

Town of Normal
Children's Discovery Museum Foundation Board
Meeting Minutes - Tuesday, January 15, 2019 - 12:00 p.m.
Children's Discovery Museum - 3rd Floor Classroom

Present: Mark Jontry, Caroline Halperin, Ben Harmon, Tracie Henry, Terry Ogunleye, Theresa Prosser, Marlene Dietz

Staff: Beth Whisman, Andrew Huhn, Sue Wang, Rachel Carpenter

- I. Call to Order - The meeting was called to order with a quorum at 12:01 p.m. Welcome and Introductions were made of New Board Members, Tracie Henry
- II. Approval of Minutes – Mr. Jontry moved and Ms. Ogunleye seconded that the minutes of the November 13, 2018 meeting be accepted. The motion passed unanimously.
- III. Financial Report
 - A. Finance Monthly Report – Ms. Wang presented the monthly financial report.
- IV. Development Update
 - A. Yearend Annual Appeal to date has raised \$6,600.00 which included a Facebook Birthday Fundraiser for Beth Whisman, which raised \$520. This Facebook fundraiser was explained and encouraged for board members to try.
 - B. State grant officer expects exhibit funding to happen under new Governor, but we will need to reapply. Still hopeful to receive grant funding by Spring. Our local legislators are supportive.
 - C. Medical Exhibit/Legacy Board Members have scheduled meetings for 25th anniversary and still planning to announce at Doctor's In Concert, April 13, 2019.
- V. Old Business
 - A. Board Retreat
 - I. Date: Saturday, February 2, from 9am – 1pm (light breakfast and lunch provided) at Uptown Station, Ron Hill Conference Room (Attire: Casual)
- VI. New Business
 - A. Growing STEAM Potential Through Play Presentation by Rachel Carpenter, Education Coordinator. An Illinois Prairie Community Foundation Grant awarded \$7,000 to provide for a multi-faceted program in conjunction with the Children's Home and Aid, Scott Early Learning Center. The program is modeled after the PNC Grow Up Great Program with local Head Starts (which has been in place for 8 years). Over 50 children per semester will participate in this STEAM education, including: Museum in Motion and Family Fun Nights along with many in and out of the classroom opportunities.
 - B. ImagineAir's final punch list will be completed by CDM staff, due to changes at RedBox and will provide savings.
 - C. 25th Anniversary Planning is underway, actual anniversary is March 27th, the celebration will be held in the Fall.
 - D. Doctors In Concert and Pushcart Derby planning is underway. Some sponsorships have already been committed.
- VII. Executive Director's Report
 - A. Ms. Whisman reported they are working on the Annual Report, it has been an excellent year, breaking previous year's stats in many areas, for example: Increased total attendance by 5,351 and over doubled Community Outreach Events to over 12,000.
 - B. Sulaski-Webb Accounting has been purchased. Mary Ann Webb has been contacted about whether they will continue to do our audit at the same price. If they will not because of the change, an RFP will be issued.
 - C. Holidays were very busy with large attendance daily as well at special events: Jammies and Jingles (261) and Noon Year's Eve (800).

VIII. Adjournment – There being no further items of business, Ms. Ogunleye moved, and Ms. Prosser seconded that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 12:45 p.m.