took it quite well understanding our position, one message was received by in complaint of Custer not being here, we were accused of “cancel culture”. I have been addressing an issue with the fire and tornadoes insurance coverage, there were building’s missing from the insurance that needed to be added etc. I have no clue why this is happening as I am sure it was addressed in years past as well.

Fundraising and Development

I have identified 8 grants to apply for between 11-15- 21 and 4-15-22 for projects and programs in 2022 these include federal, local and regional. Kaitlyn would like to write one or two as part of her fellowship this year and I will assist her in that process. We are again involved in the Caring Catalog this year. I have signed us up with Hunter times as our project and \$10,000 as our goal. Megan and I prepared a marketing plan for this campaign that will begin the week of 11/22. I met with Cass Clay Creamery and they are committed to adopting the creamery building, I also spoke with the west Fargo Pioneer who showed interest in adopting the Hunter Times working with current volunteers. Tyler and I will create a list and reach out to more possible building sponsors this fall as things slow down.

Programming/ Facilities-

Special Events: Pioneer Day’s event ran very smoothly with added demonstrations, docents and entertainment. Megan and the whole Bonanzaville team did an amazing job securing sponsors, lining up additional demonstrators, adding docents, and planning the vast majority of the event in just the six weeks between July 4th and pioneer days. Attendance however was very light with an estimated 800 over the two days. 2021 is a very strange year I have heard reports of lower attendance at events for some venues and activities i.e. the Air museum events, fun runs, and the Fargo Marathon. And record attendance at others like Rolog, the ND State Fair and Red River Valley Fair. In 2021 Missy and I focused our advertising over the 8 events we had planned and wedding rentals. Digital billboards were place for each including pioneer Days with a possible reach of 78,000 commuters each day over a two-week period, Face Book posts and Boosts that saw over 30,000 views in the same two-week period, and radio ads with a reach of 20,000 listeners between the ages of 25-54 the week prior. In 2022 in an effort to increase attendance we will target marketing to only the four events we receive revenue on (unless sponsorships are added to cover marketing) and wedding rental marketing. I have also developed a check list/ schedule for each event that includes free marketing such as press releases, community calendars, interviews etc. As a guide for Megan to use on each event.

Private Events – Megan has booked 8 private events/weddings since beginning with us in June. Half fall in 2021 and half in 2022, she continues to average 2-3 showings a week.

Facilities/Grounds-

- **Front Doors:** Are on order, will not be completed until 2022
- **Fargo's first House.:** Finished 8.23/2021 – House looks Great.
- **Church memorial:** Black dirt has been added to back fill the area by the sidewalk – will spread and seed before snow falls.
- **Furnberg:** Project was finished about 8/18/2021 and Items returned.
- **Train Building:** Waiting on Painter – due to weather and inability to find labor this project will be pushed out to spring.
- **Machine Shop Roof:** In search of/awaiting funding. Slatted for 2022
- **Hunter Times-** Contractor hired to work on Furnberg checked and quoted at \$14,000. Tyler will see if Naseth Construction would be willing to put a bid in on this project as well.
- **Main Museum-** Carpet was laid in the Office area that had previously had water on 9/1/2021
- **Arthur Town Hall-** Waiting on the next phase and how funding will be accomplished.
- **Bandstand-** The bandstands base and foundation have been secured however the roof and sides have been twisted and turned due to its several moves over the years. We had a contractor out to try and straighten, the plan he had was not feasible after he started. He brought another contractor in to look at it and then came back with an increased bid of around \$5000. With this bid there is “NO” Guarantee the Bandstand would survive. We need to look at other avenues to take with the Bandstand. We had another Contractor out who he flat out said he would not complete due to not being able to guarantee his work and one more looking at it in the near future.
- **Cook Car** – Starting to Look ahead for Placement for the Winter inside a Building.
- **Flowers:** Time to take up soon ☺
- **Law Enforcement:** Project Items have been delivered and waiting for Pat and his crew to start to demo and replace roofing.
- **Golf Carts:** The Machine Shed Cart is in need of a few repairs similar to those the cub cadet required earlier this year.
- **Grounds:** Rain has helped with the grounds - we actually had to mow a few times.
- **Church:** Window broke on the night of 8/20/2021, Fargo Glass and Paint is on Schedule with about a 5-week turnaround to replace.
- **Medical Building:** Glass in the front patio area fell out, talked to Fargo Glass and Paint and they can't do anything until the sash part is replaced.
- **Security Camera's:** We need to upgrade our Wi-Fi to keep the camera's working as the signal from the main building is not strong enough to support the cameras throughout. This has been a problem for quite some time if not since original installation.
- **Martinson Cabin:** Looking to find a few contractors to look at this Building and to give insight in a direction to take with the Building. One contractor has quoted he floor fix at \$4500 we will continue to seek quotes for the roof and additional needed fixes to open with a hope of doing so in 2022.
- We have Gateway Building Systems coming on 9/14/2021 to assess the Buildings that have Metal Roofs.
- Winter Storage of Cars, Boats and Campers is in preparation.
- Also Looking ahead and planning on redoing and revamping the people mover carts left outside in 2019 by Building 16 this winter to be operational for Events that need them (this year we needed to find a donated cart to allow a group of senior's access to the village) We are also planning the revamping of the old kitchen behind the office area as a collection space, adding artifact storage in one of the back offices, and re-organizing storage areas throughout the village over the winter.

**Cass County, ND Historical Society
Board Meeting
October 20, 2021**

Call to Order – Jonathan Haux called the meeting to order at 5:36 PM.

Roll Call - Board members present include Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Elton Solseng, Brock Tallakson, Laura Maeyaert, Kristin Fellows, Angela Smith, and Dan Suckert. Staff members present include Beth Jansen, Executive Director and Brad Stedman, CPA.

Agenda Approval/Additions – Agenda was reviewed. Brad Nudell made a motion to approve the agenda. Dan Suckert seconded and passed unanimously.

Minutes – September meeting minutes were reviewed. Brad Nudell made a motion to approve the minutes. Dan Suckert seconded and passed unanimously.

Presidents Report – Jonathan Haux Reviewed an email John Lund sent him in leu of a president's report with the only topic being a meeting held with Tom Kenville and collection committee to discuss possible Keller exhibit with committee explaining process later in the meeting.

Finance Committee Report – Brad Stedman led a review of the financials. Brock Tallakson recommended looking into increasing the eidl loan amount with new 2021 increases available and will investigate with staff. Financials accepted.

Committee Reports

Collections – Kristen Fellows update the board on recommendations for future possible Keller exhibit, recommendations handed out to board in list form.

Grounds – N/A

Safety – NA

Volunteer – Volunteer appreciation meal planned for 11-11-21.

Executive Director – Beth Jansen led a review of her report. Questions asked and items clarified.

Old Business

Keller Exhibit update – Discussed during collections committee report.

New Business – No new business discussed.

Meeting Adjourned – Brad Nudell made a motion to adjourn the meeting. Elton Solseng seconded. Meeting was adjourned at 6:38 PM.



Executive Directors Report

10/18/2021

Administration

We have been approved for the Community Visa Credit Card through Bell Bank with a beginning credit limit of \$5,000 and rewards of 1%. Brad and I have been working on the 2022 budget and will present to the Finance Committee this month and the board as a whole at our November Board meeting. Megan and I have been planning event sponsorship and marketing strategies for 2022 to increase attendance, rentals, visibility and sponsorships. Volunteer recruitment for the Corn Maze has gone quite well, with our volunteers stepping up and supporting our efforts. Pay out on this event should occur prior to 1-1-2022.

Fundraising and Development

I am in the process of completing a DAR request for \$7500 towards repair and reopening of Martinson Cabin in 2022 and Kaitlyn and I begin preparation for two "Inspire for Small Museum" requests through IMLS this week. One intended for continuing the inventory project and the other for educational programming. These are very competitive requests and completing two increases our chances of award. I have presented for 3 civic/business groups this month building awareness and support. Fargo's Wednesday am Business Networking International group began meeting in the event center each Wednesday Morning bringing 25+ business owners/professionals to us each week. This is a rental for donation and the group sets up and tears down on their own. I have not yet received a response from those approached for Dawson and Arthur repairs.

Programming/ Facilities-

Special Events: The St. Johns Memorial Ribbon cutting went well with a large turnout, many thank yous from congregation members and lots of media coverage. Our second annual "First Responders Appreciation Night" also went well with close to 200 first responders and their families in attendance and decent media coverage. We did have a bit of an issue the electricity in Dawson Hall with a main line pulling off the building but managed to get through that as well. Preparation for Trunk or Treat is coming along quite well with many more trunks than 2020 as well as sponsorship money that will cover expenses for the event. Paranormal Investigations began 10-15 with a not quite sold out event. A happy hour was added that seemed to bring attendees together to talk about their experiences as well as add value to the event. The next two nights 10-22 and 29th are all but sold out. Planning and preparation for COTP is also underway. Megan and I met with Judy Lewis the new ED from FMCT on Friday 10-15 to create a partnership for 2022. FMCT will create our 2022 Murder Mystery nights and provide actors for a small portion of the proceeds. These tickets will go up to \$50 a piece and a happy hour offered as well.

Private Events – Megan continues to book events regularly with 8 weddings booked out to 2022 and showings weekly. We have signed a contract with the fair grounds to provide alcohol service in 2022 in exchange for our parking lot lease, the use of lot 3 and gates 2 and 3, and an additional percent of sales if revenue reaches \$50,000 or over. We will be looking into a half year beer and wine license for our smaller events.

Facilities/Grounds-

- **Front Doors:** Are on Order
- **Fargo's first House.:** Finished and had Re Grand Opening
- **Church memorial** Finished and had a Re Grand Opening
- **Train Building:** Painting is on Schedule for early spring
- **Trangsrud House:** Receiving quote for windows
- **Trangsrud House:** Will be Seeking quotes for Siding
- **Machine Shop Roof:** Got a Quote from M.J. Dalsin and came in at \$26,358 will be getting another quote for this project tentatively scheduled for 2022.
- **Machine Shop Windows:** Receiving Quote for Windows
- **Hunter Times:** flooring/foundation quoted and tentatively scheduled for 2022
- **Main Museum:** Started to redo back room for Collections and office space
- **Arthur Town Hall:** Seeking Funding, received drawings from Heyer Engineering and forwarded them to the Kilbourne group
- **Bandstand:** The contractor who bid this to fix, started to do but it was a bigger project then expected, he came back with another bid with no guarantee we are looking into other options/quotes.
- **Cook Car:** Moving into Carriage Building after November 1st
- **Checkered Years House:** Receiving quote for Windows
- **Medical Building:** Receiving quote for broken Window
- **Hagen House:** Receiving quote for Windows
- **Martinson Cabin:** Having the guy who did the floor in Furnberg to look at the floor
- **Law Enforcement Building:** Re shingling is complete
- **Phone Building:** Having the guy who did Furnberg to look at the flooring, and seeking quotes out to repaint
- **Pioneer Fire Building:** Had electrician look at the electrical due to outlets and lights not working in building
- **Melroe Tractor Building:** N/A
- **South Pleasant Church:** Had a Window replaced by Fargo Glass and Paint broken during a wedding
- **Habberstad Cabin:** Getting a quote with the guy who did Fargo 1st to replace some logs
- **Trangsrud Elevator:** Seeking a quote to repaint
- **Dawson:** Seeking out quotes to fix roof
- Will be starting winterizing projects the week of 10/18/2021

Submitted by Beth Jansen 10/15/2021

**Cass County, ND, Historical Society
Board Meeting
November 17, 2021**

Call to Order - President John Lund called the meeting to order at 5:30

Roll Call - Board Members present include John Lund, Jonathon Haux, Elton Solseng, Brad Nudell, Dan Suckert, Laura Maeyear, Tom Kenville, Angela Smith. Staff members present included Beth Jansen, Executive Director.

Agenda Approval/Additions - Agenda reviewed. Brad Nudell made a motion to approve as presented. Jonathon Haux second, passed unanimously.

Minutes - October meeting minutes were reviewed. Brad Nudell made a motion to approve as presented. Laura Maeyear second, passed unanimously.

Presidents Report - John Lund, reminded board of several committee openings including Buildings/Grounds and Bylaws. Interested persons should let him know. Also reminded board that non-board members are a great source of volunteers to serve on committees.

Finance Committee Report - Beth Jansen led a review of October Financial Statements. Motion by Brad Nudell to accept, Elton Solseng second, motion carried.

Committee Reports

Collections - N/A

Buildings/Grounds - N/A

Safety - N/A

Volunteer - Volunteer recognition dinner successful, thanks to those board members and family who assisted.

Executive Director - Beth Jansen led a review of her report. Board member questions addressed.

Old Business

CCNDHS donation - offer of Cook Car to Probstfield Farm was declined.

Keller Exhibit update - Tom Kenville updated board on progress, currently waiting on more detailed bids for project.

New Business

Investment Draw 2022 - Motion by Brad Nudell to Set up an additional Edward Jones Account designated for annual disbursements from RogneTrust. Second Dan Suckert, discussion Motion passed unanimously.

EIDL loan increase - Motion by Dan Suckert to pursue refinancing as much of current Bell Bank loan as possible up to current balance at EIDL interest rate of 2.75%. Second Brad Nudell, discussion. Roll call vote: Yes - Elton Solseng, Brad Nudell, Jonathon Haux, Dan Suckert,

Laura Maeyear, Tom Kenville, Angela Smith, John Lund; Opposed - None. Motion passed unanimously.

2022 Budget - Proposed budget presented by Beth Jansen with review of justification for line item changes. Motion by Brad to accept 2022 Budget. Second Laura Maeyear, discussion, motion passed unanimously

Meeting Adjourned - Elton Solseng motion to adjourn, second by Brad Nudell. Meeting adjourned at 6:57pm.

Submitted by: John Lund



Executive Directors Report

11/12/2021

Administration

We have been notified and disputed an unemployment claim by a prior employee for a sum of over \$12,000. The claim was found to be unsubstantiated and we are not liable to pay any unemployment benefits. I attended the State Marketing Summit on 10-26, learning about their plans and partnerships and strategies going forward. This will assist us to plan our own marketing efforts going forward.

Fundraising and Development

We will have submitted five grant requests for 2022 by the end of this week including: DAR for Martinson, Cultural and Heritage through State Historical Society for Habberstad, ND Museum Assessment project "Founding Fargo Exhibit", Operation Round up for educational programming, and inspire for small museums for our inventory project. I have followed up with the Burgum family and we should know before the end of the year if they will contribute to the repairs needed for Arthur Town Hall. Still no word from the Dawson family though I have reached out to them several times and will continue to do so.

Programming/ Facilities-

Paranormal Investigations took place on October 15th, 22nd and 29th. The added happy hour went well with groups sharing their experiences. All but the first night were sold out and a sixth group added on the last evening last tour. Ian Crandall was our paranormal investigator volunteering to help with tours and adding expertise we are having him back next year. We had nothing but positive feedback for this event and the plan is to add a Saturday night in the mix the last weekend before Halloween next year, do 4 nights and add a sixth group to each tour. This is a great revenue for Bonanzaville in October, and we are pleased with our relationship with Ian. Trunk or Treat was a major success as well, with the press from KVRr and the massive turnout of four thousand plus this will be an event we can secure increased sponsorship money for in the next several years. Please note the only advertising done for this event was a sign, Facebook, and press releases. Christmas On The Prairie preparation is in full swing, Megean has planned a full Christmas style dinner upstairs for purchase of \$10.00 and has added tickets on Eventbrite to help with the headcount. Admission for COTP is \$10.00 for adults and students and \$5.00 for kids eighteen and under. A children's author is coming out, Roxane Salonen, a craft show in Dawson is taking place, Namaste Chai will have their vendor truck out in the village selling hot teas, as well as all the traditional activities such as kids crafts, cookie baking, smore's, carolers, carriage rides etc.... We are hoping with all the positive and changes made we will have a great turnout on December 4th. Megan has started working on July 4th and Pioneer Days as well, making some changes to those events adding activities, reaching out to different organizations to partner on our parades, adding a Pancake feed during Pioneer Days in the morning and planning a Church service. More details to come as we get closer to the date.

The plan is to continue to market and expand our visitor base, by planning and maintaining a clear focus month in advance of events. Allowing us to add activities, better plan components and increase attendance numbers. We are seeing a particularly good booking response for 2022 for receptions, weddings, and private events with fourteen booked at this time.

The working relationship between new and old staff members and many of the volunteers is becoming quite strong, building on clear communication at every level. We see good things to come for the future of Bonanzaville.

Facilities/Grounds-

- **Front Doors:** We spoke about these doors; we have decided to put these on the back burner for now. We have not had any additional issues with them
- **Furnberg:** Roof and electrical update needed in future quote came in at \$5,500 for roof.
- **Train Building:** Morris painting has assured us it will be completed first thinking in the spring.
- **Trangsrud House:** Window Quote came in at \$1,890 An old quote came back for repairs to siding and painting at \$15,000
- **Machine Shop Roof:** Got a new Quote from M.J. Dalsin and came in at \$26,358 will be getting another quote and hoping to complete in 2022
- **Machine Shop Windows:** Window quote came in at \$4,888 / Roof came in at \$26,000
- **Hunter Times:** Roof quote came in at \$5,500 / Foundation quote came in at \$14,500 hope to complete foundation in 2022
- **Main Museum:** old kitchen is being turned into collection work area and is shaping up good – used some of the old cabinets and relocated them in the time clock area.
- **Arthur Town Hall:** We are playing the waiting game with any kind funding. / Quote came back at \$150,000
- **Bandstand:** We need a solution or plan to save the structure
- **Cook Car:** Was moved inside the New Carriage Building – Not looking forward to taking it back out in the spring
- **Checkered Years House:** Window quote came in at \$4,640
- **Medical Building:** Window quote came in at \$538
- **Hagen House:** Window quote came in at \$3,248 / Seeking quotes for roofing
- **Hubberstad Cabin:** Roof quote came in at \$27,500 / Log quote came in at \$46,850
- **Phone Building:** replaced the automatic door openers – they came in at \$1,950 each Some flooring needs to have more support
- **Pioneer Fire Building:** Seeking quotes for electrical issues
- **Melroe Tractor Building:** Sliding Doors on East side may need to be replaced
- **Houston House:** Seeking quotes for windows
- **Courthouse:** Roof quote came in at \$5,500
- **Dobrinz School:** Seeking quotes for the Entry
- **Trangsrud Elevator:** Looking for painting quote
- **Dawson:** Dynasty724 Went through the panel, tightened multiple circuits, and had to move one breaker up. There is a breaker that is crackling and may need to be replaced or the panel board itself could be going bad. / A quote came back for repairs to Dawson at \$100,000

- **Old Carriage:** Dynasty724 came out to look at the garage door opener due to not working after the highline wire fell. Had to replace a transformer in the unit
- **Small Red Barn:** Seeking quotes for roofing
- **Event Center Media:** Glen is donating speakers to be set in ceiling and is presenting a new screen option.
- **Blacksmith Shop:** Seeking quotes for roof and windows
- **Martinson:** Quote for flooring came back at \$4,500 / siding \$12,000
- **Harness Shop:** In house Cedar Shingles replacement next spring
 Things on our minds: We would like to make all buildings handicap accessible
 Tyler and Kaitlyn will do building assessments and add needed repairs in the next few months.

Submitted by Beth Jansen 11/12/2021

**Cass County, ND, Historical Society
Board Meeting
December 15, 2021**

Call to Order - President John Lund called the meeting to order at 5:35 pm.

Roll Call - Board Members present include John Lund, Jonathon Haux, Elton Solseng, Brad Nudell, Dan Suckert, Angela Smith, Tom Kenville. Staff members present included Beth Jansen, Executive Director; Brad Stedman, Accountant.

Agenda Approval/Additions - Agenda reviewed. Brad Nudell requested time under new business to report an issue. Brad Nudell made a motion to approve as updated. Elton Solseng second, passed unanimously.

Minutes - October meeting minutes were reviewed. Brad Nudell made a motion to approve as presented. Jonathon Haux second, passed unanimously.

Presidents Report - John Lund, handed out list of current committees and committee members. Encouraged committees to recruit additional members and reminder committees can include non-board members. Noted several updates needed to CCNDHS website including board members and officers.

Finance Committee Report - Brad Stedman led a review of November Financial Statements. Motion by Elton Solseng to accept, Brad Nudell second, motion carried.

Committee Reports

Collections – Kristen Fellows, reported on meeting on Friday, 12/17 at 2:00 pm.

Buildings/Grounds - Tom Kenville, waiting for detailed quote to present to Keller family for potential donation for new exhibit building.

Safety - Brad Nudell reported a safety issue observed during Christmas On The Prairie related to limited snow removal.

Volunteer - N/A

2022 Board Nominating Committee - Motion by Elton Solseng to appoint Brad Nudell to committee and allow Executive Director or President to contact Glenn Ellingsberg, Laura Maeyert and Brock for possible appointment.

Executive Director - Beth Jansen led a review of her report. Board member questions addressed.

Old Business

Jonathon Haux discussed possibility of purchasing a new transport trailer rather than fixing our current Tram. **No action taken.**

New Business_

Sleigh Loan to Horace Lions - Brad Nudell made a motion to loan Sleigh to Horace Lions to be picked up on December 16th and returned on December 18th. Second Jonathon Haux, motion carried.

Recommended Updates to Employee Policy - Motion by Brad Nudell to update employee policy manual with New Policy - *"Employees are offered a 10% discount on all gift shop purchases, 50% discount on the use of event space, 50% discount on winter storage, and 50% discount on guest pass for family and friends. These discounts also apply to current members of the Board of Directors in good standing."* Second by Dan Suckert. Motion passed unanimously.

Motion by Brad Nudell to update employee policy regarding Holidays to *"Paid holidays for permanent employees working 30+ hours a week are as follows:"* Changed from full time employees. Second by Elton Solseng. Motion passed unanimously.

Brad Nudell report - Brad reported a concern mentioned at Christmas On The Prairie by Bonanzaville Bells that the board President and some other board members were not present. This is a good reminder that board members should attend special events when possible. Discussion followed regarding numerous other ways that board members volunteer throughout the year.

Meeting Adjourned - Elton Solseng motion to adjourn, second by Brad Nudell. Meeting adjourned at 6:35 pm.

Submitted by: John Lund



Executive Directors Report

12/10/2021

Administration

We have applied for the Eidl loan modification for an increase from \$150,000 to \$646,000 as discussed last month, we have not heard back yet. If approved the increase will address all current loans at a rate of 2.75% for a period of 30 years at a monthly payment of \$2800.

Fundraising and Development

Kaitlyn and I presented at the Operation Round Up board meeting on 12-9 we have 5 more grant applications we will be submitting between now and May of 2022. These grant requests are intended to build our educational programing including: redesigning school tours, adding interactives, visitor engagement tracking, and community education both onsite and off. Our temporary curator position will be working on this project in 2022 and if possible the permanent "Founding Fargo" exhibit that was discussed and researched a few years back. We have developed a plan for GHD that will include, video's, a lunch time event, marketing, a mailer, and FB live video's the day of. Caring Catalog is at \$1585 at this time and our annual appeal letter went out the week of 11-22 with membership renewals coming in daily. The Corn Maze fundraiser is looking to bring in roughly \$11,000 from the Maze proceeds and a yet undetermined amount for the corn itself. We will be serving as the Harwood Prairie Players box office in 2022 answering calls and taking ticket orders for a donation of \$1 per ticket sold, as Yunkers has closed and is no longer able to accommodate them. In a normal year they sell 3000 tickets. We are also in talks with them about participating in pioneer days as living history demonstrations i.e a legal proceeding in the court house, a pioneer family in Fargo's first ect..

Programming/ Facilities-

"Christmas On The Prairie 2021" went very well, attendance was down slightly from 2019, where we had 701 people attend, this year we had 667. We had lots of positive feedback and just a few hiccups. Megan is in the process of working on the 4th of July and Pioneer Days 2022, our focus for the 4th of July is a family fun theme, looking to create a carnival themed day out at Bonanzaville. Pioneer Days will be focused on living history we hope to add back a church service, pancake breakfast, additional docents and more. Megan and I have 3 upcoming meetings with possible sponsors for the 4th in early January. We will determine whether to continue with fireworks as part of our offerings by the 15th of January depending on how those meetings go.

No Updates on private events.

Megean has begun booking school tours for May of 2022. She is working with Kaitlyn on getting guided tours and docent volunteers please let them know if you are available this year. Megean made contact

with all area schools to introduce herself and begin booking, teachers seem excited to get back out to tour.

Facilities/Grounds-

- **Front Doors:** We have decided to put these on the back burner for now. We have not had any additional issues with them but will look to replace the west doors this winter as they were major trouble during Christmas on the Prairie. Tyler has them fixed for now.
- **Furnberg:** Roof and electrical update needed in future quote came in at \$5,500 for roof, electric will be quoted soon.
- **Train Building:** Morris painting has assured us it will be completed first thing in the spring.
- **Trangsrud House:** Window Quote came in at \$1,890 An old quote came back for repairs to siding and painting at \$15,000
- **Machine Shop Roof:** Got a new Quote from M.J. Dalsin that came in at \$26,358 and two quotes from A & R with differing insulation thickness one at \$27,200 and second for \$ \$23,800. This project will be planned for spring 2022 and may be done early in the year if possible to get the machine shop back up and open in 2022.
- **Machine Shop Windows:** Window quote came in at \$4,888.
- **Hunter Times:** Roof quote came in at \$5,500 / Foundation quote came in at \$14,500 the flooring/foundation will be completed first thing in spring 2022.
- **Main Museum:** old kitchen is being turned into collection work area and is shaping up well – repurposing counters and cabinets as possible.
- **Arthur Town Hall:** We are playing the waiting game with any kind of funding. / Quote came back at \$150,000
- **Bandstand:** We need a solution or plan to save the structure!
- **Cook Car:** Was moved inside the New Carriage Building – Not looking forward to taking it back out in the spring
- **Checkered Years House:** Window quote came in at \$4,640
- **Medical Building:** Window quote came in at \$538
- **Hagen House:** Window quote came in at \$3,248 / Seeking quotes for roofing
- **Habberstad Cabin:** Roof quote came in at \$27,500 / Log quote came in at \$46,850 awaiting grant results
- **Phone Building:** replaced the automatic door openers – they came in at \$1,950 each Some flooring needs to have support added.
- **Pioneer Fire Building:** Seeking quotes for electrical issues
- **Melroe Tractor Building:** Sliding Doors on East side need to be fixed and latches straightened will address in warm weather.
- **Houston House:** Seeking quotes for windows
- **Courthouse:** Roof quote came in at \$5,500
- **Dobrinz School:** Seeking quotes for the Entry
- **Trangsrud Elevator:** Looking for painting quote
- **Dawson:** Furnaces needed minor repairs right before COTP with the front Furnace and electric needing additional work as the furnace for some reason has no electricity going to since it was worked on in the fall of 2020. This was just discovered and we will address.
- **Small Red Barn:** Seeking quotes for roofing
- **Event Center Media:** Glen is donating speakers to be set in ceiling and is presenting a new screen option.

- **Blacksmith Shop:** Seeking quotes for roof and windows
 - **Martinson:** Quote for flooring came back at \$4,500 / siding \$12,000 awaiting grant results.
 - **Harness Shop:** In house Cedar Shingles replacement next spring
- Things on our minds: We would like to make all buildings handicap accessible
Tyler and Kaitlyn will do building assessments and add needed repairs to the list in the next few months.

Submitted by Beth Jansen 12/10/2021