

## Cass County, ND, Historical Society

January 15, 5:30 pm

The CCHS meeting was called to order – 5:35 pm by President Glenn Ellingsberg.

**Roll Call** – Kristen Fellows was absent. All others were present. Tom Kenville, Bob Clarke & Leah Clarke were with us on the phone. Brenda Warren & Brad Stedman were also present.

**Agenda** – No additions or changes.

**Minutes** – John Lund moved to accept minutes as published, Elton Solseng seconded, voice vote carried.

**Guest Speaker** – Kari from Midwest Nest gave a presentation for us. Very enlightening. Tabled until next time.

**Financial Report** – Brad Stedman gave us the report, with discussion, County allocation came in on Jan. 15, 2020, nothing else remarkable to report, loans are coming down on the principle. John moved to pay back outstanding debts Brad Nudell seconded. Roll call vote carried unanimously.

**2020 Budget** – Keeping with what has already been decided. Missy Warren's hourly pay was discussed, \$20.19 per hour. She accepted the exempt status. John Lund Moved to accept Missy's salary at \$42,000, Special Event Bonus amount to \$62,500, Jonathon Haux seconded. Roll call vote carried unanimously. Brenda was also overpaid \$3200. Tom Kenville moved that we forgive the amount and Patrick Donegan seconded. Roll call vote carried unanimously. John Lund stated that based on revenue, Missy would be entitled to a bonus of \$6,057.88. Finalizing the 2020 Budget passed by a roll call vote with all present voting in favor except Glenn Ellingsberg who voted against.

**Executive Director** - Brenda Warren

**Artifact of the month....** Billie Club from the Great Depression.

**Grants...** Grant for Fargo 1<sup>st</sup> House we should hear any day now. US Commerce did work out. Currently working on another with Tharaldson & Sanford. Snow removal a challenge. Harwood Players will be building a stage in Dawson Hall. Materials are here. Maintenance opening, Kevin was let go. Consensus we should wait for the new Director. Chelsea has been working on interpretation for each building. 1 x 2-foot signs. Cost \$959.50 for 25 buildings. Grants are out there for signage. Discussion. Tabled. Shane taking a leave of absence due to health of his wife. Mrs. Smith is sending us a new intern.

**Alan Burke ....** Brenda has apologized over & over, and he might be back. He says have new Director call him. Discussion as to why Allan decided not to be here at Christmas on the prairie.

Andrew Smith sent a letter about the water project with the city of West Fargo. Discussion. Email was sent to Pat Downs at Moore Engineering asking for update. We can handle it without a lawyer.

Volunteer Brent Hanson needs a gold star for helping with snow removal. Kudos! Thank You So Much!!

Brenda sent changes to board passed for payroll to Payroll Professionals. We need to do this right. All balances come forward on PTO accrual doesn't change. Thank you, Brenda.

Patrick Donegan will pay for half of the building signs. Which is ½ of the grant. Thank you Patrick.

Bonanzaville will host a watch party at the event center Jan 27, 2020 at 6:30 pm. PBS is bringing their own equipment. Brenda is sending out invites.

**Committee Reports:**

Collections – Elton Solseng – no report

Buildings – Jonathan Haux – No report

Grounds – Leah Clarke - no report

Safety – Bob Clarke – no report

Volunteer - Tom Kenville - no report

**Projects:** Review interactive plan. Some of these can be worked on during our quiet time. Some discussion.

**Old Business:** Executive Director opening –

Executive Director Search Committee - John Lund, Tom Kenville, Jana Tronier & Angela Smith. Discussion. The Committee has posted the position opening through the end of January with ND Job Service, Indeed.com, American Association for State and Local History and on the Bonanzaville website. This has resulted in the receipt of 16 interested individuals for the position. The resumes have been placed in a shared folder for committee members to review and we hope to narrow the field by early next week with plans for phone interviews beginning later next week. We will share our recommendations for final interviews with the board as soon as possible.

A motion was made by Tom Kenville to get a separate Grant writer, Seconded by Brad Nudell. Tom also proposed that he cover the costs. Roll call vote carried with Patrick Donegan voting no. Thanks to Tom for this very generous offer, we are very excited by the quality of candidates and the potential financial impact this will have for Bonanzaville.

**New Business:**

Hold a meeting to discuss Facility Planning and Fundraising – Jan. 23, 2020 12:30 – 4:00pm Bring 12 names who would entertain giving donations spanning 5 years of \$100k, \$50K, \$25k, \$10K.

Meeting was Adjourned.

## Cass County Historical Society

### 1. Meeting Called to Order:

President Glenn Ellingsberg called the meeting to order with members present as follows: Glenn Ellingsberg, John Lund, Brand Nudell, Leaha Clarke, Bob Clarke, Kristen Fellows, Patrick Donegan, Tom Kenville, Jonathan Haux, Elton Solseng and Jana Tronier. Members absent as follows: Lowell Disrud. Staff Members present: Brenda Warren, Executive Director and Brad Stedman, Finance.

### 2. Minutes Approved:

**MOTION, passed**

**John Lund moved and seconded by Jonathan Haux to approve the minutes of the January 15, 2020 with corrections. Approved on voice vote.**

### 3. Finance Report

Finance – Brad Stedman provided an update on reviewing the financial accounts of the Cass County Historical Society. There may still be some changes to the 2019 end of year report as some items may not yet be entered.

**MOTION, passed**

**Jonathan Haux moved and seconded by Elton Solseng that the finance report be accepted. On voice vote, the motion carried unanimously with Lowell Disrud absent.**

### 4. Executive Director's Report

- a. Giving Hearts Day was a huge success with receipts of \$30,950.00 received.
- b. Fargo's First House:
  - i. Hector gave \$5,000 to Fargo's First House
  - ii. State Historical Society approved a cultural grant in the amount of \$25,000.00
  - iii. Brenda states she is now applying for a grant from the CVB for 25% of the cost of repairs to Fargo's First House which has been customary on large projects.
  - iv. Bob Jostad had offered at one time to provide logs for the project and Jonathan will check with Bob to see if that offer still stands. It would mean a lot to the project as we will need six or seven logs along the bottom.
- c. Brenda is working with Bob Miller, Cass County Electric, on a grant to replace existing lights with LEDs. Cost is about \$8,000 to \$9,000 and the grant could cover up to 80%.
- d. Snow Plow Vehicle is ready and just needs to be delivered. Patrick and Brad will work on getting it to Bonanzaville.
- e. Mennonites from South Russia is requesting permission to place a historic marker and memorial celebrating their ancestors settling in Cass County in 1875~1876.

**Motion Passed**

**Brad Nudell moved and seconded by Elton Solseng to accept the marker at no cost to our society, if placement and wording is acceptable to both parties. On voice vote, the motion carried unanimously with Lowell Disrud absent.**
- f. Glenn Ellingsberg brought up the 2020 Brochure and how it was planned to feature a Native American dancer on the front cover and questioned how appropriate that may be since we

- have not had any dances or any similar activities for several years. Following discussions, the consensus of the board was that perhaps another photo might better represent current activities of Bonanzaville. Brenda states that she will find another photo.
- g. Board received an unsigned letter that was critical of some of the actions of the Board of Directors and Staff which was discussed and was found to be without merit.
  - h. Bonanzaville, USA was named the 2019 Industry Award from the Convention and Visitor's Bureau.

## **5. Committee Reports**

- a. Collections – Elton Solseng
  - i. Had a recent committee meeting and several items were accepted but some were declined. A Large Railroad Lantern, a mink coat, binders of pictures for tractor museum, lanterns for props were accepted. Turned down doll buggies, spinning wheel and pump organ.
  - ii. Reminder that the Collections Committee would have liked that the acceptance of the Steiger Lion Tractor had come before their committee first but they realized it was a time issue.

## **6. Projects**

- a. Car/Propeller/Tractor with Sound
  - i. Brad Nudell and Patrick Donegan have the frame welded and Glenn Ellingsberg has the sound ready.
- b. Hand Water Pump
  - i. Glenn Ellingsberg & Elton Solseng have acquired the galvanized tank and Elton is working on mounting the hand pump.
- c. Train Whistle
  - i. Glenn Ellingsberg is almost finished with this project.
- d. Tire Swing – Completed
- e. Shelling Corn – Completed
  - i. Jonathan Haux has assured the board that he will get the corn when needed.
- f. Jonathan Haux stated that a Rope maker would be another interactive activity and there was one in Building 16.

## **7. Old Business**

- a. Executive Director Opening
  - i. John Lund stated that they have reviewed the applications and finalists have been selected for interview by the Board. Those interviews will be on Sunday after the workshop on Facility Management & Finances. Glenn will send out required notices.
  - ii. Introduction to a potential contract grant writer will follow interviews.
- b. Orchard Grant Update
  - i. Trees and Shrubs have been ordered and will come in under the grant amount.
  - ii. Jonathan states that he can most likely find a tiller to work the ground
  - iii. Patrick Donegan states that he knows where to get access to a post hole digger
  - iv. Need to acquire mulch and tree stakes from the City of West Fargo if possible.
- c. Reminder of Special Board Meetings on Sunday 02-23-2020.

## 8. New Business

- a. Midwest Nest Proposal  
**Motion to Table** – Patrick Donegan moved to **Table Indefinitely which passed by voice vote.**
- b. A nominating committee was named consisting of John Lund, Jana Tronier and Kristen Fellows.
- c. No By-Laws Committee will be named at this time.
- d. Vote Centers
  - i. The County is looking for vote centers and Glenn Ellingsberg would contact the county about using Bonanzaville if the Board had no objections. There were no objections.

Jonathan Haux moved to adjourn, **Motion Passed on a Voice Vote.**

President Ellingsberg adjourned the regular meeting at 7:15 pm.

February 23, 2020

The Cass County Historical Society meeting was called to order at 4:30 pm by President Glenn Ellingsberg.

**Roll Call** –Board Members present: John Lund, Glenn Ellingsberg, Brad Nudell, Jonathan Haux, Elton Solseng, Lowell Disrud, Patrick Donegan, Kristen Fellows and Jana Tronier with Tom Kenville joining us by phone. Bob and Leaha Clarke were absent. Angela Smith was a guest and member of our selection committee.

**Only 2 items on the Agenda.**

**1) Interview of Finalists for Executive Director's Position**

- a) Danielle Stuckle was introduced by board member John Lund.
  - i) Ms. Stuckle provided the board with a brief synopsis of her education, work history, and how her experience could impact the events and operations of Bonanzaville. Ms. Stuckle spent several minutes providing an insight into some of her thoughts on events and programming for Bonanzaville. How partnering with others could benefit Bonanzaville.
  - ii) Ms. Stuckle responded to several questions offered by board members.
- b) Beth Jansen was introduced by board member John Lund.
  - i) Ms. Jansen discussed her past work experience, education and the strengths she would bring to Bonanzaville. Ms. Jansen stated that our business plan looked sound and that with her business background and grant writing skills, she could work toward meeting those goals and objectives.
  - ii) Ms. Jansen also responded to several questions offered by board members.

**2) Contract Grant Writer**

- a) John Lund introduced Liselotte Erdrich who is under consideration for a contract grant writing position.
  - i) Ms. Erdrich talked about her past work experience, how history has played an important part in her upbringing and interests. This led to her becoming an independent grant writer which she has done for some time. Familiar with local, state and federal grants; a majority of her grant writing has been with various tribes and some have been quite substantial.
  - ii) Prior to leaving, she responded to several questions from members of the board.

Board Members were then given an opportunity to discuss the finalists for the Executive Director's position and each did express their thoughts on each.

**MOTION FAILED:** John Lund moved, seconded by Kristen Fellows, that we hire Danielle Stuckle as our next Execution Director if an acceptable salary and benefit package can be agreed upon. Motion Failed with John Lund, Kristen Fellows, Lowell Disrud and Tom Kenville voting YES. Brad Nudell, Patrick Donegan, Jana Tronier, Elton Solseng, Jonathan Haux and Glenn Ellingsberg voting NO. Bob and Leaha Clarke were absent.

**MOTION PASSED:** Brad Nudell moved, seconded by Jana Tronier, that we hire Beth Jansen as our next Executive Director upon taking a personality trait review and if an acceptable salary and benefit package can be agreed upon. Motion Passed with Brad Nudell, Patrick Donegan, Jana Tronier, Elton Solseng, Jonathan Haux and Glenn Ellingsberg voting YES. John Lund, Kristen Fellows and Lowell Disrud voting NO. Bob and Leaha Clarke were absent.

**ADJOURN:** John Lund moved, seconded by Lowell Disrud, that we adjourn. Meeting Adjourned.

## Cass County Historical Society

### 1. Meeting Called to Order:

President Glenn Ellingsberg called the meeting to order with members present as follows: Glenn Ellingsberg, John Lund, Lowell Disrud, Kristen Fellows, Patrick Donegan, Tom Kenville, Jonathan Haux and Elton Solseng. Members absent as follows: Brad Nudell, Jana Tronier, Bob Clarke and Leah Clarke. Staff Members present: Brenda Warren, Beth Jansen, Melissa Warren, Chelsea Olmsted and Brad Stedman, Finance.

### 2. Minutes Approved:

**MOTION, passed**

**Elton Solseng moved and seconded by Jonathan Haux to approve the minutes of the February 19, 2020. Approved on voice vote.**

### 3. Finance Report

Finance – Brad Stedman provided an update on reviewing the financial accounts of the Cass County Historical Society. John Lund stated Covig-19 will most likely significantly impact our income for 2020 and steps that have and could be taken to limit the impact.

**MOTION, passed**

**Lowell Disrud moved and seconded by Elton Solseng that the finance report be accepted. Approved on voice vote.**

### 4. Chelsea Olmsted, NDSU Intern

Chelsea discussed the poly-metal signs for 23 of our buildings which would provide some interpretation for our visitors. These will be exterior panels and it is hoped to place interior panels in the future for additional interpretation of our buildings.

Chelsea asked the board to address verbiage in our current Collections Policy that requires board approval on all collection acquisitions.

**MOTION, passed.**

**John Lund moved, seconded by Jonathan Haux, to approve the following to replace current text in our Collections Policy, adopted November 21, 2018. Approved unanimously on a voice vote with Brad Nudell, Jana Tronier, Bob Clarke and Leah Clarke absent.**

**“Potential acquisitions will be reviewed on a case by case basis, and all approved in-coming collections will be presented to the Board, at least annually, by the Collections Chair or Museum Staff. The decision to accept collections will be the responsibility of the Collections committee that meets quarterly. No Bonanzaville, USA representative may obligate the museum to accept any material or object inconsistent with this policy.”**

## 5. Melissa Warren, Event Coordinator

Melissa provided an update on events and that all were on hold for the Month of May with the largest impact to our revenue would be the loss of our School Tours. Some Weddings have or will cancel but many have chosen to look at rescheduling to a later date. Virtual Tours may be an answer and Melissa is looking into those but cost to produce was not given nor if any cost to view is expected.

Melissa then discussed the type and size of events that are being held at Bonanzaville, with those that we cannot hold in the size of less than a 100. Event Center is too large and the Board Room is too small with Dawson Hall not being scheduled beyond 2020 due to structural and health issues.

Discussion was held on different options including partitions in the Event Center and creating space by utilizing other sections of the main museum, the old Carriage Building as a temporary replacement for Dawson Hall and Arthur Hall if some modifications would be approved including heat and bathroom facilities. No consensus was reached and future boards will need to address these options.

## 6. Executive Director's Report

- a. Maintenance Position is still vacant and one of our volunteers would like to apply for this position on a part time basis from 16 to 20 hours per week. The consensus of the board is not to fill the position at this time but would look at this in the future when finances improve.
- b. Harwood Players have cancelled the remainder of their performances and is working with our staff in looking at alternative show sites including Arthur Town Hall. David Lasig said they are willing to invest funds to make another site suitable for their use.
- c. Billboard on Main Avenue was discussed and due to the cost of repair and the restrictions on how those repairs are made the following motion:

### **Motion Passed**

**Patrick Donegan moved and seconded by John Lund to remove the billboard. On voice vote, the motion carried unanimously with Brad Nudell, Jana Tronier, Bob Clarke and Leah Clarke absent.**

- d. Charlie Johnson, Convention and Visitors Bureau, called and is concerned about the fiscal shortfalls that Bonanzaville might face and are looking at options available to help out the non-profits in our area. One might involve loans at no interest.
- e. Experience Workers are currently on Sick Leave and will return after the crisis is over.
- f. Jonathan Haux did visit with Bob Jostad about logs for the Fargo First Home but needed to know the size, length and number needed. Brenda was to call the restoration company to get an answer.

## 7. Committee Reports

- a. Collections – Elton Solseng
  - i. Working on paperwork on receiving the Steiger that was accepted and on loaning the cutaway engine.
- b. Buildings – Jonathan Haux informed the group that they had frozen pipes in the bathroom for the Machine Shop, but has since had the water shut off.



## 8. Projects

- a. All the interactive displays are on track to be ready for opening of the village.

## 9. Old Business

- a. Nominating Committee
  - i. John Lund stated that they have reviewed two nominees for the open board positions and possibly a third. One candidate is Dean Poll and the other is Angela Smith with a potential of a third nominee.
  - ii. Introduction to a potential contract grant writer will follow interviews.
- b. Vote Center
  - i. Glenn Ellingsberg was unable to meet with the County about using Bonanzaville for a vote center but will do so and report back to the board at a later meeting.
- c. Dawson Hall
  - i. The overhang will be removed this spring at no cost to CCHS.
  - ii. There still was no consensus on what to do with Dawson Hall.

## 10. New Business

- a. **Facility Management**
  - i. Glenn Ellingsberg thanked the Board for their input on a Facility Management Plan at the Special Meeting held on February 23rd. Glenn would like to be allowed to continue to put the information together and present it to the board at the June meeting. There was no opposition to that.
- b. Beth Jansen, compensation package  
**MOTION, passed.**  
**John Lund moved and seconded by Lowell Disrud to set the annual salary for Beth Jansen at Fifty-Eight Thousand and No/100 (\$58,000) with benefits as currently provided to other Full Time Staff to include PTO. Passed on a unanimous voice vote with Brad Nudell, Jana Tronier, Bob Clarke and Leah Clarke absent.**

## 11. Annual Meeting

- a. Discussion on holding the meeting or not with no consensus at this time.

Elton Solseng moved to adjourn, **Motion Passed on a Voice Vote.**

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

April 1, 2020

The Cass County Historical Society meeting was called to order at 3:30 pm by President Glenn Ellingsberg. This meeting was conducted by Phone.

**Roll Call** –Board Members present: John Lund, Glenn Ellingsberg, Jonathan Haux, Elton Solseng, Lowell Disrud, Kristen Fellows, Bob Clarke, Leah Clark, Jana Tronier and Tom Kenville. Brad Nudell and Patrick Donegan were absent. Beth Jansen, Executive Director was also on the Phone Call.

**Only 2 items on the Agenda.**

**1) Extending our Loan Payment with Bell Bank for 90 Days**

- a) President Ellingsberg informed the Board that the Finance Committee had been meeting with Shannon Dye and she had stated that USDA was allowing extensions of our current loan for a period of 90 days or longer if that becomes available. That the payments would be added onto the end of the life of the loan. The Finance Committee asked Shannon Dye to proceed with drawing up the necessary paperwork pending Board approval.

**MOTION PASSED:** John Lund moved, seconded by Tom Kenville, that we authorize the extension of our Loan with Bell Bank for 90 days or longer if that becomes available. Motion Passed with Jana Tronier, Elton Solseng, Jonathan Haux, Glenn Ellingsberg, Tom Kenville, John Lund, Kristen Fellows, Lowell Disrud, Bob Clarke and Leah Clark voting YES. Brad Nudell and Patrick Donegan were absent.

**2) Refinancing our Current Loan**

- a) President Ellingsberg requested the Board approve Beth Jansen pursuing the refinancing of our current loans with Bell Bank or other finance institutions. John Lund stated that the deferment of our loan for 90 days will help, but refinancing would be beneficial. Elton Solseng asked if this would include both the main loan and the church loan. Glenn Ellingsberg stated that it would include all our loans.

Consensus: The consensus of the Board with no objections was to pursue refinancing our loans.

**ADJOURN:** Jonathan Haux moved, seconded by Bob Clarke, that we adjourn. Meeting Adjourned at 3:42 pm.

Submitted by Glenn Ellingsberg due to Leah Clark resigning as Secretary prior to completing these minutes.

## Cass County, ND, Historical Society

### Meeting Minutes

April 15, 2020

The CCHS reorganization meeting was called to order – at 5:30 pm by Vice President Brad Nudell.

**Roll Call** – Board members present were John Lund, Tom Kenville, Jonathan Haux, Bread Nudell, Kristen Fellows, Bob Clarke. Leah Clarke, Elton Solseng, Patrick Donegan, Jana Tronier. Glenn Ellingsberg, & Lowell Disrud were not present for our conference call. Our guests were Executive Director Beth Janson, Brad Stedman, Dean Poll, Angela Smith, Missy Warren. We have a quarum.

**Agenda** - no additions.

**Minutes** – Elton Solseng moved to accept minutes, John Lund seconded, Roll call vote passed.

**Results of the Mail in Vote for new Board members** - Dean Poll had 47 votes Angela Smith had 46 votes. 1 write in for Craig Olson. Welcome to the Bonanzaville USA board Dean & Angela.

### **Election of Officers**

Tom Kenville moved to have John Lund as President Bob Clarke Seconded the motion. Roll Call vote was unanimous with John Lund abstaining.

Elton Solseng moved to have Brad Nudell as Vice President, Jana Tronier seconded, Roll call vote was unanimous with Brad Nudell abstaining.

John Lund Moved to have Jana Tronier as Secretary, Kristen Fellows seconded. Roll call vote was unanimous with Jana Tronier abstaining.

Brad Nudell moved for Leah Clarke to be the Treasurer, Elton Solseng seconded. Roll call vote was unanimous with Leah Clarke abstaining.

Brad Nudell then turned the meeting over to our new president John Lund. Thank you, Glenn Ellingberg, for you years of service to the board, and this last year as president. We wish you luck in your future endeavors.

**Financial Report** – Brad Stedman gave us the financial report, with discussion on our cash flow, payroll grant, and loan deferrals. We have been given a 3-month loan deferral on our big and

small loans at Bell Bank. SBA does not refinance for non-profits. Elton Solseng moved to accept report, Tom Kenville seconded, Roll call vote passed unanimously.

### **Executive Director Report**

Beth Janson gave us her report on her first impressions of being new to the job at Bonanzaville. It has been terribly busy and interesting during this time of pandemic. We will postpone our veterans may Event. There were updates on the Energy Grant, Fargo 1<sup>st</sup> house falls short \$20K for project completion. Orchard grant extended till August; trees have been ordered. Missy Warren gave a report on the Dawson Hall and status of the use of it. She also gave a report on the Church pergola. Storage removal is Thursday April 16 and Friday April 17. Missy Warren, Brad Nudell and others will help with this.

### **Old Business:**

Should we extend closing until June 1, 2020? Discussion.... Most of the schools are signed up for May, we will decide as per Governors status.

### **New Business:**

There was a question on filling Tom Kenville's 3 yr. spot on the board and Patrick Donagan filling Christy Goulet 1 yr. year spot on the board. Discussion. Bob Clarke moved to fill those spots with Tom Kenville taking the 3 yr. and Patrick Donegan taking the 1 yr., seconded by Elton Solseng. Roll Call vote passed with Patrick Donagan abstaining.

We discussed the Signatories for financial accounts. They will stay the same as what we have done in the past. Executive Director, President & Secretary. President signs grants.

We approve meeting dates as 3<sup>rd</sup> Wednesday of each month. Finance committee meeting at 4:30p and the Board meeting at 5:30p. Jonathan moved, and Brad seconded. Roll call vote was unanimous.

Dick Peterson asked if we might accept another Stieger, he contacted Elton & Jonathan. Not all the ducks are in a row on yet.

Meeting Adjourned

Next Finance Committee: May 20, 2020 @4:30p

Next Board Meeting: May 20, 2020 @5:30p

## **Cass County, ND Historical Society**

Minutes for the May 20, 2020 CCHS Regular Board Meeting

**Call to Order** - Meeting Called to Order at 5:37 pm by President, John Lund.

**Roll Call** – Board Members present: John Lund, Tom Kenville, Johnathan Haux, Bradly Nudell, Jana Tronier, Dean Poll. Joining us by conference call: Kristen Fellows, Bob Clark, Leah Clark, Angela Smith Patrick Donegan and Elton Solseng. Staff Members present were Executive Director, Beth Jansen, Missy Warren, Chelsea Olmstead and Brad Stedman, CPA.

**Agenda:** Approved  
Motion, passed  
Johnathan Haux moved and seconded by Bradly Nudell

**Minutes:** Approved  
Motion, passed  
Johnathan Haux moved and seconded by Tom Kenville

**Presidents Report: John Lund**  
*Nothing of consequence to report*

**Finance Report:**  
*Finance Committee – Brad Stedman presented April 2020 financial. See attached Financial Reports.*

**Finance Report:** Approved  
Motion, passed  
Bob Clark moved and seconded by Bradly Nudell

**Committee Reports:**  
Safety Committee: nothing new to report  
Volunteer Committee: Tom Kenville working with RDO for volunteers once a year, possible building adoption, will continue working on.  
Grounds Committee: Nothing new to report  
Collection Committee: Nothing new to report

**Executive Director Report: Beth Jansen**  
*See attached ED report*

**Old Business:**  
*Dawson Hall Plan was revisited – tabled for future meeting*

**New Business:**

*Complete inventory proposal/challenge. Angela Smith talked about the opportunity we have right now to work on cataloging all the uncatalogued inventory of Bonanzaville. To make this happen she proposed to have Chelsea Olmstead stay on staff until December to complete the inventory. This would cost approximately \$10,000.*

*Motion: To use Private funds from the board would be contributed and difference could be matched by Sveum Grant.*

*Motion: To use funds from Sveum Grant to make up the difference in Private funds pledged by the BOD.*

**Motion approved 7 to 5 under roll call vote** with the following members voting “Yes”, John Lund, Kristen Fellows, Bob Clark, Leah Clark, Elton Solseng, Angela Smith, Tom Kenville. The following members voted “No”, Johnathan Haux, Bradley Nudell, Dean Poll, Patrick Donegan and Jana Tronier.

**Motion Carries**

*Bonanzaville Re-open date. Motion to open Bonanzaville May 24, 25 and 26, allowing 3-day weekend. After that, re-open on June 1, under regular business hours. Making sure Bonanzaville is compliance with Governor orders. Will revisit opening if new concerns and regulations due to COVID-19. **Motion approved under roll call vote.** Patrick Donegan abstained, and all other members voted “Yes”.*

**Motion Carries**

**Meeting adjourned at 7:17 pm**

Next CCHS Board Meetings:

Finance Committee: June 17, 2020 at 4:30 pm

Board of Directors Meeting: June 17, 2020 at 5:30 pm

Jana Tronier, Secretary

## **Cass County, ND Historical Society**

Minutes for the June 17, 2020 CCHS Regular Board Meeting

**Call to Order** - Meeting Called to Order at 5:31 pm by President, John Lund.

**Roll Call** – Board Members present: John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Patrick Donegan, Bob Clarke, Jana Tronier, Dean Poll & Elton Solseng. Joining us by conference call: Kristen Fellows & Angela Smith, Absent: Leah Clarke. Staff Members present were Executive Director, Beth Jansen, Missy Warren, and Brad Stedman, CPA.

**Minutes:** Approved with name corrections  
Motion passed  
Brad Nudell moved and seconded by Jonathan Haux

### **Presidents Report: John Lund**

*Discussed the strategic planning that took place years ago and CCHS Business Plan as well as the impact on revenue that COVID-19 crisis has caused. Discussed the urgency to continue looking for additional grants, fundraising, etc. while focusing on paying bills, etc. John also thanked Beth and Missy for the extraordinary job they are doing amid the extra challenges that COVID has caused.*

### **Finance Report:**

*Finance Committee – Brad Stedman presented May 2020 financials. See attached Financial Reports.*

**Finance Report:** Approved  
Motion passed  
Bob Clarke moved and seconded by Brad Nudell

### **Committee Reports:**

Safety Committee: nothing new to report

Volunteer Committee: Tom Kenville working with Todd Thompson of RDO to secure volunteers as well as meeting with Duane, owner of Don's Car Wash.

Grounds Committee: The orchard project is half-way complete with the chokecherry bushes being planted this week with the fence repair to follow.

Collection Committee: Elton Solseng reported that the committee accepted an earth mover and a W.W. Wallwork ashtray.

### **Executive Director Report: Beth Jansen**

*See attached ED report*

**Old Business:**

*Train Building Project*

*Motion: To move forward with the project provided new quotes are ascertained and that Dirk Lenthe will fund 100% of the project.*

Jonathan Haux moved and seconded by Brad Nudell

Motion Carries

**New Business:**

*Billboard south of Fargo inquiry*

*Motion: Delay teardown of billboard*

Jonathan Haux moved and seconded by Elton Solseng

**Motion Carries**

**Meeting adjourned at 8:37pm**

Next CCHS Board Meetings:

Finance Committee: July 15, 2020 at 4:30 pm

Board of Directors Meeting: July 15, 2020 at 5:30 pm

Jana Tronier, Secretary



## **Cass County, ND Historical Society**

Minutes for the July 15, 2020, CCHS Regular Board Meeting

**Call to Order** - Meeting Called to Order at 5:34 pm by President, John Lund.

**Roll Call** – Board Members present: John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Kristen Fellows (via conference call) Bob Clarke, Leaha Clarke, Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith (via conference call) and Dean Poll. Special guest Brenda Warren. Staff Members present were Executive Director Beth Jansen, Missy Warren, Chelsea Olmstead (via conference call), and Brad Stedman, CPA.

**Minutes:** Accept Minutes as amended

Motion passed

Bob Clarke moved and seconded by Elton Solseng

### **Recognized Guest: Brenda Warren**

Brenda discussed the completion of the display of the St. John Artifacts/gazebo given by Bob and Marilyn Benson. Plan in place to complete, waiting on request for quotes for the bell platform – more modern signage (missing some pieces, time capsule, etc.) Tweak signage from the church next to the sidewalk by the end of August, before Pioneer Days. Would like it complete ASAP.

### **Presidents Report: John Lund**

Due to the surge in Covid all board members uncomfortable meeting in person are encouraged to join the board meetings via zoom and to take precautions as needed. We will continue to meet in the upstairs Ballroom to encourage social distancing.

*Board of Directors Complaint: Complaint submitted to the Board of Directors of alleged inappropriate comments made by an unnamed Board Member on social media. Discussed.*

Motion to not take action at this time

Patrick Donegan moved and seconded by Dean Poll

Motion approved under unanimous roll call vote

### **Motion Carries**

### **Finance Report:**

*Finance Committee – Brad Stedman presented June 2020 financials. See the attached Financial Reports.*

**Finance Report:** Approved

Motion passed

Elton Solseng moved and seconded by Brad Nudell

**Cass County, ND Historical Society (continued)**  
Minutes for the July 15, 2020, CCHS Regular Board Meeting

**Committee Reports:**

Safety Committee: Nothing new to report

Volunteer Committee: Nothing new to report

Grounds Committee: Nothing new to report

Collection Committee: Nothing new to report

**Executive Director Report: Beth Jansen**

*See attached ED report*

**Old Business:**

*None*

**New Business:**

*History project fundraising. Angela Smith discussed the Agriculture in Cass County/Red River Valley Exhibit. Donors and agriculture stories are needed. Please send Angela a list of names/contacts for introductions by next week so she can move forward with fundraising and capture the stories that are needed for this exhibit. Donations only need to be pledged, not collected at this time, to put towards the matching of funds.*

*Holiday Pay - Time and a half for full-time or temp workers that work on a holiday  
Motion: To pay time and a half to full time and temporary workers on all Bonanzaville recognized holidays retroactive to the 4<sup>th</sup> of July Celebration.*

Elton Solseng moved and seconded by Patrick Donegan

Discussion

**Motion approved 11 to 1 under roll call vote** with the following members voting “Yes”, Tom Kenville, Jonathan Haux, Brad Nudell, Kristen Fellows, Bob Clarke, Leah Clarke, Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith, Dean Poll. The following member(s) voted “No”, John Lund.

*Church Loan. \$42,000 - \$15,000yr principle. We have the money to pay it off to cut debt.*

*Motion: As per Beth’s recommendation, pay off “Church Loan” and use the remainder of funds to invest in the village to repair any significant projects that come up.*

Jonathan Haux moved and seconded by Dean Poll

**Motion failed 6 to 4 under roll call vote** with the following members voting “Yes”, Jonathan Haux, Brad Nudell, Elton Solseng, and Dean Poll. The following members voting “No”, John Lund, Kristen Fellows, Bob Clarke, Leah Clarke, Patrick Donegan, Jana Tronier. Recusing themselves: Tom Kenville.

**Cass County, ND Historical Society (continued)**  
Minutes for the July 15, 2020, CCHS Regular Board Meeting

*Church Loan - continued*

*Motion: To table discussion to the next meeting.*

Brad Nudell moved and seconded by Dean Poll

Discussion

**Motion approved 8 to 3 under roll call vote** with the following members voting “Yes”, Tom Kenville, Jonathan Haux, Brad Nudell, Bob Clarke, Leah Clarke, Elton Solseng, Jana Tronier, and Dean Poll. The following members voting “No”, John Lund, Kristen Fellows and Patrick Donegan

**Motion Carries**

*Air Hangar. Dean Poll discussed the Air Hangar. Handed out a rough draft of everything in the hangar. Showed video of the hangar documenting each item. Dean proposed that Bonanzaville 1. Secure Building, 2. To appropriately organize the hangar collection, grow, move forward and embrace*

Dean has done a tremendous amount of work and the Board is extremely grateful for the time and money he has spent working on and researching this project. **Thank you Dean!** John Lund proposed to create a committee involving the right people, including Chealse Olmstead to create a process for this to be completed.

*Maintenance employee. A full-time maintenance employee is needed for Bonanzaville. The pay would be up to the E.D. as she is responsible for the budget.*

*Motion: To hire a full-time maintenance employee for Bonanzaville*

Tom Kenville moved and seconded by Bob Clarke

**Motion Approved**

Motion to adjourn by Bob Clarke, seconded by Brad Nudell

**Meeting adjourned at 8:43 pm**

Next CCHS Board Meetings:

Finance Committee: August 19, 2020, at 4:30 pm

Board of Directors Meeting: August 19, 2020, at 5:30 pm

Jana Tronier, Secretary



## Executive Director Report 7/15/2020

### **Administration**

**Staff** – Staffing the front desk is becoming a challenge as summer sports pick back up in the community and training begins for school year sports. Missy is working to fill the front desk shifts and a few new applications have recently been submitted. We are desperately in need of a Facilities Manager/Maintenance Person, with part time staff soon going back to school as well as a lack of skilled volunteers able to attend to the needs of the grounds and facilities. This position needs to take priority going into the fall and winter!

There are two minor changes I would like to see made to the current employee handbook at this time. They are as follows

#### **Under- Holidays**

##### **Add**

##### **CCHS recognized holidays:**

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas Day.

Paid holidays for full time employees are as follows:

New Year's Day, Memorial Day, Good Friday, Labor Day, Thanksgiving, and Christmas

**Change Good Friday to a Floating Holiday or employee's birthday.** Note: Good Friday is a paid holiday to make up for the 4<sup>th</sup> of July.

Full-time, year round employees who are required to work on a holiday because of the nature of their work or because of their regular work shift, will receive an additional paid annual leave day. **ADD: Non-Exempt hourly employees will be paid time and one half for holidays they are required to work.**

Revamped title and job description for Missy is attached.

**Water Project:** We have come to an agreement with the fair grounds to work out a payment plan for the water that is being routed through their meters. I have met with Moore Engineering and KPH on possible quotes for the resolution of the issue when funds become available to do so.

**Marketing:** we will be adding a geocaching adventure by the end of this season which is included in the slimmed down marketing budget mentioned in the last report. This will drive geocachers inside our facility for a virtual scavenger hunt. This is a low cost virtual and live option to drive daily admissions in the remainder of 2020 and 2021.

**4<sup>th</sup> of July-** the event went fairly smoothly with a few minor unpredictable issues. Total preliminary income for the event was \$26,158 with expenses at \$19,100 for a net revenue of \$7000. Attendance as expected was roughly half of last years or 2000 visitors. \$2000 was collected as free will donations, primarily through fireworks parking.

## ***Fundraising and Development***

**Development** – The SBA system is not yet ready to accept applications for forgiveness of the PPP funds, I will keep you posted. We received \$150,000 in disaster relief funding in the form of a 30 year loan at 2.75% with payback beginning in July of 2021. I would like to propose the balance of the church loan be paid off (\$42,507 as of 5/31/20) and the remainder of the money be deposited in the restricted account for use on the deferred maintenance of facilities and grounds. It should be noted however that this money can be used for operations if necessary. I am not a proponent of financing for non-profit organizations however it has become blatantly clear to me that the condition of the facilities and grounds is in desperate need of substantial repairs ASAP. I would propose: first focusing on the drainage problem in the village with fall target for completion, then fencing, roofing and foundations I will be seeking a \$125,000 onetime increase in our county allocation to assist with fencing and the water issue between Bonanza Ville and the Fair grounds. We will also be seeking additional foundation grants etc...

**Fundraising:** July 1<sup>st</sup> I submitted the match request with the CVB for \$16,665 for a total of \$25,360 of the \$50,000 possible. We also have \$2500 in charitable donations not yet matched for a total of \$27860 matched thus far.

## ***Programming/ Facilities-***

**Special Events:** We have decided to limit our Pioneer Days celebration to one day instead of two, due to a lack of volunteers willing to participate. Pioneer Days is currently being planned for Saturday August 15<sup>th</sup> following the same covid precautions used for our Fourth of July event and same attendance cap. Murder Mysteries were met with good attendance at the end of June despite the Garth Brooks concert at the fairgrounds the same night. A second murder mystery is planned for August 1<sup>st</sup> and beginning to book up.

**Private Events:** Scheduling is still very slow for private events but picks up slightly in September and October.

**Facilities/projects:** the **orchard project** a report was submitted this week and half of the reimbursement requested. We have until August 31<sup>st</sup> to have the project completed. **The electrical project** is completed and reimbursement requested. **Fargo's first House** no update. **Church memorial** the church memorial planning has been completed. The Bell will be displayed under the pavilion on a decorative platform, the church sign will be displayed to the right and the memorial board will be modernized and weatherproofed and sit behind the pavilion. Signpro is currently taking a look at the signage to give us a quote and I am working on getting ideas for the platform. Chelsea will prepare the Bell. The hope is to have the memorial complete by August 31<sup>st</sup>, the Bensons have been very involved in the process and timing thereof. **Furnberg** no update at this time. **Carriage house:** The moving of carriages into the new building has begun, and will tentatively be complete by Pioneer Days. **Train Building:** no update at this time. **Transgrud House:** no update at this time.

Submitted by Beth Jansen 7/15/2020

## **Cass County, ND Historical Society**

Minutes for the August 19, 2020, CCHS Regular Board Meeting

**Call to Order** – Meeting called to order at 5:35 pm by President, John Lund

**Roll Call** – Board Members present: John Lund, Tom Kenville, Brad Nudell, Kristen Fellows (via conference call) Bob Clarke, Leaha Clarke, Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith (via conference call), absent, Jonathan Haux Staff Members present were Executive Director Beth Jansen, Missy Warren, Chelsea Olmstead (via conference call), and Brad Stedman, CPA.

### **Agenda Edit:**

Strike - Visitor Request

New Business Addition - Tom Kenville - EEA Report

New Business Addition - Jonathan Haux – Big Iron

### **Minutes:**

Chairman motion to approve minutes

Moved by Leaha and 2<sup>nd</sup> by Brad Nudell

Motion Passed

### **Presidents Report: John Lund**

There will be an opportunity for “Board Development” training. Topics covered will be relevant to the Board of Directors – Museum Collection, etc. to provide opportunity for board growth. No details at this time – updates to come.

Because there was no Annual Meeting (due to Coronavirus) – Financial Statements and introducing Beth Jansen as Executive Director as well as an Operations update (COVID-19 action plan) will be mailed to membership. John will work with Beth to complete.

Tom Kenville discussed the idea of sending a Thank You letter to all individuals who donated for the matching funds. This letter would also serve as a fundraising appeal for the final \$6000 match needed by the end of the month.

Motion to send fundraising appeal to donors

Moved by Tom Kenville and 2<sup>nd</sup> by Elton Solseng

Motion Passed

**Cass County, ND Historical Society (continued)**  
Minutes for the August 19, 2020, CCHS Regular Board Meeting

**Finance Report:**

Finance Committee – Brad Stedman presented July 2020 financials. See the attached Financial Reports.

**Finance Report:** Approved

Annual Audit - standard operation but was suspended because of pandemic.

Motion to move forward with the annual audit

Moved by Tom Kenville and 2<sup>nd</sup> by Brad Nudell

Roll Call – Unanimous

Motion Passed

**Committee Reports:**

Safety Committee: Nothing new to report

Volunteer Committee: Nothing new to report

Grounds Committee: Nothing new to report

Fundraising Committee: Possible development of a “Legacy Wall” was discussed to recognize donors. Angela is still in need of names of potential donors – please email them to Beth and Angela.

Collection Committee: Has accepted various DVDs, photos, and a pair of lace up shoes. Many items were presented but passed on as they were duplicate items that were already a part of various collections.

Chelsea discussed descension of Hawker Hunter

Motion to deaccession Hawker Hunter

Moved by Brad Nudell and 2<sup>nd</sup> by Bob Clarke

Motion Passed

**Executive Director Report: Beth Jansen**

See attached ED report

Received a glowing Travelocity Review. The guest leaving the review wrote that Bonanzaville was very well managed in regard to the pandemic and that they felt very comfortable being a guest.

**Old Business:**

EIDL Loan allocation tabled at last meeting.

Motion to move forward and accept loan to pay off the church loan and use the remaining proceeds to reduce other debt.

Moved by Tom Kenville 2<sup>nd</sup>

Roll Call - Unanimous

Motion Passed

**Cass County, ND Historical Society (continued)**  
Minutes for the August 19, 2020, CCHS Regular Board Meeting

**New Business:**

Board Member Resignation – Dean Poll

Move that Beth write thank you letter to Dean for all his efforts and let him know that he is welcome to be a part of the CCHS BOD at any time

Moved by Tom Kenville 2<sup>nd</sup> by Brad Nudell

Motion Passed

4<sup>th</sup> of July Fireworks Bill

Motion to pay the bill check exceeds amount

Moved by Bob Clarke 2<sup>nd</sup> Elton Solseng

Motion Passed

EAA Report – Ray Aviation Scholarship – Young Eagles – Tom Kenville presented the program to the BOD

Big iron – Because it is the 40<sup>th</sup> Anniversary, display all 4 Stieger tractors at Big Iron with proper signage identifying them as being borrowed by Bonanzaville.

Motion to allow the Stieger tractors to be on display at Big Iron for the 40<sup>th</sup> Anniversary

Moved by Elton Solseng 2<sup>nd</sup> Tom Kenville

Roll Call - Patrick Donegan opposed

Motion Passed

Motion to adjourn by Bob Clarke, seconded by Brad Nudell

**Meeting adjourned at 7:28 pm**

Next CCHS Board Meetings:

Finance Committee: September 16, 2020, at 4:30 pm

Board of Directors Meeting: September 16, 2020, at 5:30 pm

Jana Tronier, Secretary





**8/19/2020**

## ***Administration***

**Staff** – A Maintenance/Facilities Manager was hired and will begin the end of the month. Front desk staffing continues to be challenging as we end the season.

**Water Project:** This issue has been cleared up the City of West Fargo's Accountant has spear headed the billing issue and come up with a way to bill each entity separately.

**Marketing:** no updates.

**Pioneer Days-** due to an excess of water and potential damage to the facilities from rains on August 14<sup>th</sup> the event was postponed to September 5<sup>th</sup>. Due to the slow summer most volunteers and vendors were able to pick things back up for that date.

**Refinancing/PPP update:** Ramsey Bank continues to work on refinancing of the two mortgages and will have a proposal for us before our September 16<sup>th</sup> meeting. Due to the fact that the Event Center loan is 90% guaranteed by the USDA while the church loan is not it would be beneficial for us to pay off the church loan with EIDL funds to lower the non-guaranteed amount. The portal is open to request PPP forgiveness however Shannon has recommended we wait as it is predicted the process will get easier in time. Unfortunately an error was made by Bell during the application process and the wrong amount was loaned, as a result we will need to return \$1900 to the SBA.

## ***Fundraising and Development***

**Development** – We were awarded a \$10,000 grant from Humanities North Dakota to support the use of the Maine Museum over winter months, interior panels, marketing ect.. I addressed the County Commission on 7-23, they were very supportive of the organization, noting CCHS has been underfunded for years and doubling our 2021 county allocation for a total of \$240,000 no restriction on use of funding. I have applied for ND Commerce Economic Resiliency Grant which supports efforts to increase covid safety in facilities for \$50,000 to support hand sanitizer stations through the village, the addition of virus protection ventilation system in the event center, and refund of funds used for PPP equipment etc. on the 4<sup>th</sup> of July.

**Fundraising:** August 1<sup>st</sup> I submitted the match request with the CVB for \$17,550 for a total of \$42,910 of the \$50,000 possible. The deadline for the match has been extended to 9-1-2020. We also have \$1000 in charitable donations not yet matched leaving us \$6,090 remaining to be matched.

## ***Programming/ Facilities-***

**Special Events:** Ghost tours will take on a different look this year and will begin in September

**Private Events:** Two Private Events are/were scheduled for August, three in September and Three in October down from 7 in September 2019 and 7 in October 2020.

**Facilities/projects:** the Orchard project is close to completion we are just waiting on an invoice and looking

to add 5 more trees to replace those that did not survive as well as add a few more near the church.

**Fargo's first House** no update. **Church memorial** mockups and quotes are being completed for the platform side walk and new signage. **Furnberg** no update at this time. **Carriage house:** All the carriages that will fit in the new building have been moved and the carpet completed, there is some dirt work that needs to be completed in the front of the building we will put the new Maintenance Manager on this when he begins. **Train Building:** the projects are in the process of being quoted. **Transgrud House:** no update at this time. **Village Drainage:** a quote was ascertained from MGI landscapes. We have three quotes and three separate approaches MGI seems to be the most logical option at a cost of \$34,560 complete, I have attached the project for review, this is the first step in addressing the building foundations issues and preventing the loss of more buildings due to deteriorating foundation this should be completed ASAP. **Machine Shop Roof:** the machine shop has been closed all summer, it leaks heavily after each rain. If not for Missy's quick thinking covering the engines with tarps last spring the artifacts in the building would be suffering water damage as we speak. I have attached a photo of what is happening here after each rain. I have received 3 quotes to repair this roof the most cost effective solution is attached another project that should be completed ASAP!

Submitted by Beth Jansen 8/18/2020



## **Cass County, ND Historical Society**

Minutes for the September 16, 2020, CCHS Regular Board Meeting

**Call to Order** – Meeting called to order at 5:36 pm by Vice President, Brad Nudell

**Roll Call** – Board Members present: John Lund (via conference call), Tom Kenville, Jonathan Haux, Brad Nudell, Kristen Fellows (via conference call), Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith (via conference call), Board Members absent: Bob Clarke, Leaha Clarke. Staff Members present were Executive Director Beth Jansen and Brad Stedman, CPA.

### **Minutes:**

Motion to approve minutes

Moved by Patrick Donegan and 2<sup>nd</sup> by Elton Solseng

### **President Report:**

Nothing new to report

### **Finance Report:**

Finance Committee – Brad Stedman presented August 2020 financials. See the attached Financial Reports

Finance Report: Approved

### **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: Nothing new to report

### **Executive Directors Report:**

See attached ED report

### **Staffing:**

Chad Smith began as Maintenance Manager on September 1, 2020 and has thus far proving to be a wonderful asset to Bonanzaville.

**Cass County, ND Historical Society (continued)**  
Minutes for the September 16, 2020 CCHS Regular Board Meeting

**Other Staff Reports:**

None

**Old Business:**

None

**New Business:**

Check Approval - \$4900 past service from Eide Bailey to do audit. Prep work was done but delayed because of the pandemic.

Motion to resume Eide Bailey audit, scheduled for October

Moved by Patrick Donegan and 2<sup>nd</sup> by Elton Sol

Motion Passed

Law Enforcement Museum – Glenn and Paul requested concrete pad to place building on to store and showcase the police cars.

Motion to request a formal written proposal

Moved by Patrick Donegan and 2<sup>nd</sup> by Jonathan Haux

Motion Passed

Motion to adjourn by Elton Solseng and 2<sup>nd</sup> by Jonathan Haux

**Meeting adjourned at 6:46 pm**

**Next CCHS Board Meetings:**

Finance Committee: October 21, 2020 at 4:30 pm

Board of Directors Meeting: October 21, 2020 at 5:30 pm

Jana Tronier, Secretary





9/16/2020

## ***Administration***

**Staffing** – Chad Smith began as our Maintenance Manager on 9-1 and has thus far proving to be a wonderful asset.

**Pioneer Days**- The event went quite smoothly, as expected attendance was down with roughly 500 in participating early figures place the event at a net revenue of \$2500.

**Refinancing/PPP update:** We are still awaiting the go ahead to complete the PPP funding forgiveness application from Bell Bank. The Church loan was paid off and \$104,489.39 was applied to the Event center loan principle. I met with Shannon about modifying the loan through Bell and they did offer to modify to a lower rate fixed for 5 years at 3.90%. At the end of the 5 year period the rate will adjust to the current 3 year FHLB + 2.75% (current rate adjustment period) for the next 3 years. Payment will be approximately \$4,225. This would bring down the monthly payment by \$1400 with the EIDL monthly payment of \$641 (beginning July 2021) the new monthly amount would be \$4866, a decrease of \$2634 per month. Ramsey Bank is still working on an option I will receive later this evening and be able to present at this meeting.

**Admissions:** May 1<sup>st</sup> till September 9<sup>th</sup> admissions are down 53%.

## ***Fundraising and Development***

**Development** – We were awarded a \$5,000 surprise grant through the FM Area Foundation and have received \$5,500 from the completion of the orchard grant reimbursement.

**Fundraising:** September 1<sup>st</sup> I submitted the match request with the CVB for the final \$7090 of the \$50,000 Matching grant.

## ***Programming/ Facilities-***

**Special Events:** Paranormal tours were held on 9-11 and sold out with a waiting list for the second night on 9-18. Ghost tours will be held on 9-25 and will be formatted more like a guided tour of the village and its criminal/spooky history. We are currently planning a trunk or treat event on Halloween night with a possible day time family event, a haunted house to be held from 5 to 9 the last few weeks in October, and a possible Christmas lights event and will keep you posted.

**Private Events:** We have 4 weddings and a picnic booked for September, 3 weddings and a vendor fair booked for October with the vendor fair requesting an every other month venue. We have also had two photographers book for photoshoots and leads come in daily on event potentials.

**Facilities/projects:** the Orchard project is completed and reimbursed. **Fargo's first House** on schedule to begin this fall. **Church memorial** the platform and signage should be in place by the end of September. **Furnberg** Had two contractors take a look thus far the recommendations are to stabilize the floor we will work to get a better idea on the condition of the foundation before moving forward. **Carriage house:** Carpet has been installed and leveling completed near entrance, project is complete. **Train Building:** with

Dirks Lenthe's approval I have hired the painting of the building to be completed if the painter is able yet this fall and if not spring. I also have quotes for the replacement of all the doors and will present this to Dirk Thursday (received the final quote this am). **Transgrud House:** no update at this time. **Village Drainage:** in search of/awaiting funding. **Machine Shop Roof:** in search of/awaiting funding **Buffalo Band stand:** has been in need of a new foundation for some time, the paint and additional carpentry work can be completed by volunteers we turned an eagle scout down for just that this year due to the uncertainty of the foundation. The contractor completing the platform and walkway for the Bell memorial has offered to discount the price of a slab for the bandstand and wave minimal charges if both projects are completed at the same time I am planning to take them up on their offer.

Submitted by Beth Jansen 9/15/2020

## **Cass County, ND Historical Society Special Meeting**

Minutes for the Special Meeting of the CCHS October 5, 2020

**Call to Order** – Meeting called to order at 6:05 pm by President, John Lund

**Roll Call** – Board Members present via conference call: John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Elton Solseng, Kristen Fellows, Jana Tronier, absent, Bob Clarke, Leah Clarke, Patrick Donegan, Angela Smith. Staff present via conference call: Executive Director, Beth Jansen

Check Writing and Approval

Motion to approve of Executive Director writing checks and distributing funds as needed

Moved by Brad Nudell and 2<sup>nd</sup> by Jana Tronier

Roll Call – Unanimous

Motion Passed

Motion to adjourn by Elton Solseng and 2<sup>nd</sup> by Kristen Fellows

**Meeting adjourned at 6:19 pm**

## **Cass County, ND Historical Society**

Minutes for the October 21, 2020, CCHS Regular 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, Bob Clarke, Leah Clarke, Elton Solseng, Patrick Donegan, Jana Tronier (via Zoom), Angela Smith (via Zoom), Board Members absent: Kristen Fellows. Staff Members present were Executive Director Beth Jansen and Brad Stedman, CPA.

### **Minutes:**

Motion to approve Regular Board Meeting Minutes and Special Board Meeting Minutes as presented

Moved by John Lund and seconded by Elton Solseng

### **President Report:**

Plan to review, at the December Board Meeting the By-Laws and Business Plan so everyone is on the same page. In the meantime, assemble a Budget Committee. Budget Committee members: John Lund, Jana Tronier, Leah Clarke, Brad Nudell, Patrick Donegan and Beth Jansen. The committee will be meeting prior to the next Regular Board Meeting.

### **Finance Report:**

Finance Committee – Brad Stedman presented September 2020 financials. See attached Financial Reports

Motion to approve Finance Report as presented

Moved by John Lund and seconded by Jonathan Haux

### **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: Nothing new to report

### **Executive Directors Report:**

See attached ED report



**Cass County, ND Historical Society (continued)**  
Minutes for the October 21, 2020 CCHS Regular Board Meeting

**Other Staff Reports:**

None

**Old Business:**

Law Enforcement Museum update – Beth spoke with Glenn Ellingsberg to request a formal written proposal, but nothing has been submitted yet.

**New Business:**

Discussed the status of the Melroe Bulldozer. Reviewed the Deaccession Proposal and the March 22, 2011 CCHS Board Meeting Minutes Collection Committee Report questioning why the bulldozer was on the deaccession list. Patrick Donegan made a compelling case presenting the details, explaining why the bulldozer was to be deaccessioned initially and why it should be reaccessioned instead.

Motion to reaccession the Melroe Bulldozer

Moved by Patrick Donegan and seconded by Tom Kenville

Discussion

Motion carries unanimously

**Meeting adjourned at 7:01 pm**

**Next CCHS Board Meetings:**

Finance Committee: November 18, 2020 at 4:30 pm

Board of Directors Meeting: November 18, 2020 at 5:30 pm

Jana Tronier, Secretary



**10/21/2020**

## ***Administration***

**Refinancing/PPP update:** Ramsey Bank was unable to secure USDA guarantee for refinancing the remaining balance of the event center loan. The modified loan through Bell will be at the following terms: 3.90% ,at the end of the 5 year period the rate will adjust to the current 3 year FHLB + 2.75% (current rate adjustment period), our monthly payment will be approximately \$4,225. This will bring down the monthly payment by \$1400 with the EIDL monthly payment of \$641 (beginning July 2021) the new monthly amount will be \$4866, a decrease of \$2634 per month.

**Admissions:** We are remaining open and free to the public on weekends and by appointment over the winter months this year through funding received for this project from Humanities North Dakota. To date we have had 147 individuals visit in October.

**Other:** The 2020 audit has begun with Eide Baily onsite last week. I have also drafted a 2020 budget with plans to revue with accounting and the finance committee over the next month hoping for board approval at our November meeting.

## ***Fundraising and Development***

I sent out a member update letter to 240 members along with our September newsletter the very beginning of October including a soft donation ask , we have thus far received \$1200 from this request with a cost of approximately \$260 for production and mailing. I will also be sending out a year end appeal the beginning of November to a list of over 800 contacts. I have identified 5 grantors I will be preparing applications to be submitted prior to the end of 2020.

## ***Programming/ Facilities-***

**Special Events:** Due to the increase in positive covid cases we will not be offering a haunted house this year but hope to in 2021. Ghost tours were held on October 2<sup>nd</sup> and 16<sup>th</sup> to sold out groups. The new format is working quite well and is very mission focused with fewer volunteers or staff hours needed. The last paranormal event will be held on Halloween night and is also sold out. We will also be holding a trunk or treat event on the village streets on Halloween day from 2pm to 6pm.

**Private Events:** we have 3 weddings, a chamber class, and a vendor fair happening this month. With the change in covid status as of 10-16-2020 the remaining events will need to be held at 25% capacity and no more than 50 attendees. The parties were given an option to reschedule, be refunded or proceed with the restrictions. They all decided to proceed.

**Facilities/projects:** Fargo's first House on schedule to begin this fall. Church memorial the platform was poured this week, the Bell has been cleaned and looks amazing and the signage will be installed by the end of the month. I would like to possibly plan a ribbon cutting event at this year's Christmas on the Prairie.

**Furnberg:** Chad and a contractor were able to get a better idea of the situation by removing some of the

floor boards. The center beam running from front to back under the flooring needs to be replaced as well as the concrete pillars stabilizing the beam an estimate of \$24,000 to repair, this is very likely the same thing happening with the Hunter times. **Carriage house:** Is complete, however was not ventilated properly and is now presenting possible mold threat for the carriages, Glen has been notified and is working to repair the problem. **Train Building:** No update at this time **Transgrud House:** no update at this time. **Village Drainage:** in search of/awaiting funding. **Machine Shop Roof:** in search of/awaiting funding **Buffalo Band stand:** the bandstand was moved and the foundation poured this week. **ER updates:** We were awarded an Economic Resiliency grant in the amount of \$47,432.38 to be spent on hand sanitizer stations with a supply of hand sanitizer for the village both interior and exterior, an updated ventilation system with bipolar ionization for the mitigation of viral transmission, and covid supplies purchased for earlier events. The stations have been ordered and G & R hired to complete the viral transmission mitigation with a start date of 10-26-2020. We have 45 (11-5-2020) days to spend these funds or will need to request an extension. We will be cutting it close. **Dawson Hall:** After thorough research this summer of the options available to repair the building and bathrooms and the immense cost associated with doing so we have developed a plan of action in addressing Dawson Hall:

1. The Harwood Prairie Players will be allowed to complete their current contract and finish their 2021 season in Dawson if covid permits.
2. We will halt promoting Dawson as a venue for weddings effective immediately.
3. Fall of 2021 we will prepare the old Carriage Building as a seasonal event venue: moving over any and all items we can salvage from Dawson Hall including: the stage, light fixtures, bar etc., and repairing the roof as needed to ensure no leaking. (Due to antique road show work completed, and the use of salvaged items from Dawson we should be able to do so quite reasonably and will also seek a sponsor for this project).
4. Demolition of Dawson hall and the bathroom hallway will be planned for the fall of 2021 if funds are available.
5. We will begin use of old Carriage building the summer 2022 as a June through September event venue.

The long term goal is to secure a sponsor for the building of a new barn themed event center on the spot Dawson Hall and the old carriage building occupy.

Submitted by Beth Jansen 10/19/2020

**Cass County, ND Historical Society**  
Minutes for the November 18, 2020, CCHS Board Meeting

**Call to Order** – Meeting called to order at 5:34 pm by President, John Lund

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

**Minutes:**

Motion to approve Board Meeting Minutes as amended  
Moved by Brad Nudell and seconded by Jonathan Haux

**President Report:**

The Audit is complete. We will be reviewing the By-Laws and Business Plan at the next Board Meeting on December 16.

**Finance Report:**

Finance Committee – Brad Stedman presented October 2020 financials.  
See attached Financial Reports  
Motion to approve Finance Report as presented  
Moved by Leah Clarke and seconded by Elton Solseng

**2021 Budget Review**

Increase Advertising and Marketing budget to \$25,000 and decrease Donations-Capital Expenditures to \$35,000 from \$70,000  
Motion to approve budget as amended  
Moved by Elton Solseng and seconded by Brad Nudell  
Roll call Unanimous  
Motion Passed

**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:** Discussed the picture, book, etc. archives in storage at Bonanzaville. At this time, they are not stored in an organized manner and not protected by humidity, water, etc. We have the option to donate the archives to NDSU and in turn, they will catalog and protect them while still making them fully available to Bonanzaville.  
Motion to donate the archives to NDSU to catalog and store.  
Moved by Patrick Donegan and seconded by Angela Smith  
Roll Call – Unanimous  
Motion Passed

## **Cass County, ND Historical Society**

Minutes for the November 18, 2020, CCHS Board Meeting – continued

**Collection Committee continued:** Discussed the Cook Car – not in working condition. Would like to deaccession and find a better one.

Motion to deaccession Cook Car

Moved by Elton Solseng and seconded by Brad Nudell

Roll Call - In favor: John Lund, Tom Kenville, Jonathan Haux, Brad Nudell, Kristen Fellows, Elton Solseng, Patrick Donegan, Jana Tronier, Angela Smith. Opposed: Leah Clarke, Bob Clarke

Motion Passed

### **Executive Directors Report:**

See attached ED report

### **Other Staff Reports:**

None

### **Old Business:**

None

### **New Business:**

None

**Meeting adjourned at 7:42 pm**

### **Next CCHS Board Meetings:**

Finance Committee: December 16, 2020 at 4:30 pm

Board of Directors Meeting: December 16, 2020 at 5:30 pm

Jana Tronier, Secretary



**11/18/2020**

## ***Administration***

**Refinancing/PPP update:** Bell Bank is in the process of completing the loan modification. The SBA PPP loan forgiveness application has been completed and is expected to be 100% forgiven.

**Admissions:** We have a handful of visitors each weekend coming in to visit the main museum. The Gift shop staff are being tasked with completing mailers, cleaning, calling volunteers and other support staff duties.

**Other:** The 2019 audit and 990 are complete. The finance committee met on 11-11-2020 to review the 2021 budget, I have attached a budget justification for lines that I would like to make any significant changes to.

## ***Fundraising and Development***

I sent out a year end appeal letter with 3 giving options including FM Area Foundations "Caring Catalog" (online), by mail in check, or by membership to a little over 800 contacts this week. Emails and Facebook posts will coincide with the caring catalog which runs November 24<sup>th</sup> to December 14<sup>th</sup> with weekly contests and giveaways. Completed two grant requests this month for 2021 in the amount of \$51,000 both are collection related (interior interpretations and curator for 2022).

## ***Programming/ Facilities-***

**Special Events:** Our first annual "Trunk or Treat" event was a very large success. About 20 volunteers and staff members participated, with 10 business and civic groups to provide a fun free event for close to 3500 attendees over the course of the evening. Concession sales grossed \$700 and donations \$400 and two news outlets ran stories. The benefit of the connections made were priceless, we will be making this an annual event. Thank you to Missy for her hard work!!! Due to the large turnout for the mostly outside event we have made some more covid related changes to "Christmas on the Prairie" 1) we are limiting the number of attendees to 150 in the village at a time staggering ticket times to every 90 minutes 2) Limiting visitors in the event center, Dawson and main museum to 50 at a time. 2) Santa will be visiting with kids and passing out candy but will be sanctioned off from visitors. 3) Family photos will be taken instead of Santa photos limiting interactions 4) North pole callers will be spread out and open space left in board room. Tickets went are sold online only and at this time very few sales have been made (50).

I have been revamping sponsor opportunities for special events with Missy's assistance to begin approaching event sponsors much earlier, offering a more structured recognition program and at higher levels beginning in 2021.

**Private Events:** We Have no private events scheduled in November. A very small wedding scheduled for December (10 participants) and a vendor fair/craft show during Christmas on the Prairie.

**Facilities/Grounds: Fargo's first House-** Logs have been purchased, and Brenda and I met with Earlyne Hektor it sounds like she will probably fund the remaining of the current project however would like us to match the amount, I am not sure what that will look like but will keep everyone posted. **Church memorial** the signage has been added and all concrete work is complete, all that is left is to add the old sign to the area and place the bell **Furnberg:** no update at this **Train Building:** No update at this time **Transgrud House:** no update at this time. **Village Drainage:** in search of/awaiting funding. **Machine Shop Roof:** in search of/awaiting funding **Buffalo Band stand:** The band stand is now on a new foundation repairs to the building, paint and positioning will be completed early spring. **Economic Resiliency Grant updates:** Hand Sanitizer station have been purchased, and event center update is in progress, Chad will need to paint the new duct work over the winter. **Dawson Hall:** No update at this time.

**Chad has been working on:**

1. Corrections and repairs made for Fire Dept. inspection report from October 26th
2. West wall in main museum near Luke's office, (where door was covered up) leaks when rain fall and when melting occurs. Believe the bottom seal needs to be redone, resealed to keep water from coming in. Would involve removing the current siding and possible concrete work to reseat and regrading to direct water away from building. Precision concrete quoted to remove dirt from exterior of enter west wall and replace with concrete the length of building and adding membrane at cost of \$10,500 Chad thinks if we can concentrate just in the area of door and add dirt that would help. Downspout extensions were added to help remove the draining water away for right now.
3. Requested quote form JDP Electric to install switch in main museum for lights. Currently Circuit breaker are used for room lighting, and when breaker is off, that disables power supply, and engages the emergency lighting, therefore goes in battery power causing frequent burn out of lights causing inspection and fire safety issues.
4. Had All-star construction (Adam) come out and look at couple roofing projects. Brass rail, stairway roof is in desperate need of repairs, Hunter times form shingle replacement and church. No estimates back at this time.
5. All-star construction is member of FM home builder association, and he is also involved with apprentice and trade school work. That lead to short discussion about using the repairs needed around the Village. Whereas these apprentices, trade schools, high school students could possibly be involved in doing repairs in as part of training in the village. More discussions need to be held in this area, to develop a plan.
6. Still doing general organizing and cleanup, and sorting around the grounds.
7. Next larger project will be in barn building. Sort organize and clean up interior, to make better use of space. Interior of barns currently contains multiple wood items, old hay, cedar shingles, will work with collections to see if any of the items are needed. The loft of barn is fully loaded as well, everything and anything from downspouts to horse harnesses to old furnaces, old Christmas displays and multiple electrical items and various wood items. We would like to have the barn open for visitors in 2021.

**Cass County, ND Historical Society**  
Minutes for the December 16<sup>th</sup>, 2020, CCHS Board Meeting

**Call to Order** – Meeting called to order at 5:34 pm by President, John Lund

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

**Agenda:**

Motion to approve Board Meeting Agenda

Moved by Elton Solseng and seconded by Brad Nudell

**Minutes:**

Motion to approve Board Meeting Minutes

Moved by Brad Nudell and seconded by Jonathan Haux

**President Report:**

None tonight in lieu of the agenda items

**Finance Report:**

Finance Committee – Brad Stedman presented November 2020 financials via Zoom.

See attached Financial Reports

Motion to approve Finance Report as presented

Moved by Brad Nudell and seconded by Elton Solseng

**Edward Jones Account**

According to the terms of the owner of the funds, Bonanzaville is able to take a 5% annual distribution

Motion to take distribution, move it into the restricted account and pay off the remaining \$3000 on the EIDL loan.

Moved by Brad Nudell and Seconded by Jonathan Haux

Roll Call – Unanimous

Motion Carries

**Committee Reports:**

Collection Committee: Presented Village Inventory Report (See attached)

Safety Committee: Nothing new to report

Volunteer Committee: Nothing new to report

Grounds Committee: Nothing new to report

Fundraising Committee: Nothing new to report

**Executive Director:**

See attached ED Report



## **Cass County, ND Historical Society**

Minutes for the December 16, 2020, CCHS Board Meeting – continued

### **Other Staff Reports:**

None

### **Old Business:**

None

### **Business Plan Review**

Motion to change the name of the “Business Plan” to “Strategic Plan”

Moved by Tom Kenville, seconded by Brad Nudell

Approved unanimously

Motion carries

### **By-Law Review**

There are many need changes to the Bi-Laws. A committee will be created, chaired by Patrick Donegan. Patrick will then choose board members to participate and the By-Law’s will be presented to the board when they are finished.

Motion to adjourn meeting

Moved by Elton Solseng, seconded by Brad Nudell

**Meeting adjourned at 7:39 pm**

### **Next CCHS Board Meetings:**

Finance Committee: January 20, 2021 at 4:30 pm

Board of Directors Meeting: January 20, 2020 at 5:30 pm

Jana Tronier, Secretary



**12/10/2020**

## ***Administration***

**Refinancing/PPP update:** Update: the ppp loan was forgiven all but \$3000 which we received as a grant through EIDL. Modification is complete.

**Admissions:** We had 51 individuals visit the main museum on weekends during November.

**Staff:** I have completed annual reviews for Luke and Missy and will begin an annual schedule by hire date going forward.

## ***Fundraising and Development***

I sent out a year end appeal letter with 3 giving options including FM Area Foundations "Caring Catalog" (online), by mail in check, or by membership to a little over 800 contacts mid-November thus far we have added 27 memberships (\$1750) received an additional \$1335 in donations, and \$1435 through the caring catalog.

We received an Operation Round up Grant for \$5000 towards interior signage and \$49,900 Bank of North Dakota Covid recovery grant, this is a grant that is reimbursing CCHS for all interest paid on debt in 2020, there was added moneys available and that money was granted according to total lost revenue compared to 2019 ( we are ahead of 2019 in public support but way when capitol support figured in)

## ***Programming/ Facilities-***

**Special Events:** Christmas on the Prairie was cancelled the first week of December due to covid close contact by staff (myself) and volunteers/vendor ( photographer) a domino effect in the area of persons ablet to assist with the event occurred and we lost 4 staff and 7 volunteers, this occurrence along with public safety lead to the decision. Sponsors of 2020's event will instead sponsor 2021 veterans' event.

We have been approached by the Downtown Partnership of Fargo to assist with Christmas window displays reminiscent of those Herbst Department store decorated in downtown Fargo prior to 1982. They would like us to assist with period pieces going forward each year. The partnership hopes to bring more people to downtown Fargo around the holidays adding an element of history to the new attractions being added to the area. We have agreed to assist in creating accurate historic interpretations as well as items for each static display. This year we will be assisting with two window displays providing some decorative and historical items to be displayed the week of Christmas through the New Year. Bonanzaville Staff will assist with removal and display of items.

**Private Events:** No update at this time, no private events booked for the remainder of 2020.

### **Facilities/Grounds (Chad)**

**Fargo's first House-** is hire and will begin in the spring, it is just about funded at \$55,000 of \$60,000 needed. **Church memorial** old sign to be added in spring Bell to be placed soon otherwise complete.

**Furnberg:** no update at this time. **Train Building:** Chad and Beth met with Diirk Lenthe he is setting up an account by year end specifically for the train building project, Chad is finishing up getting bids with intent to begin project as soon as possible this spring. **Transgrud House:** no update at this time. **Village Drainage:** project is targeted for spring. **Machine Shop Roof:** in search of/awaiting funding. **Brass Rail:** roof over stairwell is in dire need of repair, quotes received and project ready to be hired. Page contacts have been approached for funding. **Church Roof:** there are several areas where shingles have blown off, some fascia and soffit are loose or missing from the winds this summer a quote was secured for repairs and project is ready to be hired. **Event Center:** Preparing and researching how to address painting the new metal duct with hopes of beginning in January. **Air Museum:** Roof repair is hired and materials paid. 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 12/15/2020