

BOARD OF DIRECTORS MEETING

<u>President, Mike Corbett</u>	<input type="checkbox"/>	<u>Joyce Cregier</u>	<input type="checkbox"/>
<u>Vice-President, Steve Gibson</u>	<input type="checkbox"/>	<u>Brian Henry</u>	<input type="checkbox"/>
<u>Treasurer, Helen Jiang</u>	<input type="checkbox"/>	<u>Ed Klosowski</u>	<input type="checkbox"/>
<u>Secretary, Pat Pretz</u>	<input type="checkbox"/>	<u>*Bob Matson</u>	<input type="checkbox"/>
<u>*Executive Director, Lindsay Judd</u>	<input type="checkbox"/>	<u>*David Pietryla</u>	<input type="checkbox"/>
<u>Tom Anderson</u>	<input type="checkbox"/>	<u>Darlene Riebe</u>	<input type="checkbox"/>
<u>Vanessa Bell-LaSota</u>	<input type="checkbox"/>	<u>Sue Villanova</u>	<input type="checkbox"/>
<u>*Kathy Brens</u>	<input type="checkbox"/>	<u></u>	<input type="checkbox"/>

Thursday

5:00 PM

January 20, 2022

- I. Call to Order**
- II. Approval of Minutes from December 2, 2021**
- III. Presentation and Approval of the November and December 2021 Financial Reports**
- IV. New or Unfinished Business**
 - A. Presentation and Approval of the 2022 Executive Leadership Team**
 - Steve Gibson – President
 - Mike Corbett – Vice President
 - Tom Anderson – Treasurer
 - Pat Pretz - Secretary
 - B. Presentation and Approval of the 2022 Program & Meeting Calendar**
 - C. Presentation and Approval of Resolution STC-R-22.01.9001 Authorizing the Application for the Kane County Grand Victoria Riverboat Funds and Execution of All Necessary Documents**

V. Director's Report

- **Update on IAWL Fundraiser Gala**
- **Update on January Public Close and Exhibit -Collection Progress**
- **Grant Opportunities for 2022**
- **Schedule for meeting packets and duties/responsibilities of Chairpersons and Committee members**

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

VIII. President's Report

IX. Board Member Roundtable Updates

- A. Who do you know that would be a good candidate for our Board?
Remember to thank a former board member for their service.**

X. Communications

XI. Adjournment

**Adjournment until: Thursday, February 17, 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 if necessary

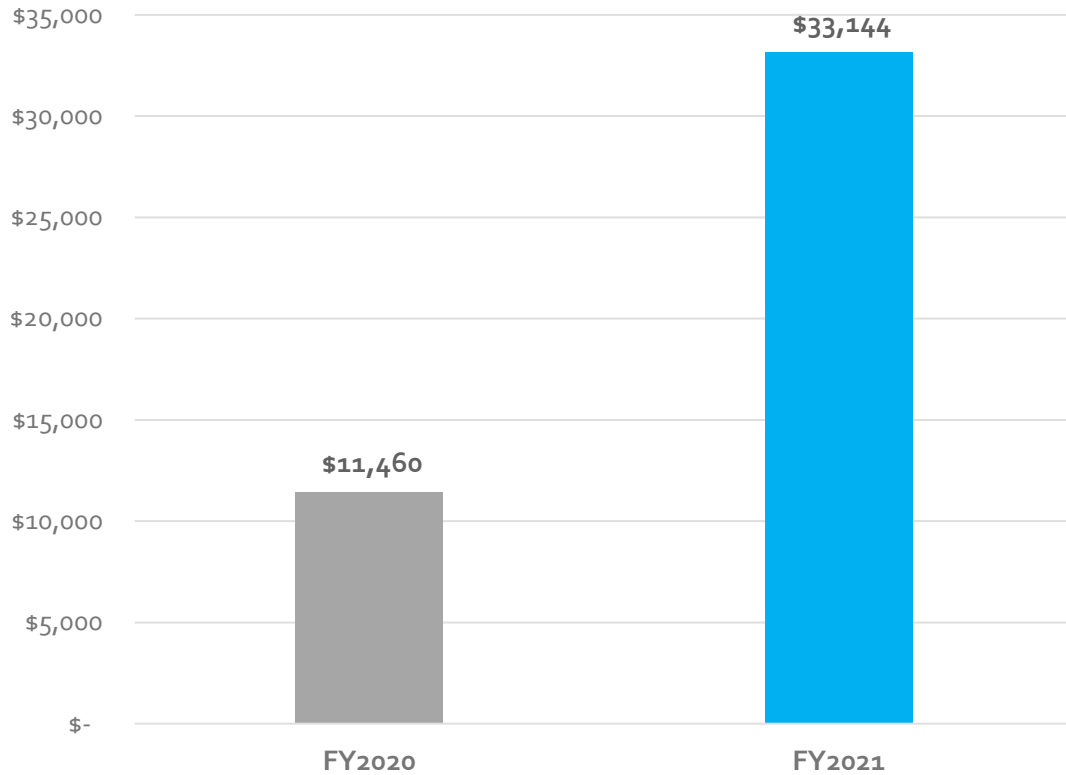


FINANCIAL REPORT BY COMMITTEE

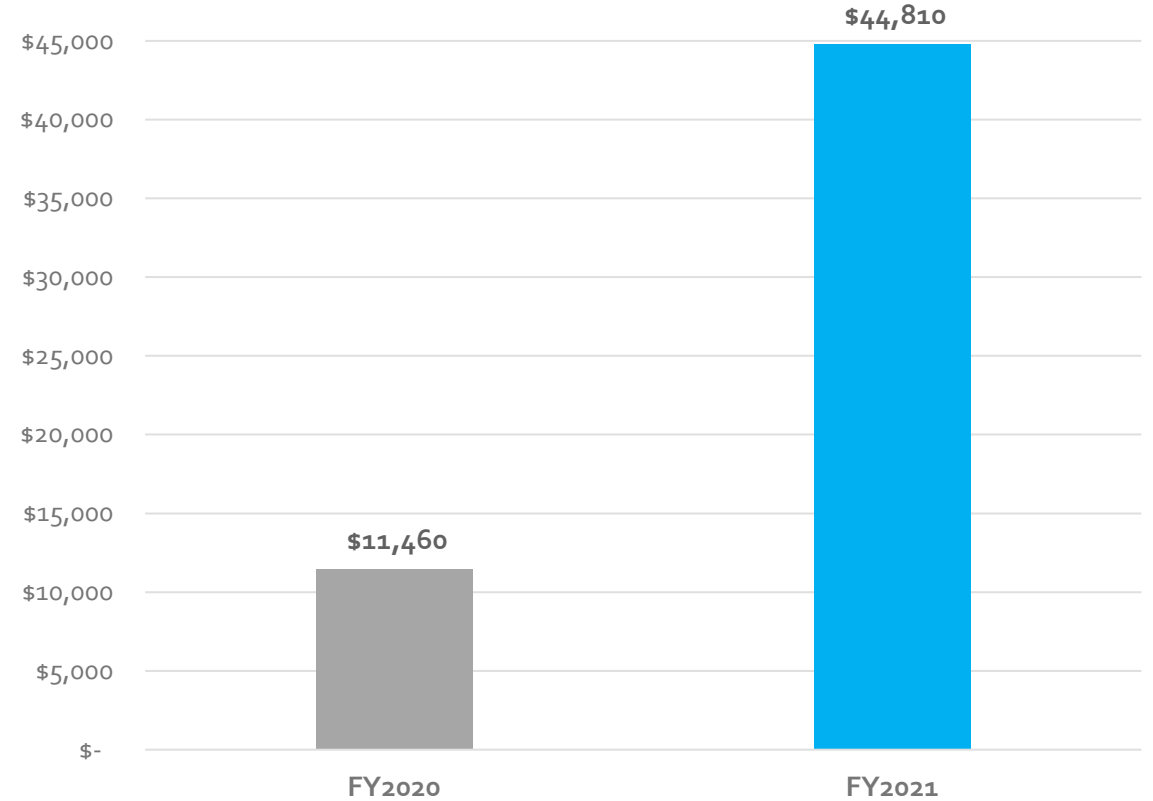
January 20, 2022

Fundraising Revenue YTD2021 vs. YTD2020

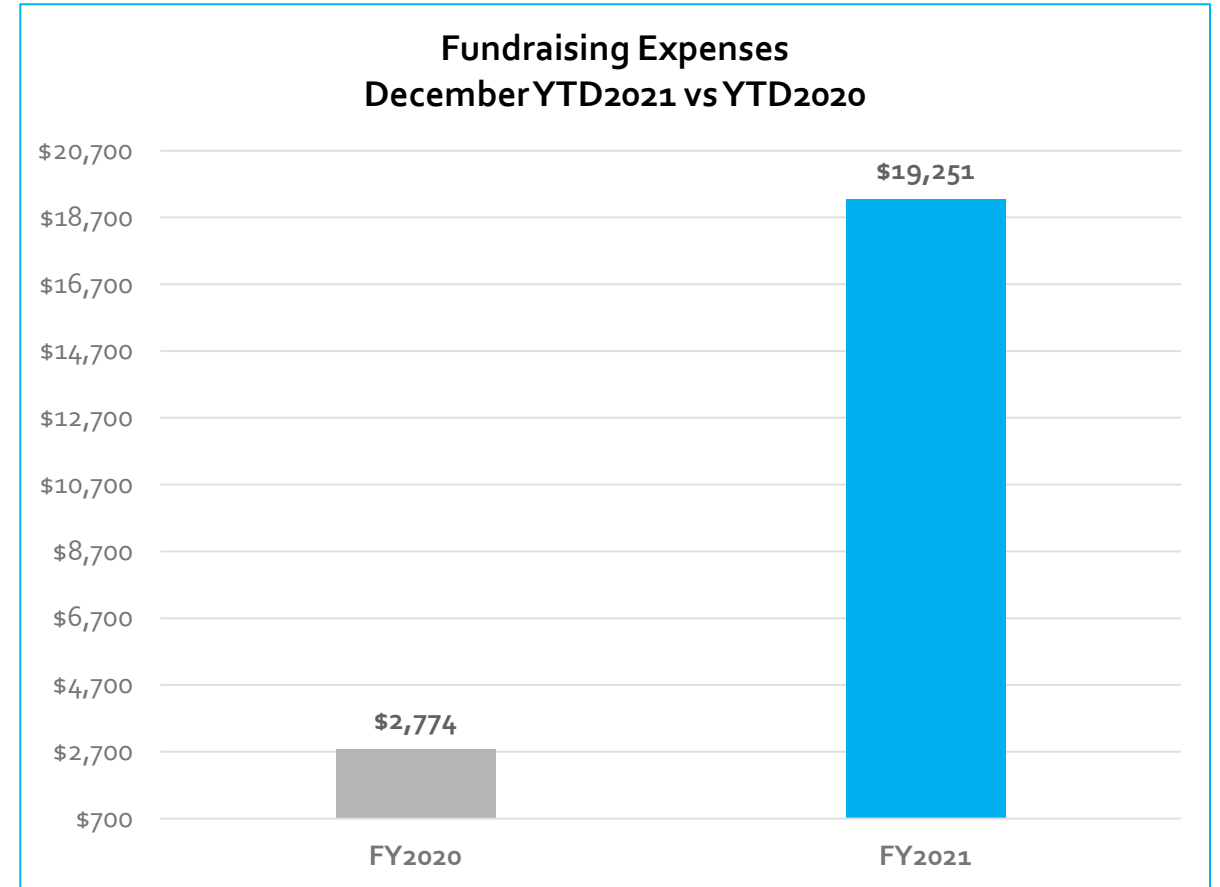
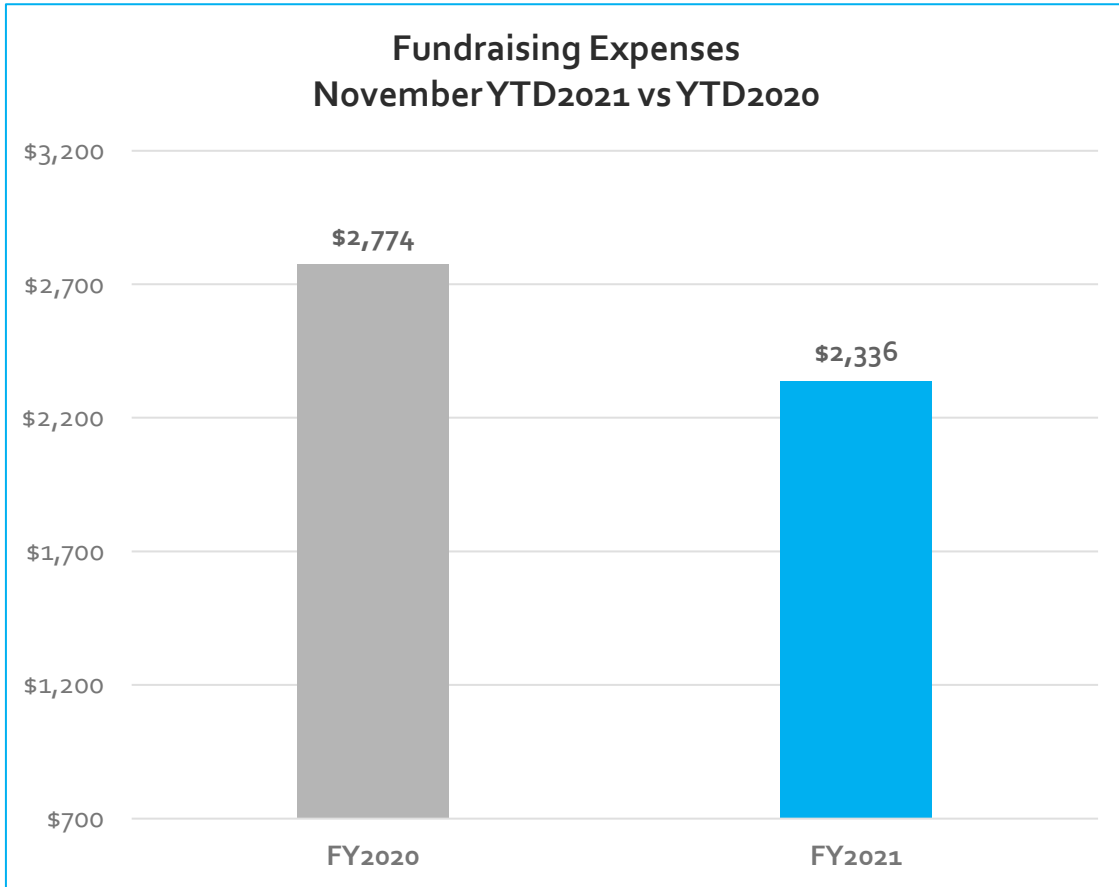
Fundraising Revenue November YTD2021 vs YTD2020



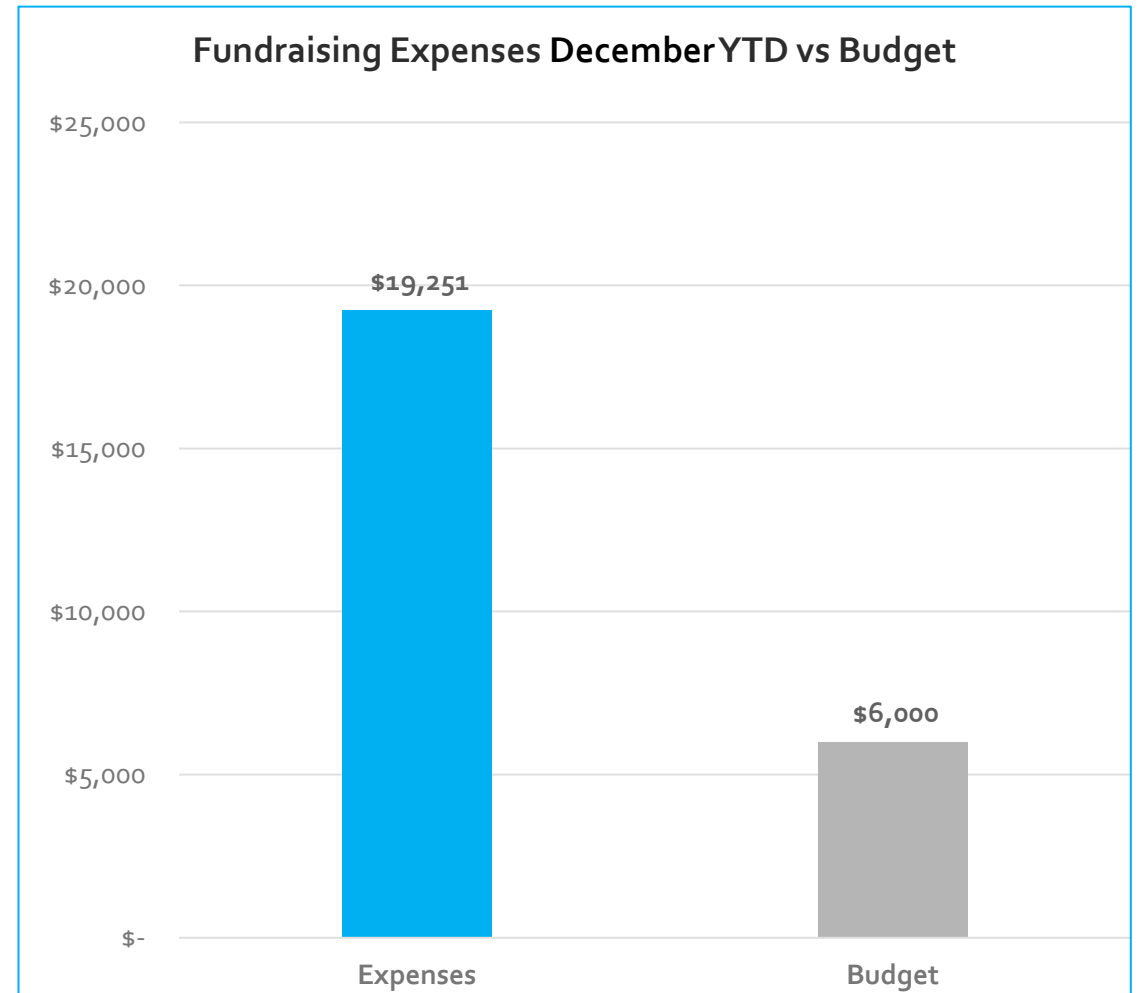
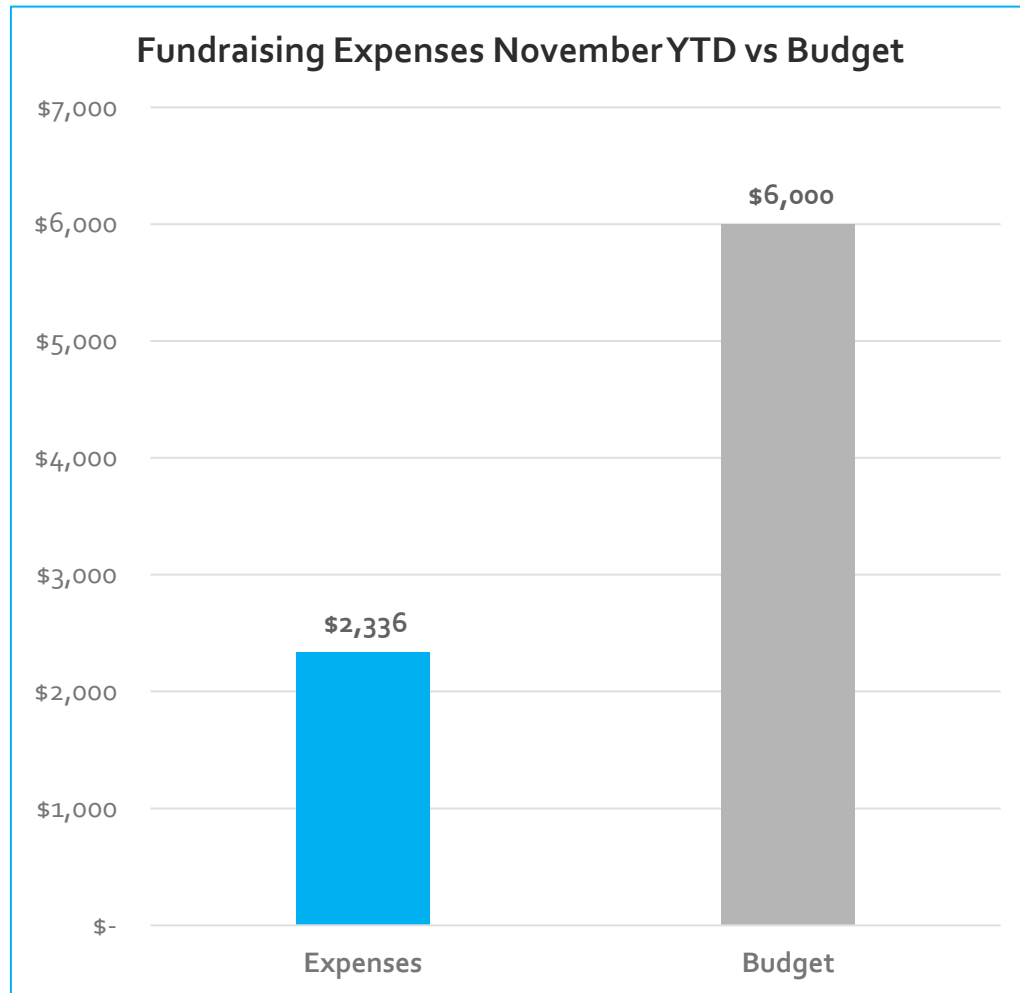
Fundraising Revenue December YTD2021 vs YTD2020



Fundraising Expenses YTD2021 vs YTD 2020

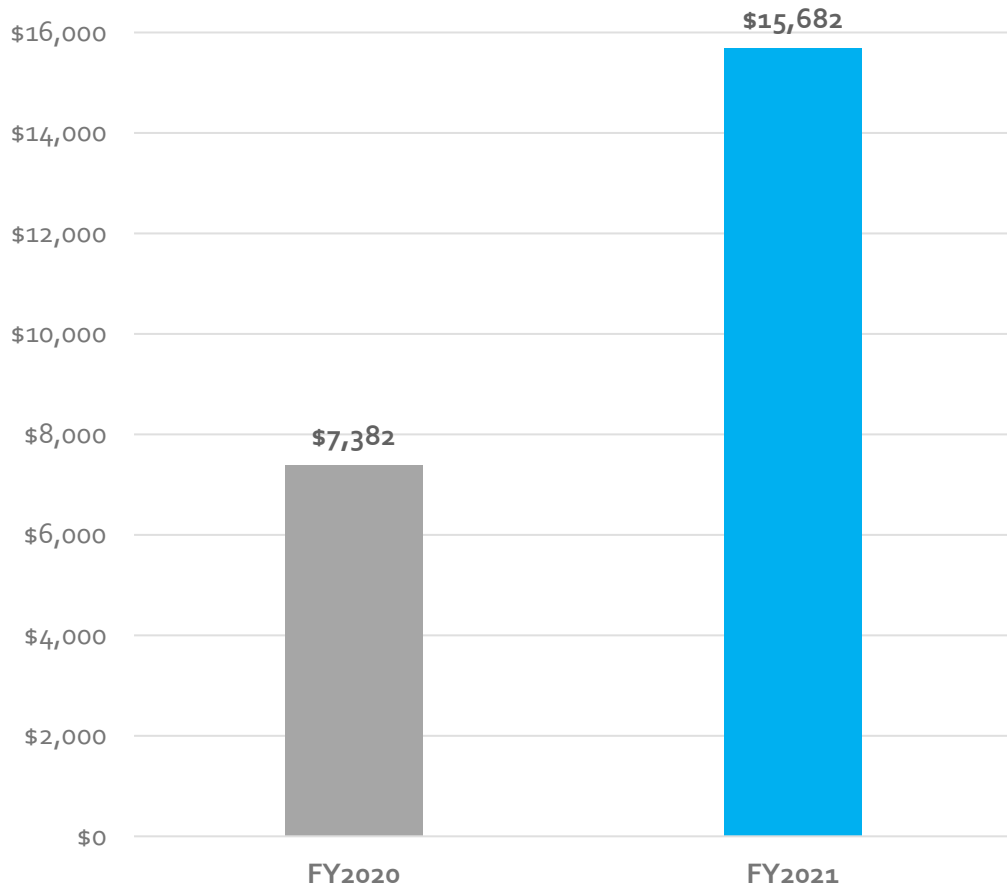


Fundraising Expenses YTD vs. Budget

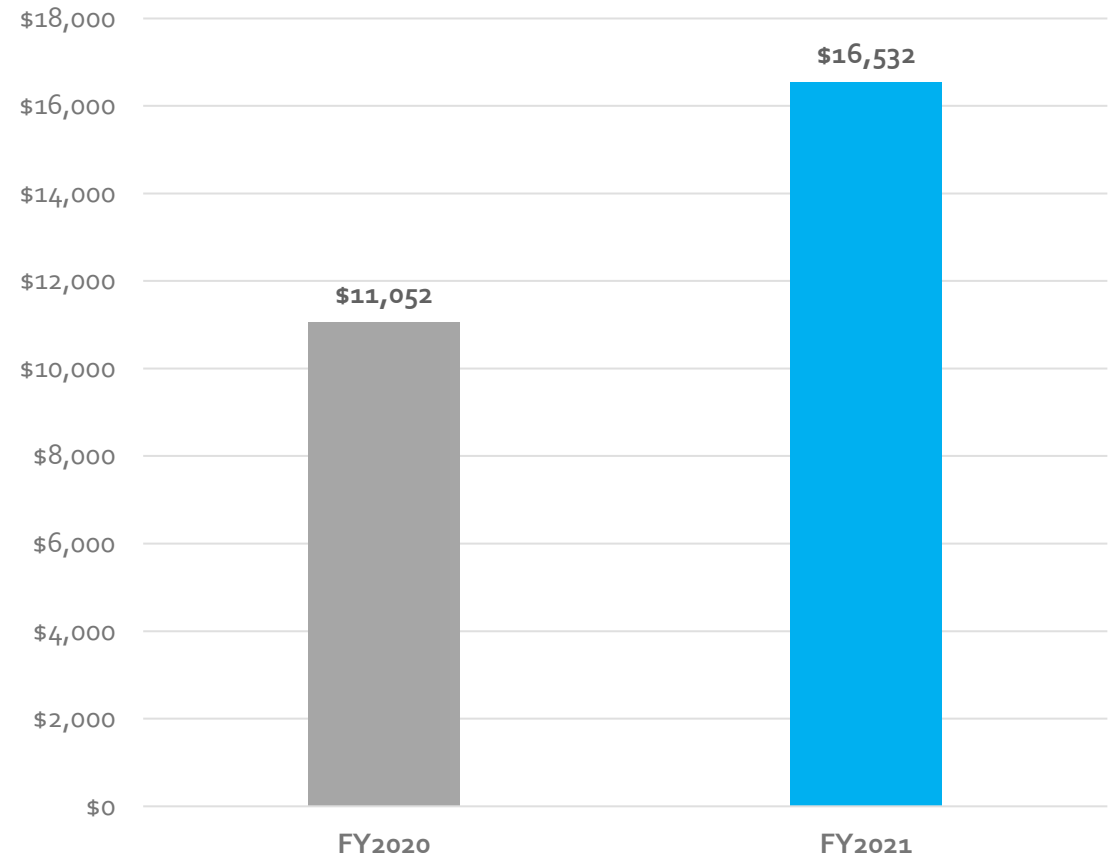


Membership Revenue YTD 2021 vs YTD2020

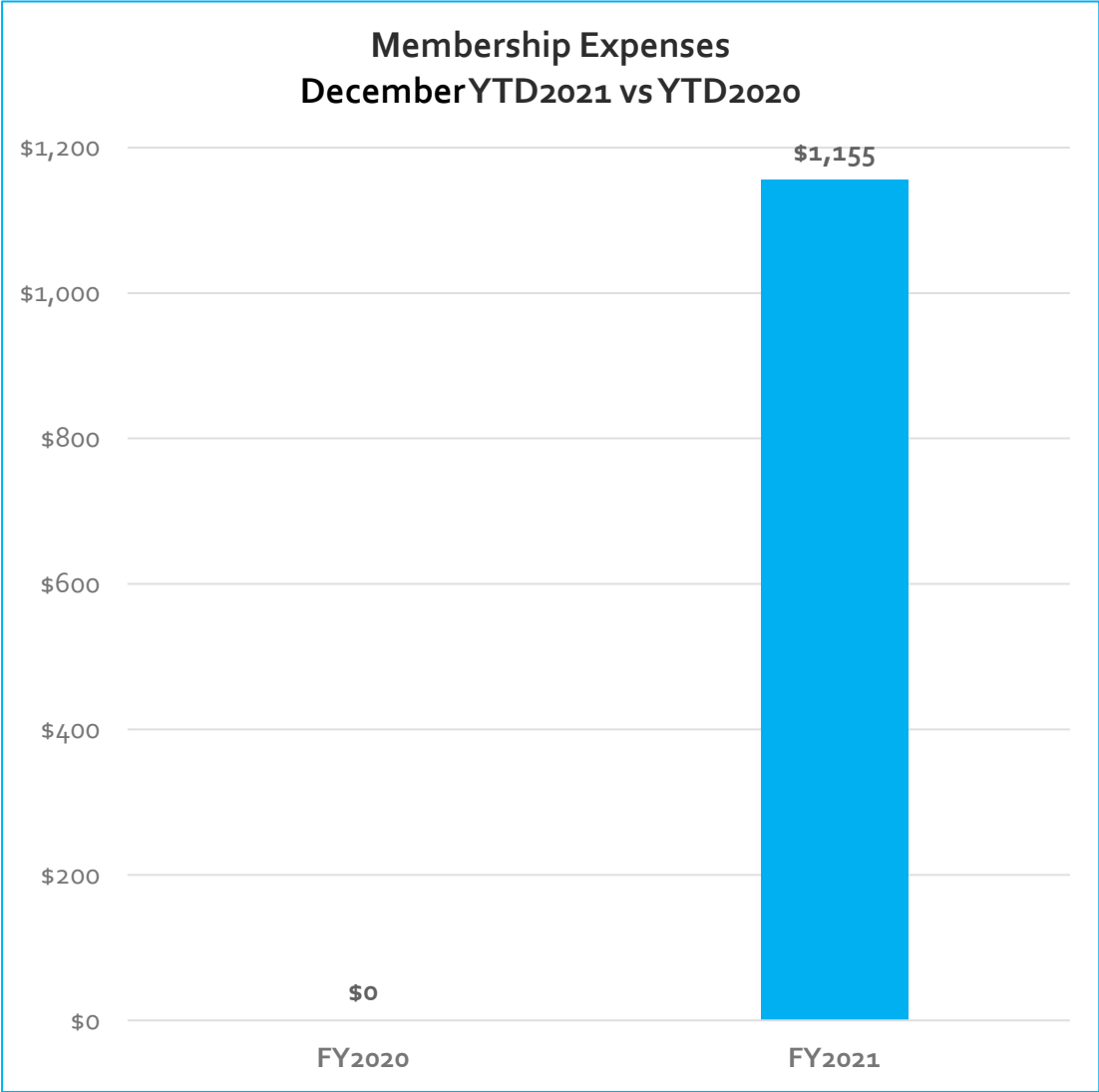
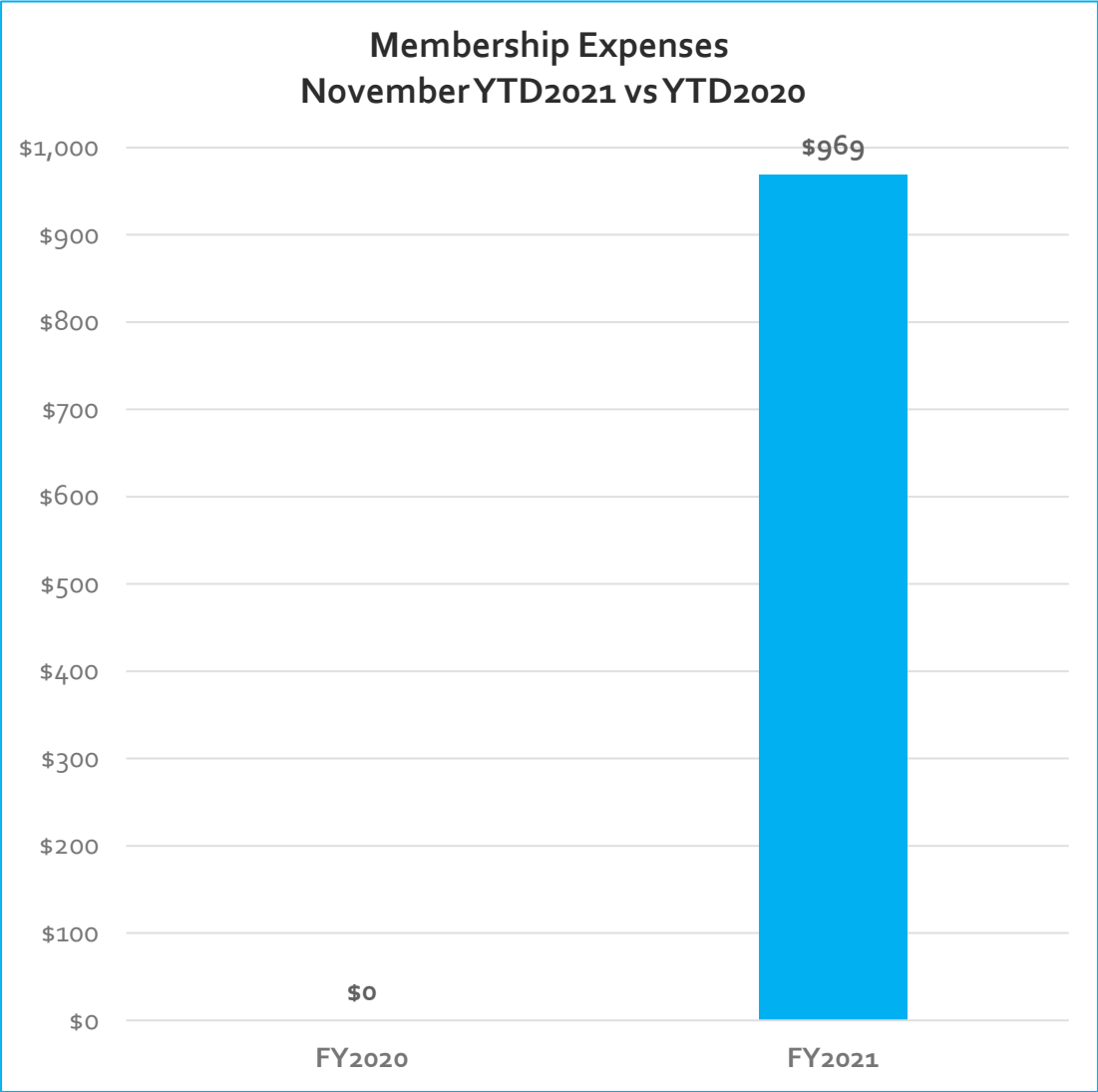
Membership Revenue November YTD2021 vs YTD2020



Membership Revenue December YTD2021 vs YTD2020

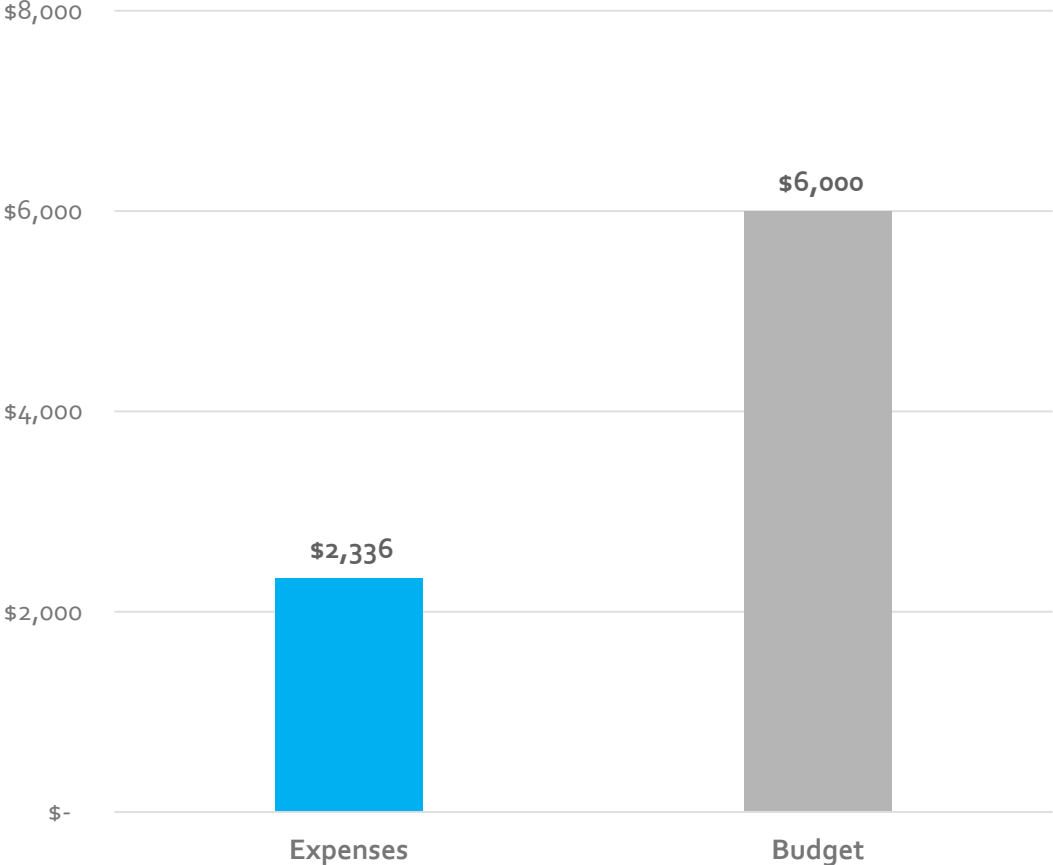


Membership Expenses YTD 2021 vs YTD 2020

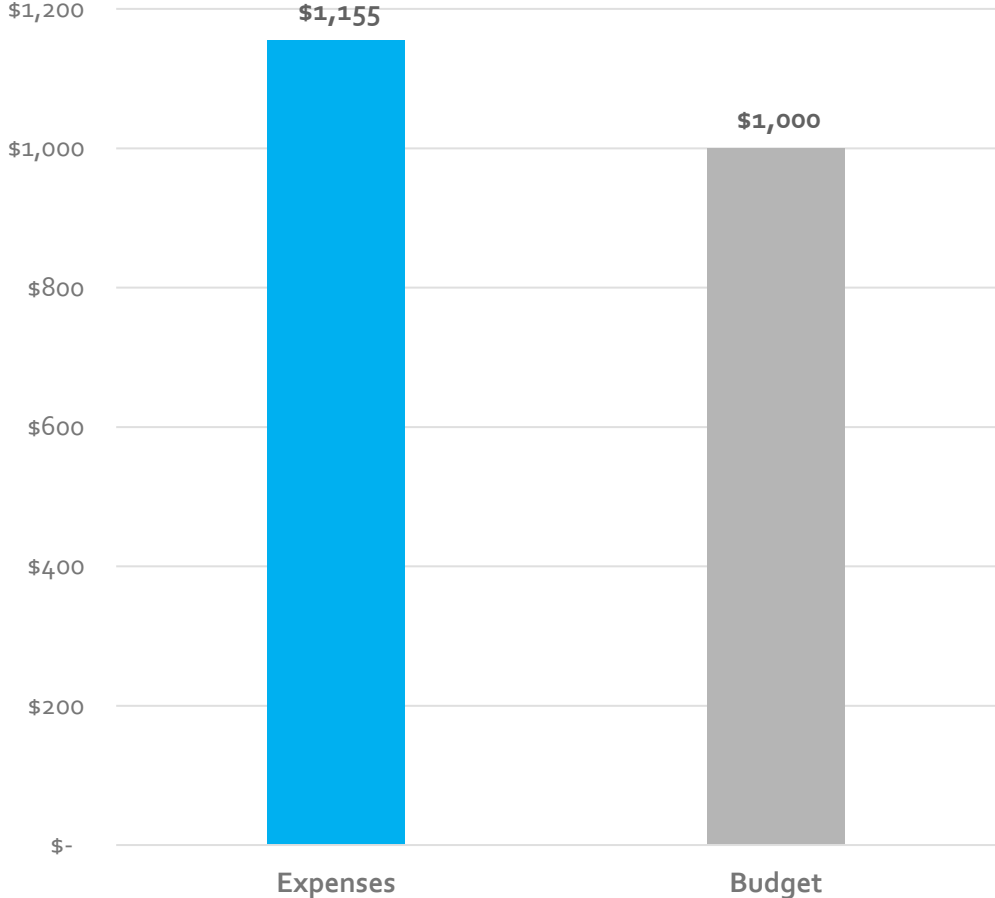


Membership YTD vs. Budget

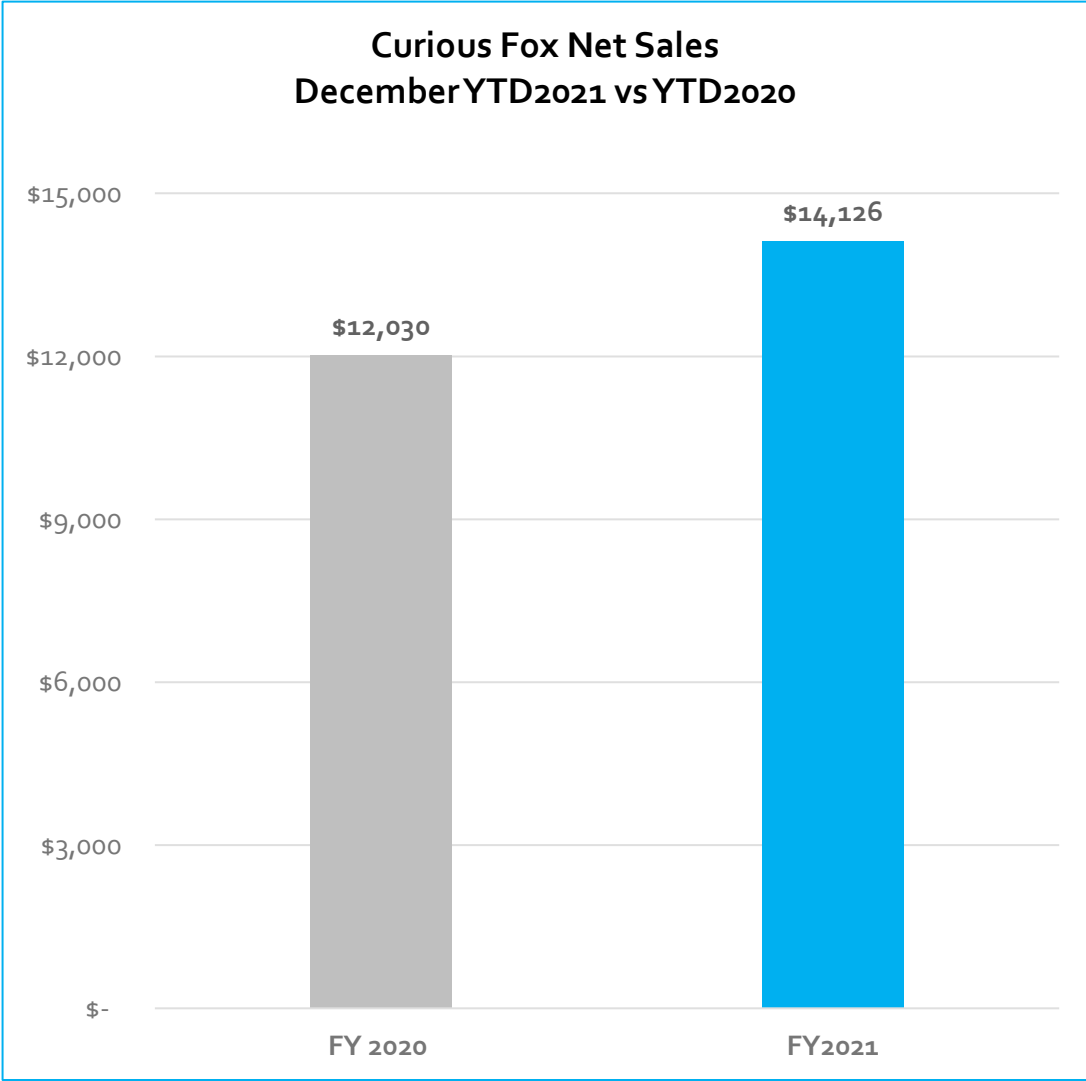
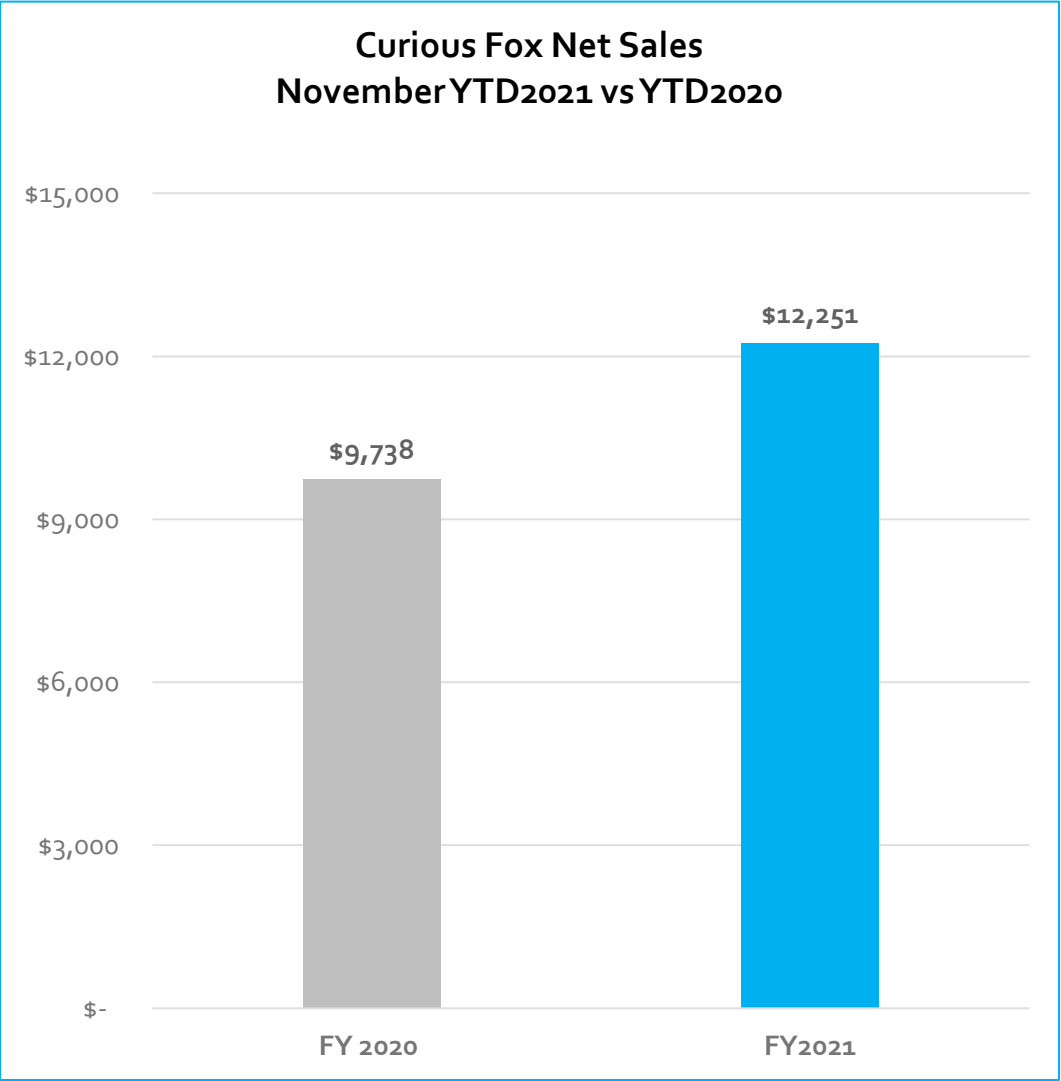
Membership November FY2021 YTD Expenses vs. Budget



Membership December FY2021 YTD Expenses vs. Budget

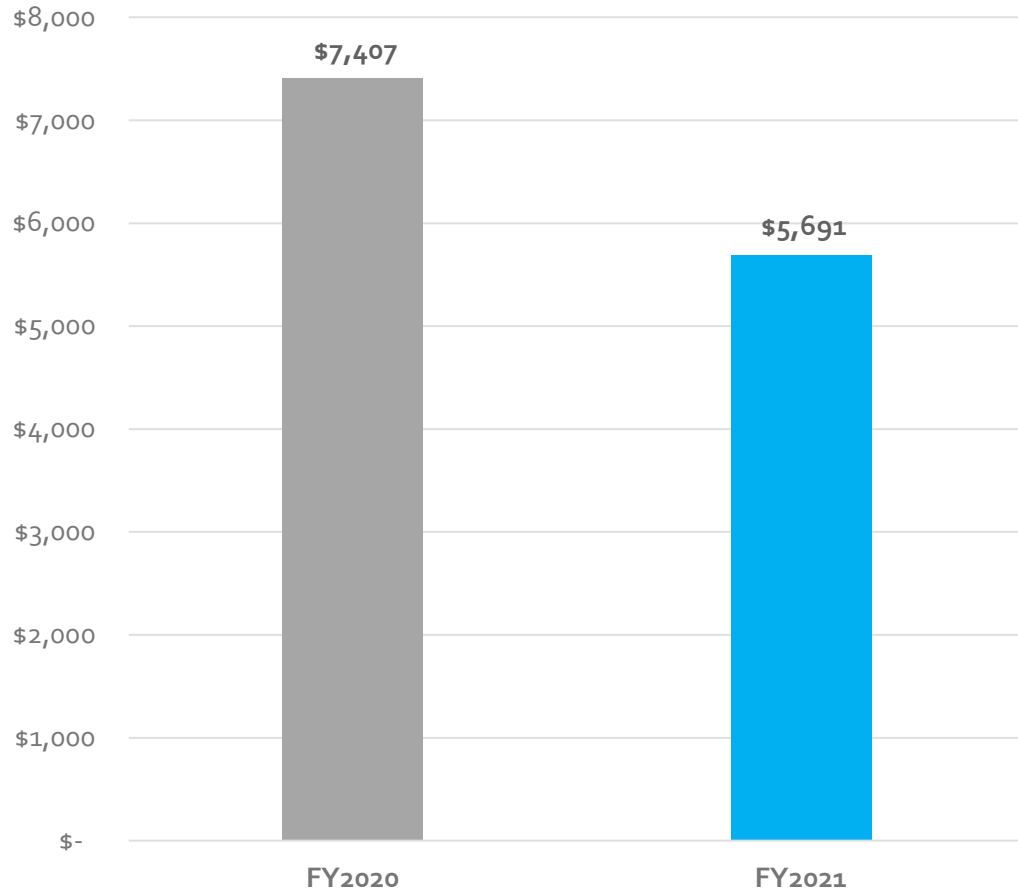


Curious Fox Net Total Sales YTD2021 vs YTD2020

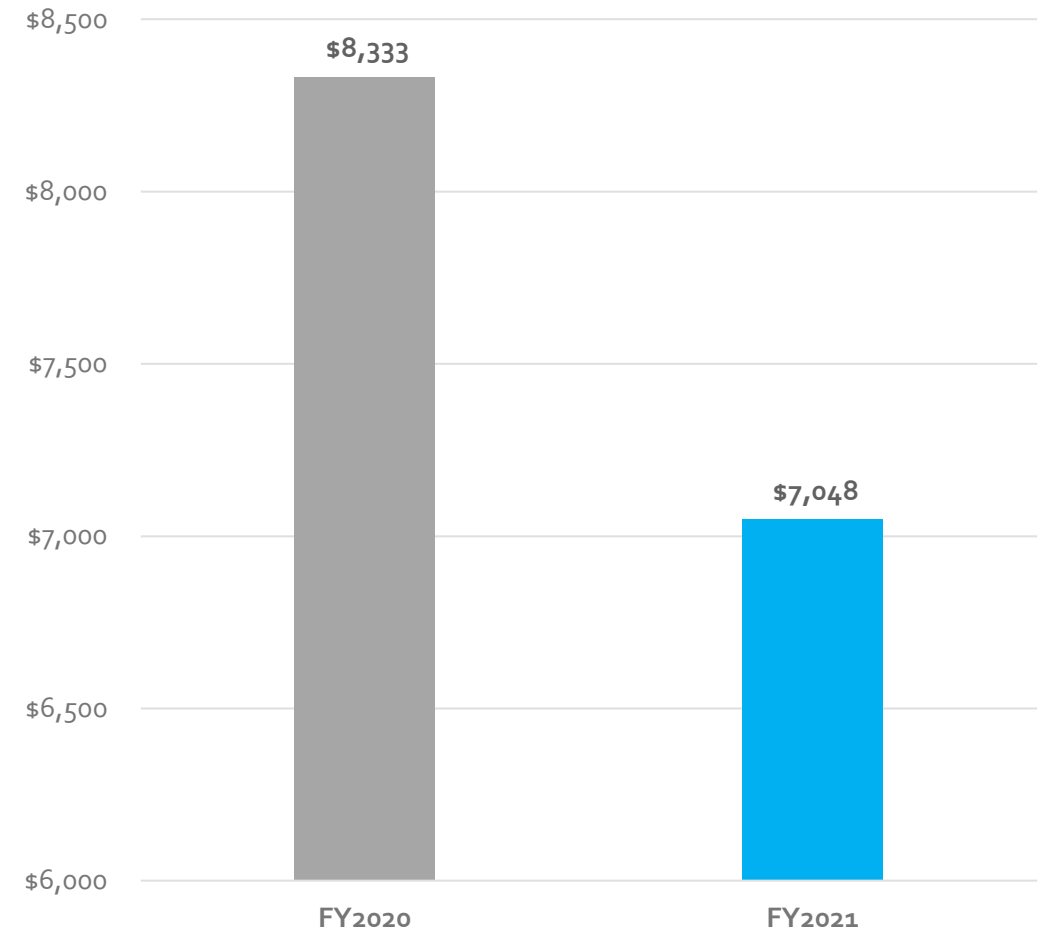


Curious Fox Expenses YTD2021 vs YTD2020

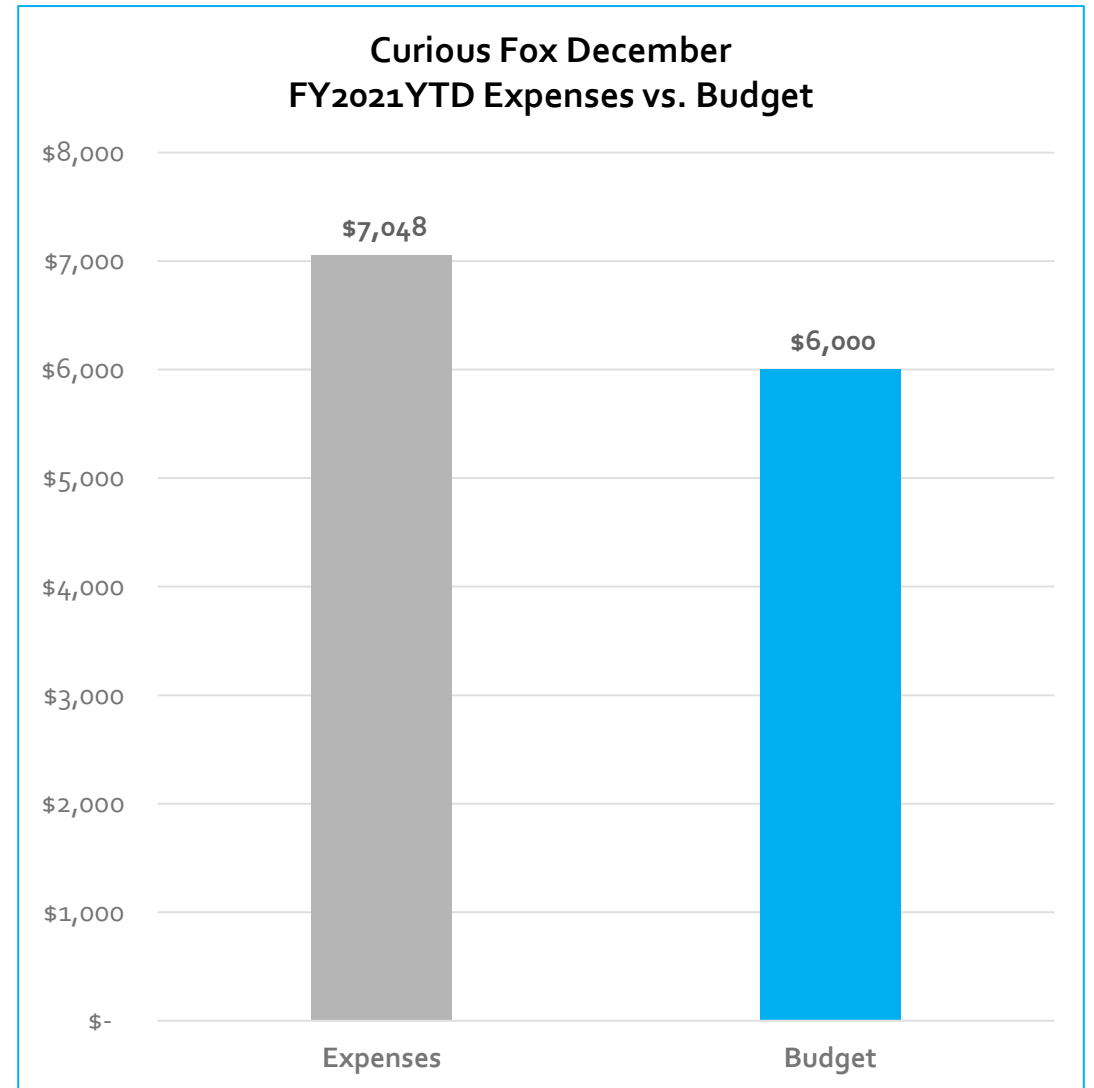
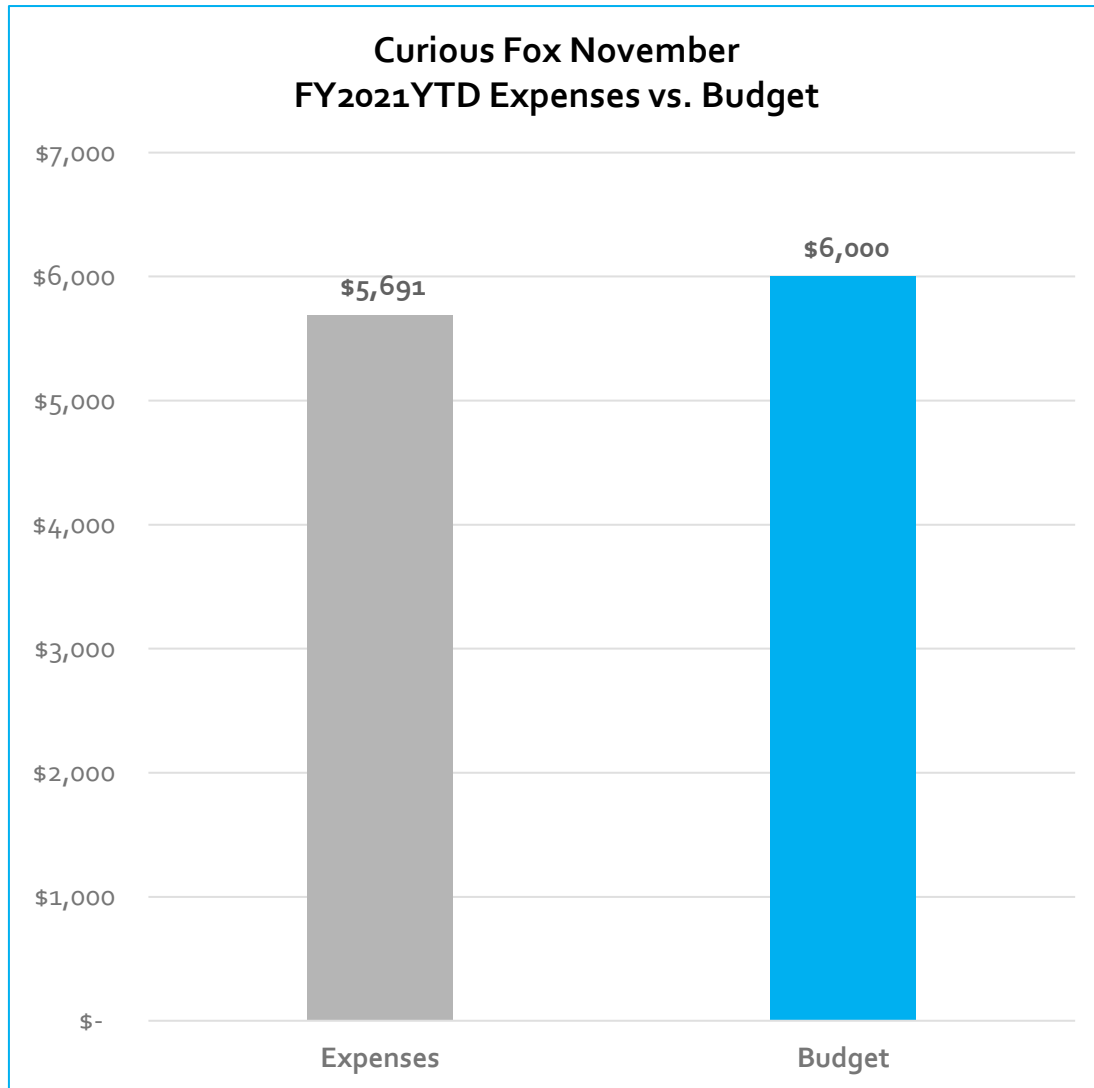
Curious Fox Expenses November YTD2021 vs YTD2020



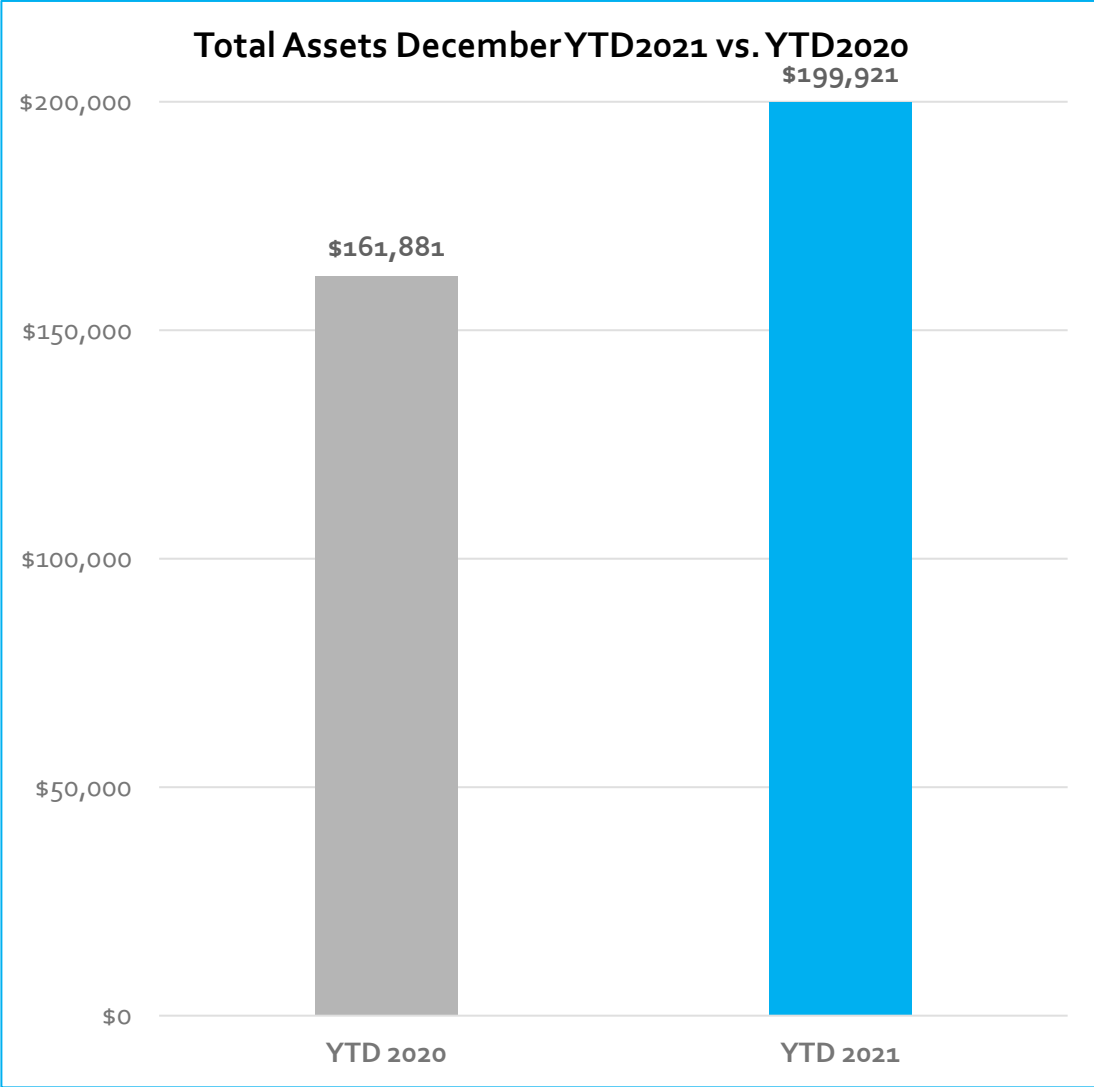
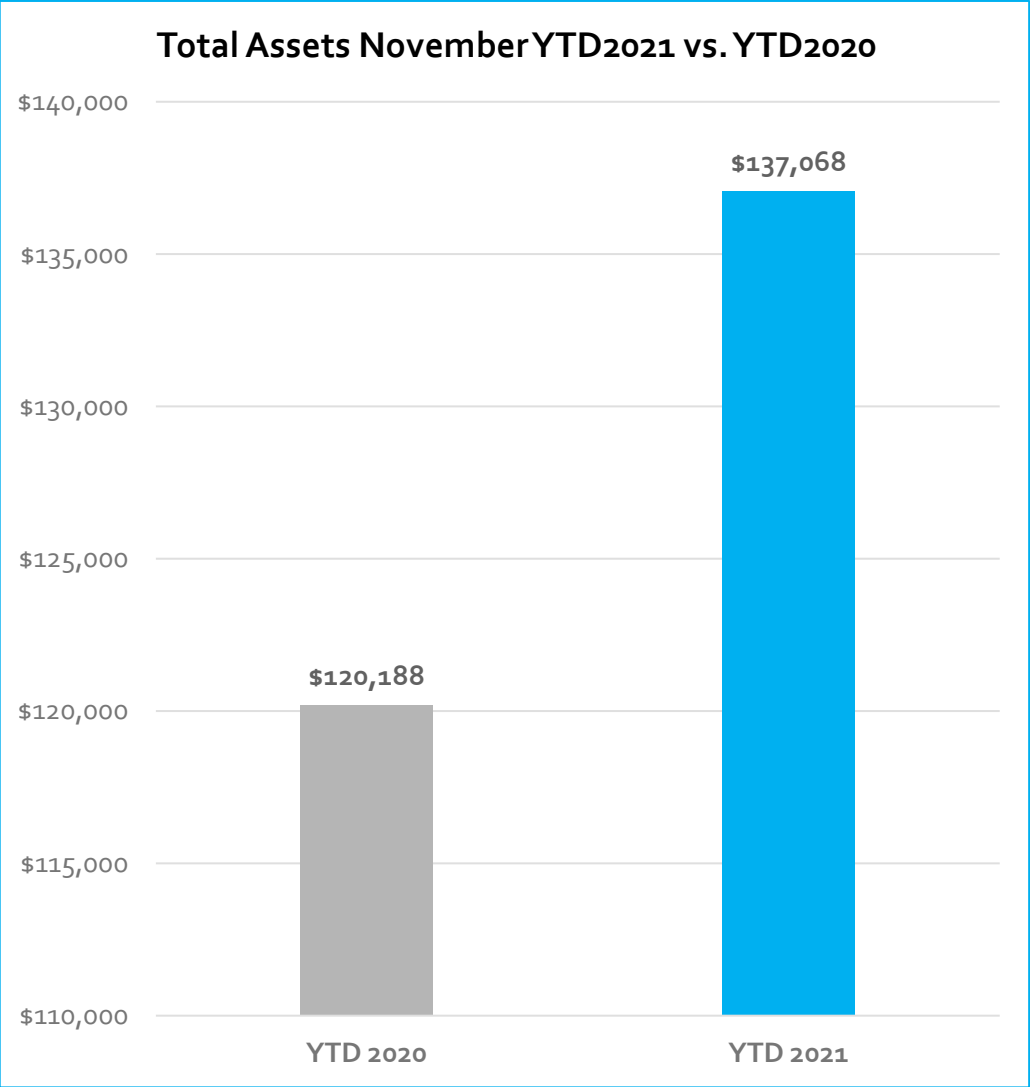
Curious Fox Expenses December YTD2021 vs YTD2020



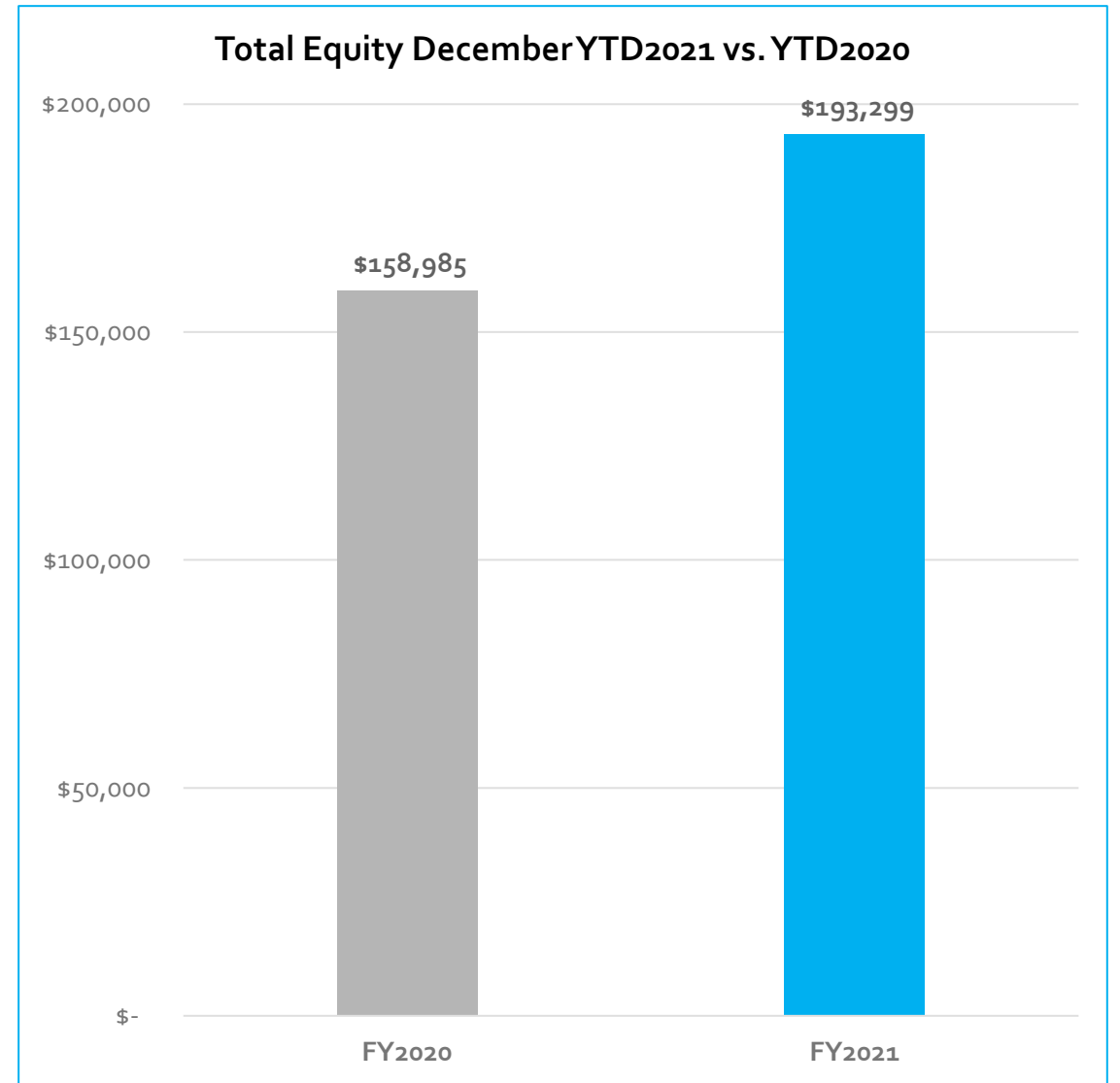
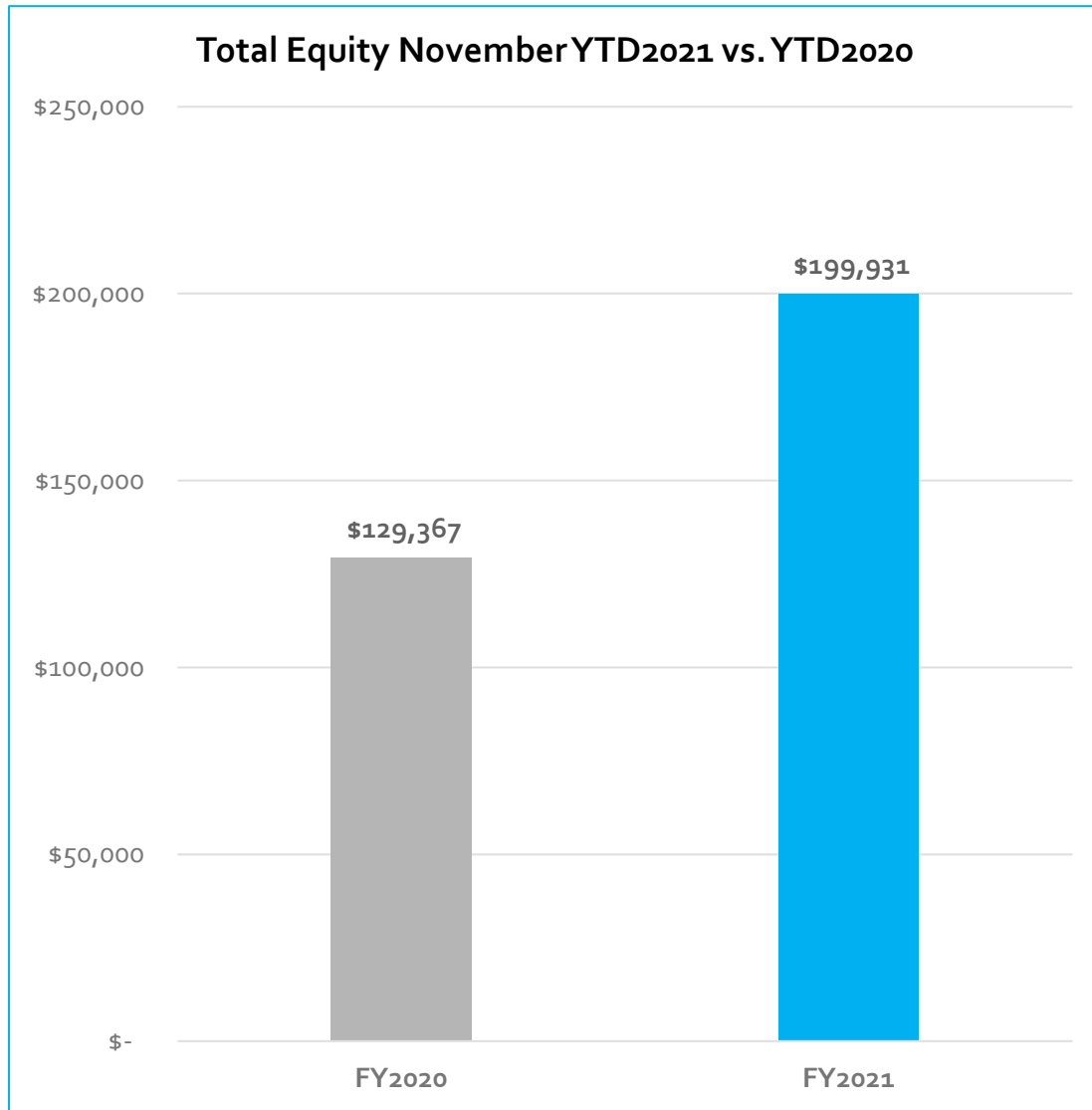
Curious Fox Expenses FY2021 vs. Budget



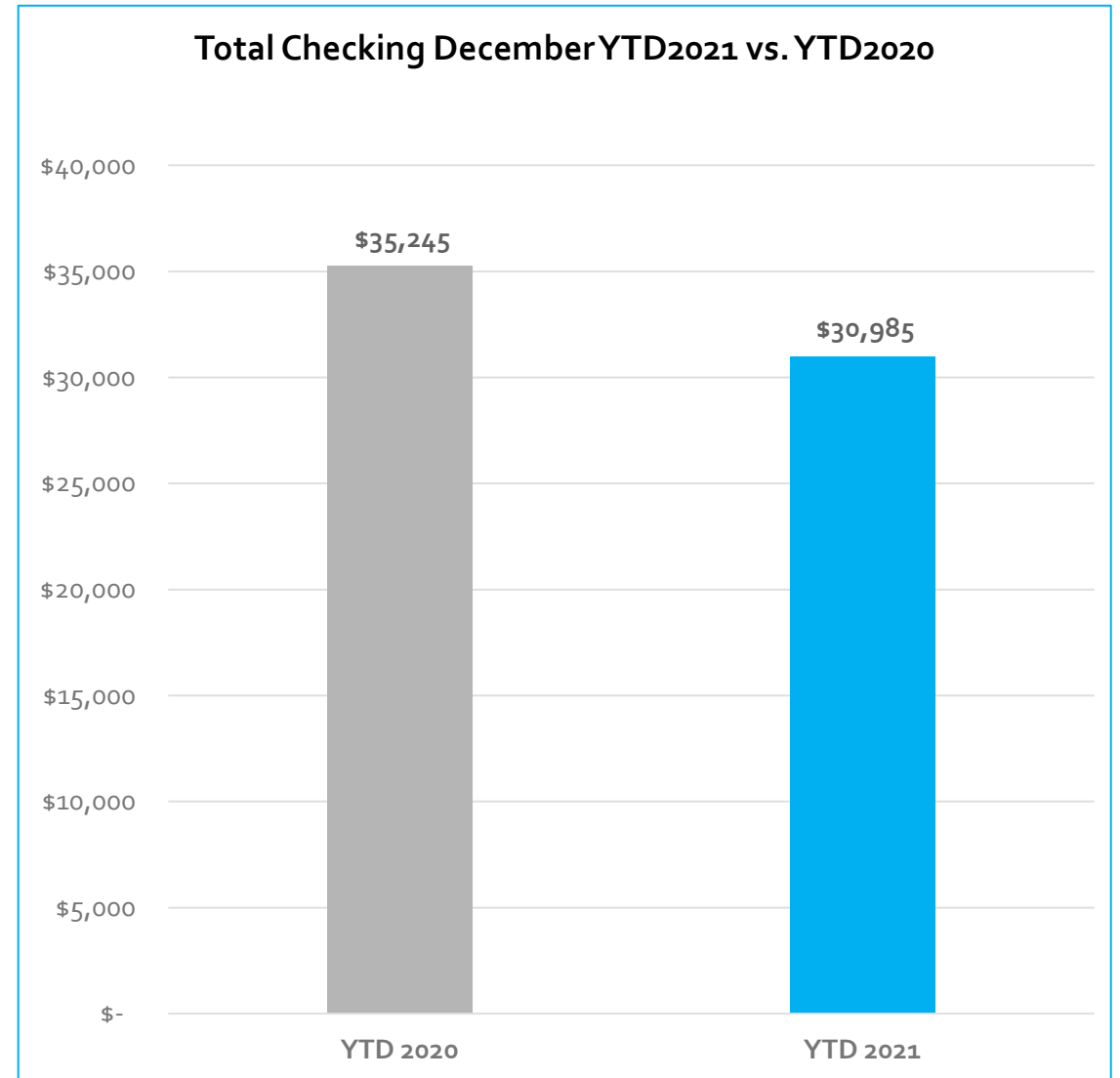
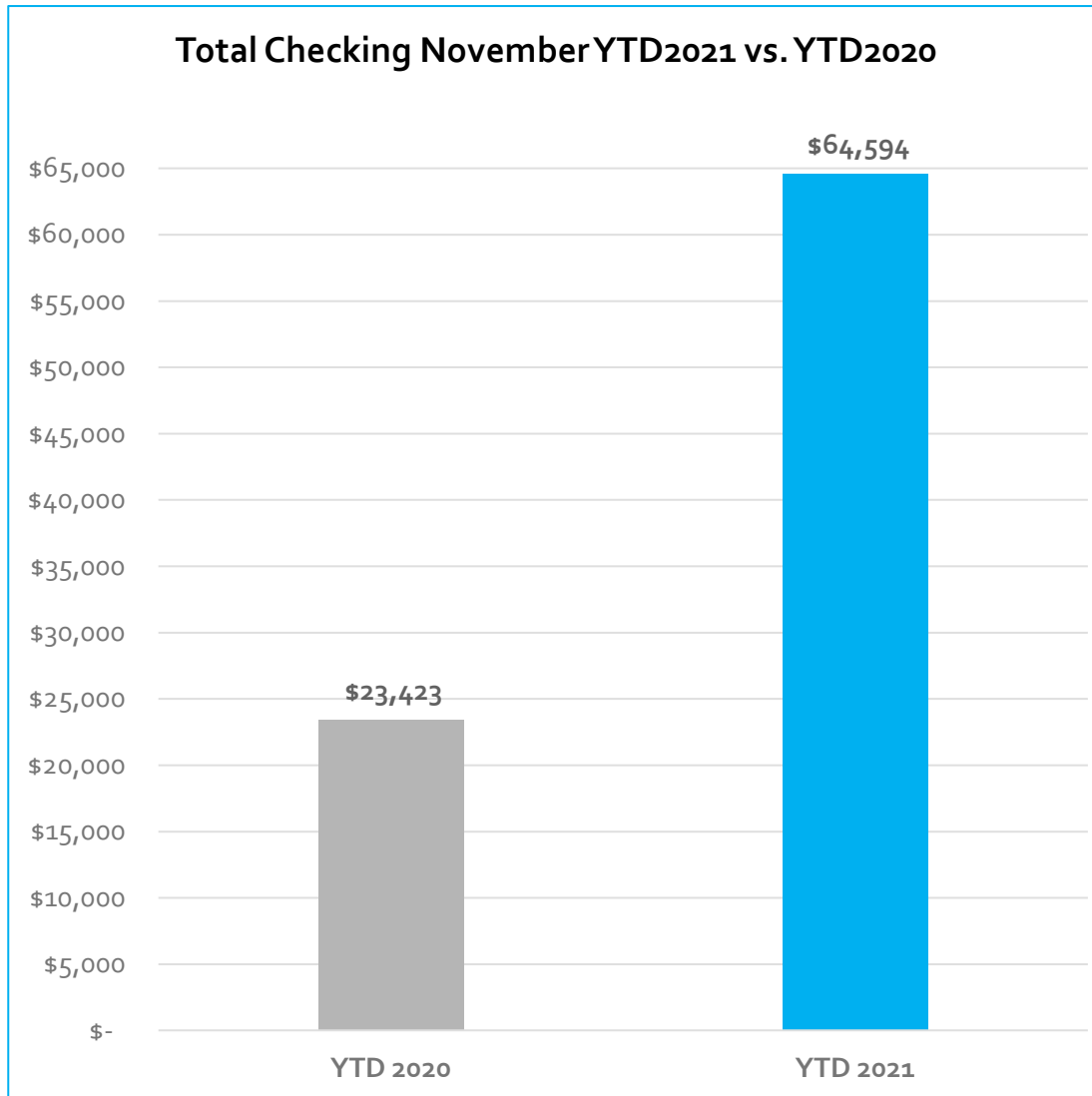
TOTAL ASSETS YTD2021 vs. YTD2020



TOTAL EQUITY YTD2021 vs YTD2020



TOTAL CHECKING YTD2021 vs. YTD2020



St Charles History Museum
Balance Sheet Prev Year Comparison
As of December 31, 2021

	Dec 31, 21	Dec 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash Accounts		
1020 · Checking First State Bank	29,440.01	33,666.59
1025 · Savings First State Bank	1,270.02	1,267.93
1030 · Petty Cash	275.00	275.00
1035 · PPP Checking	0.00	35.01
Total 1000 · Cash Accounts	30,985.03	35,244.53
Total Checking/Savings	30,985.03	35,244.53
Total Current Assets	30,985.03	35,244.53
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
Total 1400 · Fixed Assets	4,000.00	4,000.00
Total Fixed Assets	4,000.00	4,000.00
Other Assets		
1720 · Investment Acct - Security	164,935.50	122,636.90
Total Other Assets	164,935.50	122,636.90
TOTAL ASSETS	199,920.53	161,881.43
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2030 · Gas Pump Loan	4,000.00	4,000.00
2100 · Payroll Liabilities		
2110 · Federal Withholding	350.92	-717.49
2120 · FICA & MC	1,493.88	-943.36
2160 · Illinois WH	448.00	194.00
Total 2100 · Payroll Liabilities	2,292.80	-1,466.85
2500 · *Sales Tax Payable	333.47	363.63
Total Other Current Liabilities	6,626.27	2,896.78
Total Current Liabilities	6,626.27	2,896.78
Total Liabilities	6,626.27	2,896.78
Equity		
3000 · Opening Balance Equity	158,072.15	158,072.15
3200 · Unrestricted Net Assets	912.50	-9,129.63
Net Income	34,309.61	10,042.13
Total Equity	193,294.26	158,984.65
TOTAL LIABILITIES & EQUITY	199,920.53	161,881.43

St Charles History Museum

Profit & Loss Budget vs. Actual

January through December 2021

	TOTAL		
	Dec 21	Year-to-Date	Budget
Ordinary Income/Expense			
Income			
4000 · Membership Income			
4010 · Annual Membership Donor	0.00	13,761.65	
4020 · Annual General Membership	850.00	2,770.50	
4000 · Membership Income - Other	0.00	0.00	11,000.00
Total 4000 · Membership Income	850.00	16,532.15	11,000.00
4100 · Donations			
4120 · Whitson Memorial Fund	50.00	200.00	
4130 · Gift Donations	0.00	6,100.00	
4150 · Donation Box	0.00	832.82	
4199 · Donations - Other	1,800.00	8,319.60	
4100 · Donations - Other	0.00	0.00	10,000.00
Total 4100 · Donations	1,850.00	15,452.42	10,000.00
4200 · 4200-4300 Fundraising			
4220 · Fundraising Event Sponsors			
4221 · Single Event Sponsor	200.00	9,556.07	
4224 · Misc Event Sponsor	0.00	1,250.00	
Total 4220 · Fundraising Event Sponsors	200.00	10,806.07	
4240 · Antiques & Collectibles	0.00	1,645.00	
4260 · Brick Pavers	0.00	1,000.00	1,000.00
4270 · Raffle Ticket Sales	1,590.00	7,810.00	
4280 · Gala Ticket Sales	9,876.26	21,903.76	
4200 · 4200-4300 Fundraising - Other	0.00	1,645.00	25,000.00
Total 4200 · 4200-4300 Fundraising	11,666.26	44,809.83	26,000.00
4400 · Programs			
4450 · Program	0.00	1,086.05	
4490 · Admissions and Tours			
4492 · Museum Admission	12.00	370.98	
4490 · Admissions and Tours - Other	0.00	32.92	
Total 4490 · Admissions and Tours	12.00	403.90	
4400 · Programs - Other	0.00	0.00	3,500.00
Total 4400 · Programs	12.00	1,489.95	3,500.00
4500 · Research Fees	0.00	50.00	500.00
4600 · Gift Store			
4610 · Gift Store General Sales	1,874.85	14,126.18	9,000.00
Total 4600 · Gift Store	1,874.85	14,126.18	9,000.00
4700 · Grants			
4750 · Grants - General	5,000.00	12,365.81	5,000.00
Total 4700 · Grants	5,000.00	12,365.81	5,000.00
4800 · Hotel Tax	0.00	53,733.56	46,000.00
4850 · Miscellaneous Income	0.00	54.25	
4900 · Interest Income	5.18	102.06	
Total Income	21,258.29	158,716.21	111,000.00

St Charles History Museum Profit & Loss Budget vs. Actual January through December 2021

	TOTAL		
	Dec 21	Year-to-Date	Budget
Cost of Goods Sold			
5600 · Gift Store Expenses			
5610 · GS General Purchases	1,291.55	6,225.60	6,000.00
5620 · GS Consignment Purchases	0.00	221.90	
5630 · Credit Card Fees	65.72	540.37	
5640 · Shipping	0.00	28.98	
5600 · Gift Store Expenses - Other	0.00	31.51	
Total 5600 · Gift Store Expenses	<u>1,357.27</u>	<u>7,048.36</u>	<u>6,000.00</u>
Total COGS	<u>1,357.27</u>	<u>7,048.36</u>	<u>6,000.00</u>
Gross Profit	19,901.02	151,667.85	105,000.00
Expense			
5000 · Membership Expenses			
5020 · Membership Expenses	186.01	1,155.17	
5000 · Membership Expenses - Other	0.00	0.00	1,000.00
Total 5000 · Membership Expenses	<u>186.01</u>	<u>1,155.17</u>	<u>1,000.00</u>
5200 · Fundraising Expenses			
5260 · Bricks	90.00	875.02	
5270 · Raffle Ticket Expenses	5,150.00	5,486.13	
5280 · Gala Expenses	11,674.96	11,935.52	
5200 · Fundraising Expenses - Other	0.00	954.58	6,000.00
Total 5200 · Fundraising Expenses	<u>16,914.96</u>	<u>19,251.25</u>	<u>6,000.00</u>
5400 · Program Costs	143.75	1,203.68	1,500.00
6010 · Payroll Expenses			
6012 · Director	5,191.20	46,720.80	
6013 · Administrative Assistant	3,120.00	16,081.00	
6014 · Collections Project	0.00	0.00	
6016 · Marketing Manager	0.00	0.00	
6017 · Museum Assistant	750.00	8,025.00	
6018 · Visitor Coordinator	0.00	0.00	
6050 · Payroll Taxes	693.17	5,418.11	
6010 · Payroll Expenses - Other	0.00	0.00	59,000.00
Total 6010 · Payroll Expenses	<u>9,754.37</u>	<u>76,244.91</u>	<u>59,000.00</u>
6100 · Building Operations			
6110 · Electric, Water and Sewer	320.69	4,153.34	
6120 · Gas	207.92	1,245.90	
6130 · Maintenance			
6131 · Janitorial Supplies	197.67	1,501.75	
6130 · Maintenance - Other	29.99	39.97	
Total 6130 · Maintenance	<u>227.66</u>	<u>1,541.72</u>	
6100 · Building Operations - Other	0.00	276.00	6,000.00
Total 6100 · Building Operations	<u>756.27</u>	<u>7,216.96</u>	<u>6,000.00</u>
6300 · Office Expense			
6320 · Office Supplies			
6321 · Printer Service	0.00	1,450.25	

St Charles History Museum

Profit & Loss Budget vs. Actual

January through December 2021

	TOTAL		
	Dec 21	Year-to-Date	Budget
6322 · Copies	286.19	863.15	
6323 · Tech Support	297.00	1,768.59	
6324 · Software Renewals	355.91	3,368.77	
6320 · Office Supplies - Other	68.58	1,448.50	
Total 6320 · Office Supplies	1,007.68	8,899.26	
6330 · Equipment Purchases	0.00	89.99	
6350 · Office Expense Misc	29.99	168.08	
6300 · Office Expense - Other	0.00	393.32	6,500.00
Total 6300 · Office Expense	1,037.67	9,550.65	6,500.00
6400 · Exhibits			
6430 · Temporary Exhibit Supplies	0.00	2,018.93	
6440 · Display Purchases	0.00	170.24	
6400 · Exhibits - Other	0.00	0.00	4,000.00
Total 6400 · Exhibits	0.00	2,189.17	4,000.00
6500 · Telephone / Communication	48.88	3,473.12	2,500.00
6600 · Insurance Expenses			
6610 · Commercial and Workers Cmp	0.00	3,305.75	
6620 · Director's Liability Ins	0.00	1,800.49	
6650 · Special Event Insurance	0.00	900.00	
6600 · Insurance Expenses - Other	0.00	0.00	6,000.00
Total 6600 · Insurance Expenses	0.00	6,006.24	6,000.00
6800 · Postage Expenses	0.00	290.74	500.00
6900 · Dues Expenses	120.00	328.00	500.00
7000 · Promotion & Advertising Ex	82.28	255.78	1,500.00
7100 · Professional Fees	0.00	3,180.00	3,000.00
7400 · Staff Development	0.00	659.90	1,000.00
8000 · Collection Care			
8010 · Collection Care Expense	0.00	6,217.27	
8020 · Offsite Collection Storage	361.00	4,184.00	
8000 · Collection Care - Other	0.00	0.00	6,000.00
Total 8000 · Collection Care	361.00	10,401.27	6,000.00
Total Expense	29,405.19	141,406.84	105,000.00
Net Ordinary Income	-9,504.17	10,261.01	0.00
Other Income/Expense			
Other Income			
9000 · Market Variation Invest	2,867.33	7,298.60	
9100 · PPP Loan Forgiveness	0.00	16,750.00	
Total Other Income	2,867.33	24,048.60	
Net Other Income	2,867.33	24,048.60	0.00
Net Income	-6,636.84	34,309.61	0.00

Executive Directors Report

Lindsay Judd

Jan 20, 2022 @ 5pm-6pm

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	\$12,733
2021	\$316	\$511	\$1,095	\$787	\$1,337	\$1,568	\$1,574	\$1,691	\$1,1618	\$1,094.18	\$561.45	2,306	\$15,157
2022	\$46.45												\$46.45

I. Holiday Gala Follow-up

A. For the first time ever doing this event, the Holiday Gala was a huge success. We had a post-mortem meeting where we talked about what went well and what went wrong. We had a great discussion and are already planning for this year's, which will be on **Friday, December 9th**. The Committee is looking into other venue options, but not ruling out Dunham Woods Riding Club. If anyone not on the committee has any constructive criticism or suggestions about the Gala, please let a Committee member know! The Gala netted the museum \$27,000. This is almost double what we had budgeted for, which is outstanding. We are hoping to plan a smaller fundraising event in June at Club Arcada. More on that to come!

II. January Shutdown

- A. January shutdown is going well. Eric and Laura have taken the lead on it. The goal of this year's shutdown is to move as much of the collection from the basement to the new offsite storage unit as possible. We are taking everything from the basement that is boxed properly upstairs into the gallery. We inventory each box, re-storing things that aren't properly stored, and marking them ready for transport. Eric has done an excellent job taking the lead on this.
- B. Volunteers Austin and Chloe have also been a great help in this.
- C. **Help Needed:** We will be transporting boxes starting Thursday, January 27th - Saturday, January 29th. To avoid having to pay u-haul costs, we are looking for volunteers to help transport boxes. Even if you can only transport 1-2 boxes, that is still a help. You will be aided by staff leaving the museum and unloading at storage. If you are available on any of those three days, please let Lindsay know and we can set up a time, (9-3pm). I want to be flexible with everyone's time. Thank you!
- D. Not everything from the basement will be able to be moved. There are a lot of large, oversized artifacts like furniture that won't all fit in the unit. However, taking out 25% of the basement will allow us to shift things around to make better use of the space. We will be able to store more non-collection items in the basement. I want to at least move artifacts away from where any water has come in, although we haven't had any leaks since PW sealed the cracks.

III. Staffing

A. I am pleased to report that our Collections Intern, Eric Krupa is now our Collections Manager. He is working part-time with us and has already done great things with our January Shutdown. He has also taken the lead on preparing for this upcoming exhibit called *Show & Tell*, which is an immersive look at

artifact processing. One of the goals for 2022 is to establish a Collections Committee to help in the decision making on acquisitions and deaccessioned items. Eric will be on this Committee ensuring that all decisions are made in accordance with our Collections Policy.

IV. Quickbooks Online/Financials

- A. The data has now been fully migrated from our accountant's QuickBooks to ours. I have been getting myself oriented with the program. Our goal is to be able to process financials in-house between myself, Ellen, Steve and Tom.

V. Grand Victoria Riverboat Grant 2022

- A. We are going to apply for the Grand Victoria Riverboat Grant, which is due **Mar 2, 2022**. Ellen has already begun the forms and I am working on the narrative. There are upgrades to the exhibit hall that we need. Many of the text panels are damaged or outdated and need to be replaced. I would also like to get the technology up and running for the i-pad holders. We are also looking into an app that is for making exhibits accessible to hearing/seeing impaired. I would like to also use this grant to purchase lighting for the track lights in the gallery and in the windows outside. The last thing I would really love to see change in the exhibit hall is the removal of the telephone booth, and the installation of a StoryCorps-type booth for people to record and share memories of St. Charles with the Collection. All of this will be researched and investigated. I will have a solid outline of our proposal for the next board meeting.

VI. Committee Reports

- A. We are asking that Committee Chairs submit their monthly report to either Lindsay or Ellen by the 2nd Wednesday of each month. You will receive an email reminder on the 1st Wednesday of the month. The reports will be submitted to the executive board for review before the regular board meeting. Let me know if you have any questions.

UPCOMING EVENTS & DATES TO REMEMBER

Thursday, Jan 20, 2022 - Annual Meeting via Zoom @ 6pm-7pm

Tuesday, Feb 1, 2022 - Museum reopens; Opening of *Show & Tell* exhibit @ 11am

Saturday, Feb 5, 2022 - Adopt an Artifact program @ 10am

Monday, Feb 7, 2022 - City Presentation @ 7pm (still waiting for confirmation)

Thursday, Feb 10, 2022 - Possible Executive Meeting (if needed)

Thursday, Feb 17, 2022 - Board Meeting @ 5pm

AGENDA

WINTER 2022: January-March

1. Adopt an Artifact Program: Lindsay
2. Assist Museum w/collections work
3. Continue William Lockett research
4. Continue contacting local possible murals in homes or businesses; build mural database
5. Research grant funding for restoration costs, ongoing collection building

SPRING 2022: April-May

1. Victory Garden
 - a. Partnerships: STC Library Heirloom Seeds Planting Program; possibly Rising Lights Foundation-new accessible and relevant programming for Special Needs kids; others?
 - b. Timing/components
 - c. Costs anticipated
2. Pickle Palooza
 - a. Partnerships: local businesses, Preservation Partners, others?
 - b. Timing/Components/repeat of 2021 elements, reuse banner
 - c. Costs anticipated

SUMMER 2022: June-August

1. Walking Tours: continue revising
 - a. Potential partners/promotion
 - b. Organize binder resource
 - c. School Tour binder/copies available for a donation (??)

FALL 2022: September-November

Suggestions?

Facilities Report for Jan. 20, 2022, Board Meeting

Security Camera System - Cameras have been installed throughout the museum. Awaiting on software installation that allows remote and office access. Currently have access through contractors lap top computer. Holding final payment until installation is completed.

Office wall leak - Attic furnace drain was leaking within wall of Lindsay's office. City's building crew corrected drainage problem. Lindsay will repaint wall.

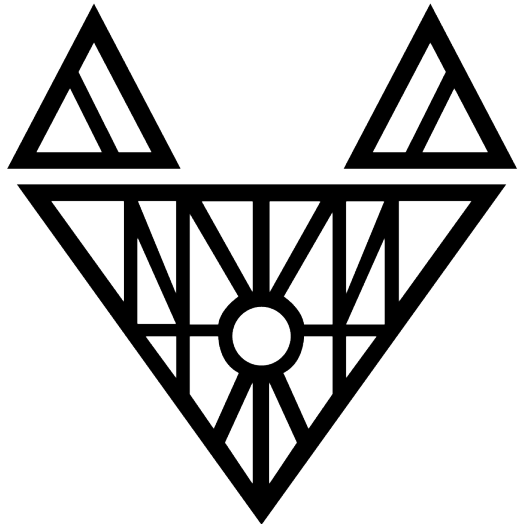
Utility exterior flag survey - City is coordinating a follow up geological survey on possible soil contamination from removed gas station tanks. Awaiting results, but really under city ownership.

Christmas Decorations - Lights were removed except for flood lights and extension cords that were frozen into the ground. On follow up when weather warms up.

Furnaces - all three are operating well during cold spell. Expect higher gas bills as a result of increased unit and delivery costs.

Regards,

Ed Klosowski



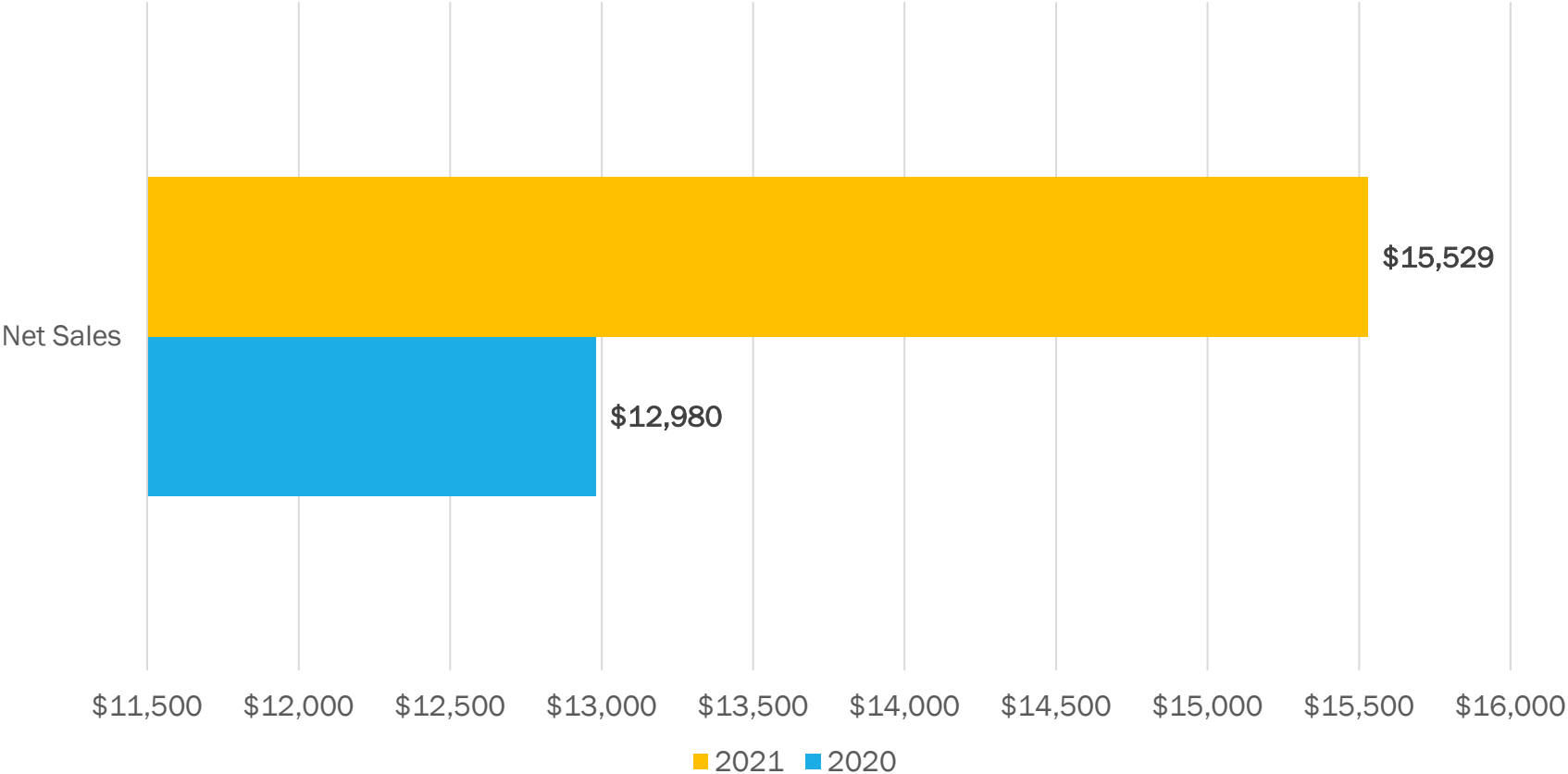
THE CURIOUS FOX

GIFT SHOP

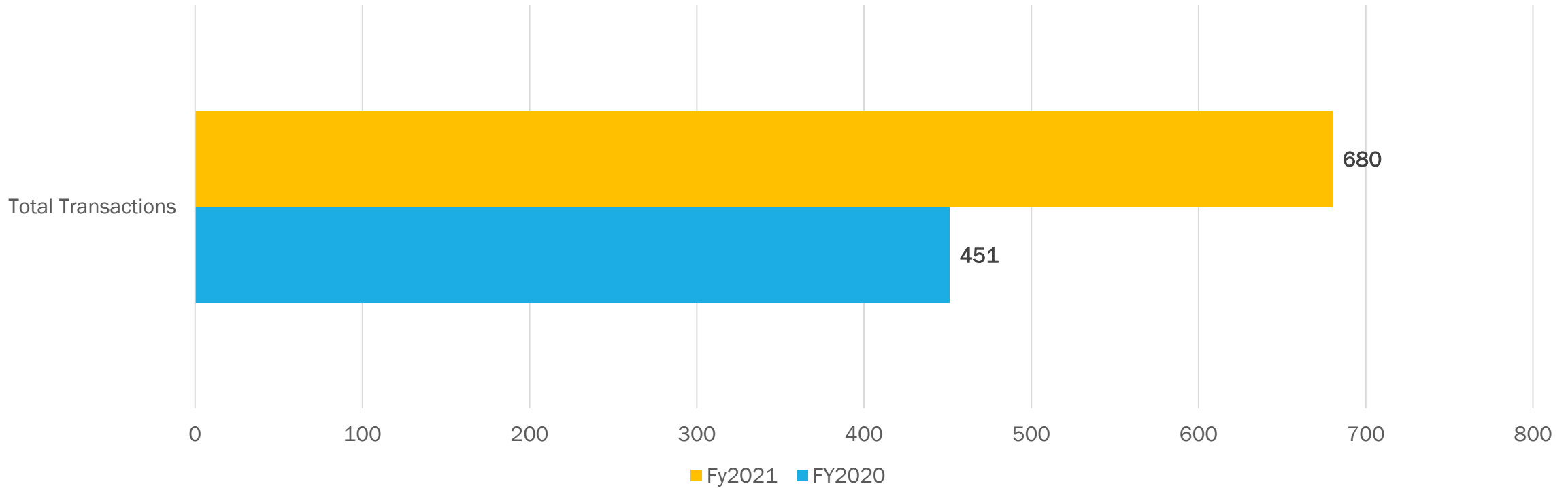
CURIOUS FOX GIFT SHOP YEAR END REPORT

JANUARY 2022

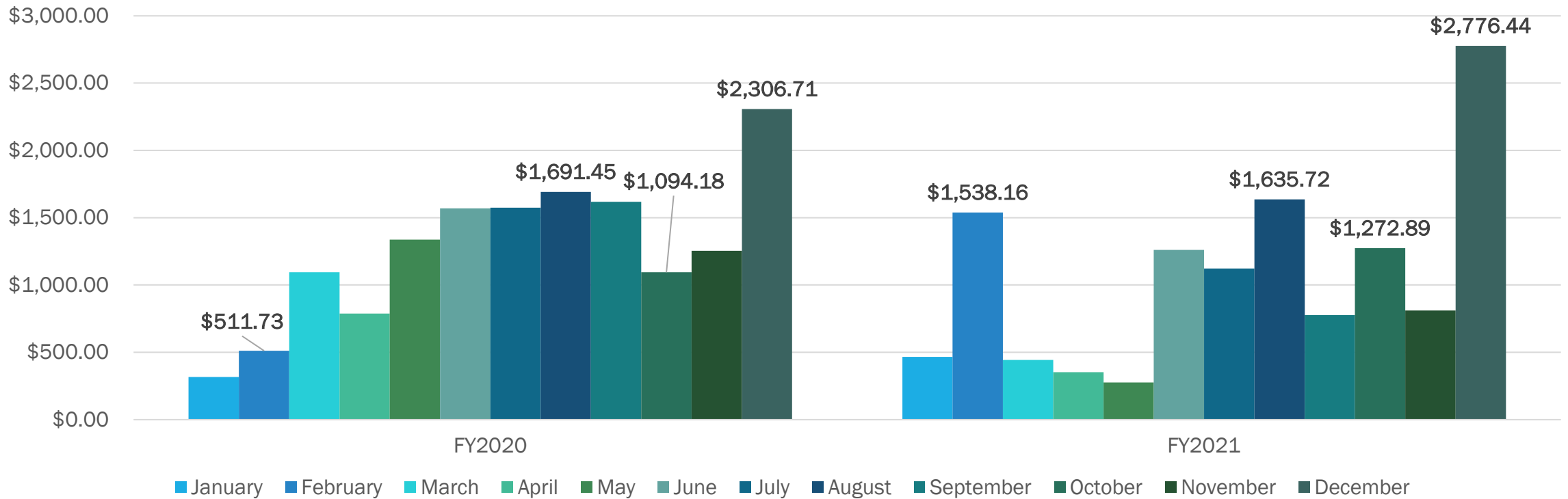
TOTAL SALES FOR 2021 COMPARISON TO 2020



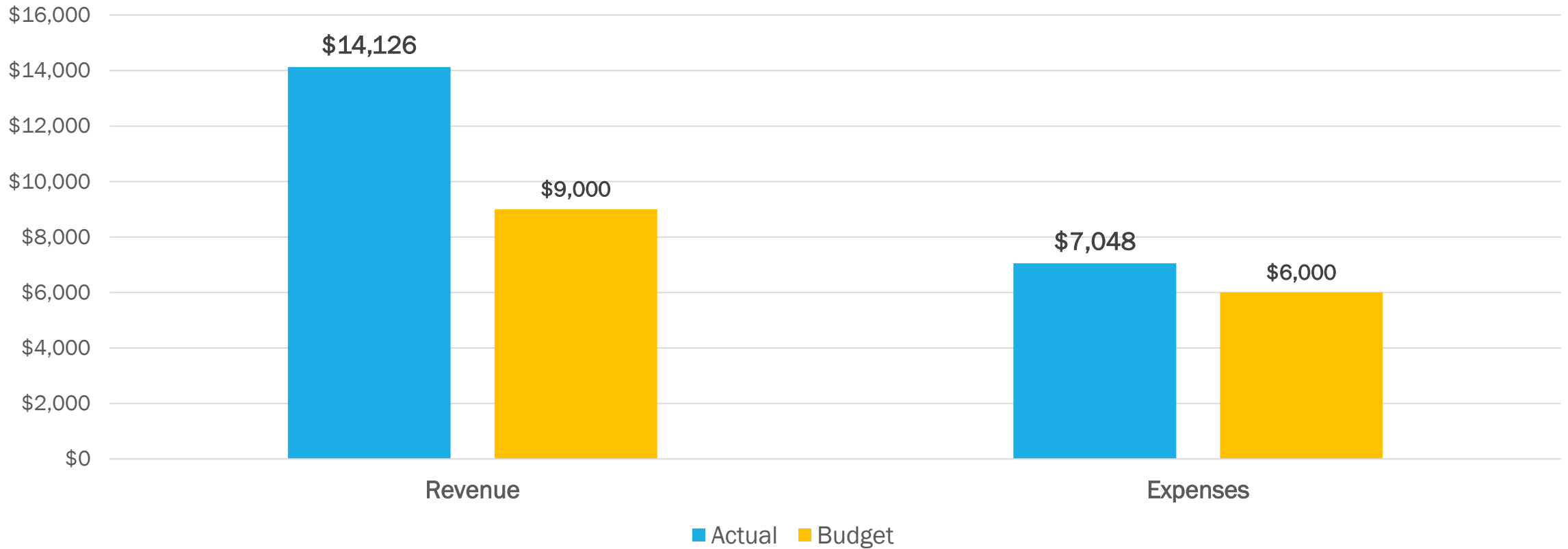
TOTAL TRANSACTIONS FOR 2021 COMPARISON TO 2020



TOTAL SALES FOR 2021 MONTHLY COMPARISON TO 2020

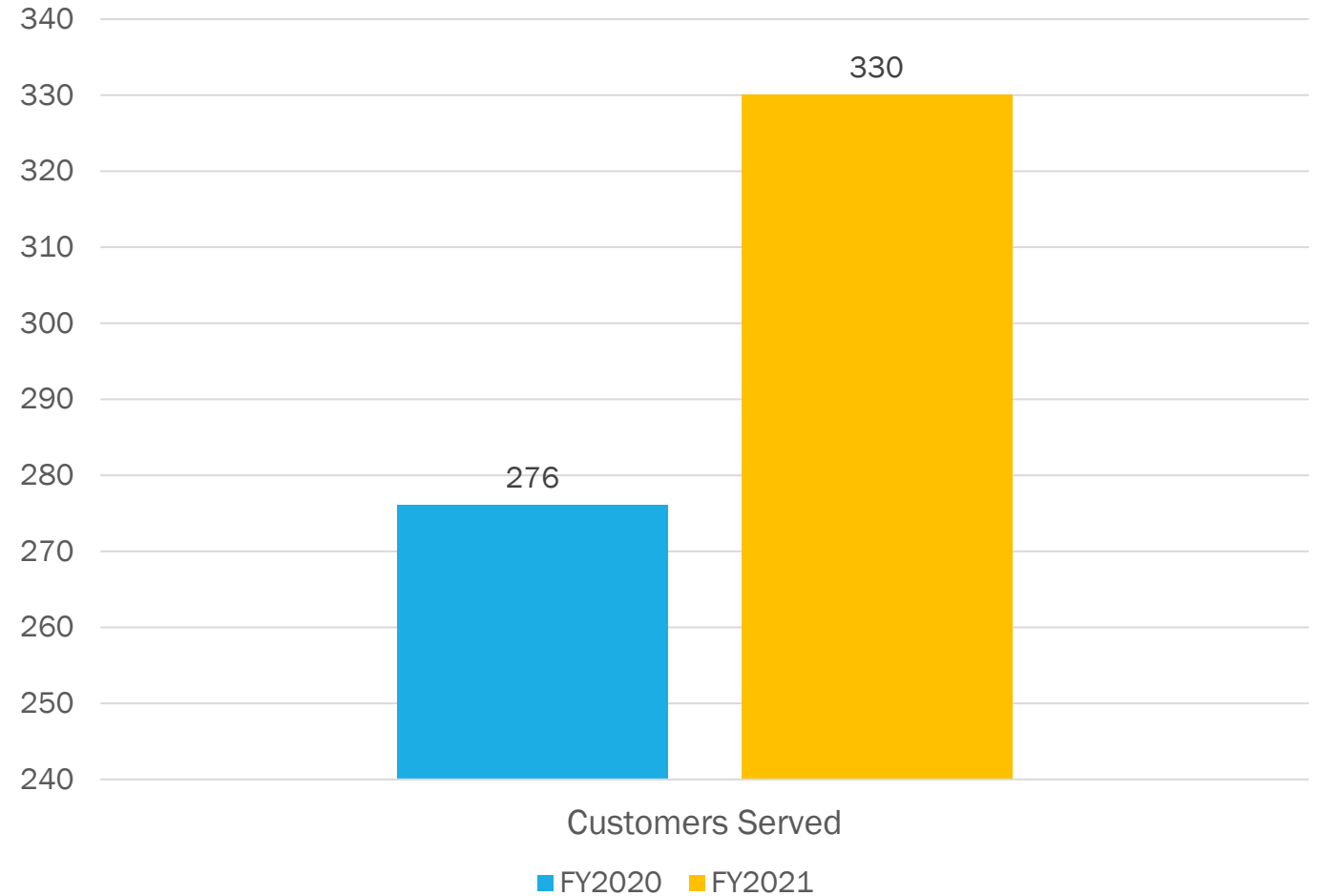


REVENUE & EXPENSES COMPARISON TO 2021 BUDGET



SUMMARY

Overall sales were up from 2020. We changed up the inventory somewhat and the pillows were the top selling item. Saturday continues to be our busiest day.



Membership Committee Report – January 10th, 2022

(Membership Committee meets the 2nd Tuesday of the month)

- Volunteer Samantha Segura announced that she is no longer able to serve on the membership committee, helping with administrative duties and processing renewal letters. We are all sad to see her go, but happy that she has a new position in the membership department at the Morton Arboretum. Lindsay said she or Ellen will now be responsible for processing the letters.
- Prospective VIP member letter has been rewritten and will be used as we work with board members and committee members for new, possible candidates at the \$100 level and above. Brochures and individual note cards will be included for solicitors to write personal messages to prospects.
- There will be two VIP events scheduled for 2022. The first will be Stephen Reid, antique dealer, presenting a program, “Examining Antique Oil Paintings” on Sunday, March 13th from 4-6:00 p.m. at the museum. He will include information about the S.S. Jones portrait and the folk artist and abolitionist, Sheldon Peck. The 2nd VIP program will be held in the early fall.
- The membership renewal letters will include museum event highlights to encourage people to renew and not miss out on interesting, fun programs, exhibits and events. Thank-you letters will also outline the benefits of museum membership.
- We are currently up to date with renewal letters through the month of January. February we will begin to make phone calls to members not responding to an email or letter requesting renewal.
- We are looking for a recruit/s for our Membership Committee. We don’t want to lose momentum after a successful year in 2021.