

## **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)**  
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**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)**  
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**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

