



**BOARD OF DIRECTORS MEETING**

Table with 2 columns of names and checkboxes for attendance. Names include President Steve Gibson, Vice-President Mike Corbett, Treasurer Tom Anderson, Secretary Pat Pretz, Executive Director Lindsay Judd, Vanessa Bell-LaSota, Kathy Brens, Joyce Cregier, Brian Henry, Ed Klosowski, Bob Matson, David Pietryla, and Darlene Riebe. A row for Quorum = 5 is also present.

Thursday 5:00 PM March 17, 2022

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- I. Call to Order
- II. Approval of Minutes from February 17, 2022
- III. Presentation and Approval of the February 2022 Financial Reports
- IV. New or Unfinished Business
  - A. Presentation and Approval of New Board Member: Mary Lynn Swanson
- V. Director’s Report
- VI. Committee Reports – presented by Chairperson
  - A. Education Committee
  - B. Facilities Committee
  - C. Fundraising Committee
  - D. Gift Shop Committee
  - E. Membership/Development Committee
- VII. City of St. Charles Liaison Report

**VII. President's Report**

**VIII. Board Member Roundtable Updates**

**What is your favorite St. Patrick's Day memory?**

**IX. Communications**

**X. Adjournment**

**Adjournment until: Thursday, April 21, 2022, at 5 PM  
at the St. Charles History Museum in the  
Jack and Kathy Brens Exhibit Hall  
215 E. Main Street, St. Charles, Illinois 60174**

**OR Via Zoom**

[March 17 Board Meeting Zoom Link](#)

Meeting ID: 870 7385 3231

Passcode: 389672



# Management Report

St. Charles History Museum

For the period ended February 28, 2022

Prepared on

**March 7, 2022**



**St. Charles History Museum**  
**Budget vs. Actuals: FY\_2022 - FY22 P&L**  
**February 2022**

	Feb 2022	YTD Total	
	Actual	Actual	Budget
<b>REVENUE</b>			
4000 Membership Income		\$ -	\$ 14,000
4010 Baker VIP Memberships	\$ 300	\$ 950	
4020 Indiv Family Memberships	\$ -	\$ 25	
4030 SS Jones + Memberships	\$ 750	\$ 1,350	
4100 Donations	\$ -	\$ -	\$ 8,000
4130 Gift Donations	\$ 500	\$ 500	
4150 Donation Box	\$ -	\$ 57	
<b>Total 4000 Membership Income</b>	<b>\$ 1,550</b>	<b>\$ 2,882</b>	<b>\$ 22,000</b>
4200 Fundraising	\$ -	\$ -	\$ 25,000
<b>Total 4200 Fundraising</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ 26,000</b>
4400 Programs	\$ -	\$ -	\$ 3,500
4500 Research Fees	\$ -	\$ -	\$ 2,000
4600 Gift Store		\$ -	
4610 Gift Store General Sales	\$ 764	\$ 879	
<b>Total 4600 Gift Store</b>	<b>\$ 764</b>	<b>\$ 879</b>	<b>\$ 12,000</b>
4700 Grants	\$ -	\$ -	\$ 25,000
4800 STC City Funding	\$ -	\$ 7,500	\$ 50,000
4900 Interest Income	\$ -	\$ 2	\$ 100
<b>Total Revenue</b>	<b>\$ 2,314</b>	<b>\$ 12,813</b>	<b>\$ 140,600</b>
<b>EXPENDITURES</b>			
5600 Gift Store Expenses		\$ -	
<b>Total 5600 Gift Store Expenses</b>	<b>\$ 164</b>	<b>\$ 137</b>	<b>\$ 6,000</b>
5000 Membership Expenses	\$ 27	\$ 27	\$ 1,500
5200 Fundraising Expenses		\$ -	
5201 Licenses City	\$ 500	\$ 500	
<b>Total 5200 Fundraising Expenses</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 6,000</b>
5400 Program Costs		\$ -	\$ 1,500
6400 Exhibits	\$ -	\$ -	\$ 3,000
8000 Collection Care	\$ -	\$ -	\$ 8,850
8010 Collection Care Expenses	\$ -	\$ 338	
8020 Offsite Collection Storage	\$ 450	\$ 1,043	
<b>Total 8000 Collection Care</b>	<b>\$ 450</b>	<b>\$ 1,381</b>	<b>\$ 11,850</b>
6010 Payroll Expenses	\$ 6,142	\$ 14,821	
6050 Payroll Taxes	\$ 470	\$ 2,786	
<b>Total 6010 Payroll Expenses</b>	<b>\$ 6,611</b>	<b>\$ 17,607</b>	<b>\$ 84,000</b>
6100 Building Operations		\$ -	
<b>Total 6100 Building Operations</b>	<b>\$ 1,185</b>	<b>\$ 1,888</b>	<b>\$ 7,000</b>
6300 Office Expense	\$ 50	\$ 50	
<b>Total 6300 Office Expense</b>	<b>\$ 623</b>	<b>\$ 1,711</b>	<b>\$ 7,000</b>
6500 Telephone / Communication	\$ 346	\$ 417	\$ 3,500
6600 Insurance Expenses	\$ -	\$ 205	
6610 Commerical & Wcomp		\$ 27	
<b>Total Insurance Expenses</b>		<b>\$ 232</b>	<b>\$ 6,000</b>
6800 Postage Expenses	\$ 60	\$ 60	\$ 150
6900 Dues Expenses	\$ -	\$ 118	\$ 500
7000 Promotion & Advertising Ex	\$ 75	\$ 150	\$ 1,500
7100 Professional Fees	\$ -	\$ 795	\$ 3,000
7400 Staff Development	\$ -	\$ -	\$ 1,000
<b>Total Expenditures</b>	<b>\$ 10,014</b>	<b>\$ 25,024</b>	<b>\$ 140,500</b>
<b>Net Revenue</b>		<b>\$ (12,211)</b>	



# St. Charles History Museum

## Balance Sheet Prev Year Comparison

As of February 28, 2022

	TOTAL	
	AS OF FEB 28, 2022	AS OF FEB 28, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1000 Cash Accounts	2,587.99	639.86
1020 Checking First State Bank	13,948.00	38,514.48
1025 Savings First State Bank	1,270.02	1,267.93
1030 Petty Cash	275.00	275.00
1035 PPP Checking	0.00	15,146.96
<b>Total 1000 Cash Accounts</b>	<b>18,081.01</b>	<b>55,844.23</b>
<b>Total Bank Accounts</b>	<b>\$18,081.01</b>	<b>\$55,844.23</b>
Accounts Receivable		
1100 Accounts Receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1200 Undeposited Funds	0.00	0.00
Inventory Asset	0.00	
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$18,081.01</b>	<b>\$55,844.23</b>
Fixed Assets		
1400 Fixed Assets		
1420 Computers & Related Equip	7,299.00	7,299.00
1430 Displays	4,383.00	4,383.00
1440 Furniture & Fixtures	8,740.00	8,740.00
1490 Accumulated Depreciation	-16,422.00	-16,422.00
<b>Total 1400 Fixed Assets</b>	<b>4,000.00</b>	<b>4,000.00</b>
<b>Total Fixed Assets</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
Other Assets		
1720 Investment Acct - Security	164,935.50	122,389.87
<b>Total Other Assets</b>	<b>\$164,935.50</b>	<b>\$122,389.87</b>
<b>TOTAL ASSETS</b>	<b>\$187,016.51</b>	<b>\$182,234.10</b>



# St. Charles History Museum

## Balance Sheet Prev Year Comparison

As of February 28, 2022

	TOTAL	
	AS OF FEB 28, 2022	AS OF FEB 28, 2021 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	182.04	
<b>Total Accounts Payable</b>	<b>\$182.04</b>	<b>\$0.00</b>
Other Current Liabilities		
2020 PPP Loan	0.00	16,750.00
2030 Gas Pump Loan	4,000.00	4,000.00
2100 Payroll Liabilities	0.00	
2110 Federal Withholding	0.00	-720.49
2120 FICA & MC	0.00	-920.42
2160 Illinois WH	0.00	202.00
<b>Total 2100 Payroll Liabilities</b>	<b>0.00</b>	<b>-1,438.91</b>
IL Dept of Revenue - Sales Tax Payable	327.00	91.10
Sales Tax Payable	1.92	
<b>Total IL Dept of Revenue - Sales Tax Payable</b>	<b>328.92</b>	<b>91.10</b>
<b>Total Other Current Liabilities</b>	<b>\$4,328.92</b>	<b>\$19,402.19</b>
<b>Total Current Liabilities</b>	<b>\$4,510.96</b>	<b>\$19,402.19</b>
<b>Total Liabilities</b>	<b>\$4,510.96</b>	<b>\$19,402.19</b>
Equity		
3000 Opening Balance Equity	158,072.15	158,072.15
3200 Unrestricted Net Assets	39,370.35	912.50
Net Revenue	-14,936.95	3,847.26
<b>Total Equity</b>	<b>\$182,505.55</b>	<b>\$162,831.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$187,016.51</b>	<b>\$182,234.10</b>



Mary Lynn has proven herself to be very ready and able to serve.

St Charles Township Trustee for two terms. Represents the citizens of St. Charles Township.

2021 Volunteer and Member of the Education Committee

2022 Member of the Membership Committee

VIP Member/Donor to the Museum

Mary Lynn and her husband Jan have been residents of St. Charles for 42 years. They have 2 adult married daughters who attended St. Patrick's and St. Charles schools, and six wonderful grandchildren. Since 1979, Mary Lynn has been active in volunteer positions in civic and community organizations, along with serving on schools and church committees in St. Charles. She is an active parishioner of St. Patrick's Church. A graduate from the Art Institute of Pittsburgh in Residential Planning and was employed with United States Gypsum as an Inside Sales Representative in the Building and Materials division. She is currently in the Illinois Master Gardener program. She has successfully completed training and passed the final exam. She is serving the intern portion which consists of fulfilling volunteer hours.

Gift Shop Sales													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YT
2020	\$466	\$1,538	\$442	\$352	\$276	\$1,260	\$1,123	\$1,635	\$776	\$1,272	\$811	\$2,776	<b>\$12,733</b>
2021	\$316	\$511	\$1,095	\$787	\$1,337	\$1,568	\$1,574	\$1,691	\$1,161	\$1,094	\$561	\$2,306	<b>\$15,157</b>
2022	\$166	\$828	\$446										<b>\$1,440</b>

**I. Programs**

**A. Adopt an Artifact**

1. We launched the Adopt an Artifact program on March 5<sup>th</sup> and so far we have generated \$50 and a whole lot of interest. Our first adoptee was James Nebel who adopted the Civil War Drum for \$50. (He also became a Baker Level Member on the spot!) This is an ongoing program and it's a great way to generate interest and investment into our collection, as well as connecting with more people and perhaps increasing our membership. Adoptions last a year, and once the year is up we send out a "renewal." We have artifacts ranging from \$10-\$50+.

**B. Spring Break**

1. We have craft supplies leftover from our Junior Historians program that we would like to still use. Darcy and I decided that for spring break programming, we would show a Junior Historian video each day and have the craft that goes along with the video.

**C. Seeds for Victory program**

1. Saturday, April 30<sup>th</sup> we are inviting kids to come to the Museum and help us plant our garden using seeds from the SCPL Seed Library. Kids will also get to plant their own seeds in little pots, and take home a plant journal to record the process. We are considering planning a follow up program in August when most plants are matured so kids can share their findings. The idea is to teach kids the Victory Garden history in St. Charles, which there is quite a lot of, and also introducing them to gardening and why it's important.

**II. Grand Victoria Riverboat Grant 2022 – Submitted**

**III. Community Outreach**

**A. Fox Valley Retired Educators**

1. This went very well! I had to present remotely because I was sick, but the group absolutely loved my presentation about the history of schools in St. Charles.

**B. St. Charles Noon Kiwanis Club**

1. I am speaking at the April 7<sup>th</sup> Kiwanis Meeting to go over the use of the grant we were awarded back in September 2022. Two days after that, we are hosting the Kiwanis Club at the Museum so they can ring the Wild Rose bell 75 times, as well as present their artifacts that will be on display in the windows and a display case in the exhibit hall.

**UPCOMING EVENTS & DATES TO REMEMBER**

- ❖ **Wednesday, April 27<sup>th</sup>: Museum Night at Club Arcada @ 6PM**
- ❖ **Saturday, April 30<sup>th</sup>: Victory Garden Program @ 10AM**
- ❖ **Saturday, May 14<sup>th</sup>: Leslie Goddard as Clara Barton, Civil War Battlefield Nurse program @ 10AM**



## WINTER 2022: January-March

**I.** **Adopt an Artifact Program:** We have selected our first collection of adoptable artifacts. Among them are:

- Colonel Baker straw hat and walking stick
- Great Trotter Greyhound Collection: cooling blanket, trophy, photos
- Pickle Purse
- 19<sup>th</sup> C. Whiskey flask
- 1946 “Vibrating Razor”
- WWI Diary
- Native American Package: grinding stone, “Keepers” book, stone
- William Lockett chair
- Matilda Harris chair
- 1959 Fireman’s hat & badge
- Ration Stamp book
- WWI medal, flag, postcards

We are currently working on determining “adoption fees”, designing a “stork & baby graphic” for shirts, website. (“I Adopted an Artifact”). We plan to do a soft launch sometime this Spring

**II.** **Theater Partnerships:** We meet with Catie Early, Artistic Director, Steel Beam Theater, for next weeks meeting at Steel Beam (they require vaccine cards). We hope to collaborate on creating a performance to launch Pickle Week/Pickle Day in July,- most likely Fri/Sat/Sun (possibly a matinee?). We are being offered display space for artifacts at Steel Beam-a great boon to our program launch. Second, the Davis play book is being considered for development for a 2023 production.

We plan to contact the Kane Repertory Theater/Danill Krimer to discuss potential projects.

**III.** **St Patrick’s Day Holiday Hotspot:** We had two kids craft/art activities: a coloring sheet and a paper chain rainbow as well as two “sensory boxes” and temporary tattoos from Special Needs foundation Rising Lights/Jaimie Valentino. Vanessa painted the center window to tie in with the coloring sheet (pot of gold). We offered popcorn free, encouraged and received some cash donations. A St. Charles video played. It was well-attended!

**SPRING 2022: April-May**

**IV. Seeds of Victory:**

- Program will launch on Saturday April 30<sup>th</sup>, ending in August with kid's (possibly adults) planting journals, submitted photos, sketches of matured plants posted on Instagram/social media. The seeds are tomato plant seeds-what Brandon (STC Library) chose for the community-wide campaign. We are investigating permission for the possible use of the "Green Thumb Mickey Mouse" drawn by Walt Disney for Les Norris in the 1940's. We would use the design for t-shirts sold with program tickets; the original planting booklet would be copied for attendees.
- We have supplies for the project from 2021 donations from Heinz Bros. Greenhouse except soil and peat pots; are contacting past supporters at Midwest Groundcover for possible sponsorship and/or will order online. Vanessa has costs. Rising Lights Foundation is securing a tabletop "" raised garden bed for special needs participants.

**V. Pickle Palooza: July 16<sup>th</sup>.**

- No 2022 Blue Goose sponsorship of a Hot Dog Bar with Pickle Tasting as in this past year-we may run it ourselves at Durant House.
- Steel Beam or Kane Repertory skit: "Bill the Dill" Moore will kick-off the week with use of their gallery for artifacts.
- Photo op with our giant pickle was a HUGE draw-will repeat.

**SUMMER 2022: June-August**

1. **Walking Tours:** Still to explore is a potential partnership/promotions with STC Business Alliance.
  - Possible partnership with Baker Church for a new tour. Mark Armstrong, our Kane Co. Assessor, is a tour guide for the building. Staff at Baker Church are revising their brochure, we offered assistance. Imported stained glass windows from France are a feature. We are gathering information on area churches with special features to create a "Churches Tour"

***Our next meeting, Tuesday, March 22 1:30 will be held either at Steel Beam or the Museum, dependent upon Theater's Covid restrictions.***

**Fundraising Committee Report**  
**Steve Gibson, Chair**  
**March 17, 2022**

**1) Old Business**

- a) Fundraising continues to make progress on the 2022 Gala.
  - i) A photographer has now been selected (Karen Muehlfeldt).
  - ii) We signed the contract for the St Charles Country Club and gave them a deposit.
  - iii) Former Mayor Ray Rogina has accepted to act as our honorary chairperson.

**2) *New Business***

- a) Begun planning for a *Club Arcada* event hosted by Ron Onesti.
  - i) Onesti will provide food, facility, and entertainment.
  - ii) Event date is Wednesday, 4/27 from 6-9 PM.
  - iii) Need a catchy name will accept suggestions.

**3) Outreach**

- a) We still need more members.
- b) We need a chairperson.

**UPCOMING EVENTS & DATES TO REMEMBER**

- ❖ **Wednesday, April 27<sup>th</sup>, Fundraiser at the Arcada**
- ❖ **Saturday, April 30<sup>th</sup>: Victory Garden Program @ 10AM**
- ❖ **Saturday, May 14<sup>th</sup>: Leslie Goddard as *Clara Barton, Civil War Battlefield Nurse* program @ 10AM – registration required -visit website**

## **Membership Committee Report**

**Pat Pretz - Chair**

**March 8, 2022**

### **1) Old Business**

- a) Prospective names for VIP Membership – no new names have been submitted by board members to date.
- b) Membership committee is focusing on programs to attract new members. Initiatives being discussed are a Settler’s breakfast, a coffee with local realtors, and a newcomer gathering.
- c) Upcoming events: VIP Event on March 13<sup>th</sup> on American Oil Paintings - 40 RSVPs.
- d) Notecards were printed and now available to use.

### **2) New Business**

- a) Addition of VIP member, John Glenn, to the membership committee. Mary Lynn Swanson joined the committee in February.
- b) Ellen will be sending out VIP December renewals for gala attendees during the month of March.

### **3) Outreach**

- a) Ellen will send out membership materials to gala attendees not currently members in April.
- b) Leslie Goddard portrayer of Clara Barton will be on May 14<sup>th</sup> and the cost to attend is VIP members – no charge, members - \$5, public - \$10. Membership materials will be handed out to the public at the event.
- c) It was suggested that the gift shop include a membership brochure with purchases to non-members.

### **UPCOMING EVENTS & DATES TO REMEMBER**

- ❖ **Next Membership Committee Meeting – April 12, 2022**
- ❖ **Saturday, May 14<sup>th</sup>: Leslie Goddard as Clara Barton, Civil War Battlefield Nurse program @ 10AM**