

Town of Normal
Children's Discovery Museum Foundation Board
Meeting Minutes- Tuesday, May 14, 2019 – 12:00 pm
Uptown Station – Ron Hill Room

Members Present: Gina Mandros, Ben Harmon, Mark Jontry, Paul Scharnett, Mitch Stebel, Elise Albers, Tracie Henry, Patrick Bane, Terry Ogunleye, Theresa Prosser, Rob Widmer, Carla Barnes

Staff Present: Beth Whisman, Shelly Hanover, Andrew Huhn, Sue Wang

- I. Call to Order – the meeting was called to order by Ms. Mandros at 1:02 p.m.
- II. Approval of Minutes – Mr. Scharnett moved, and Mr. Widmer seconded the approval of March 12, 2019 minutes with a correction of the spelling of Mr. Widmer's name. Passed unanimously.
- III. Financial Report – Ms. Wang presented the monthly financial report. Mr. Widmer moved, and Mr. Scharnett seconded the approval of the Financial report. Passed unanimously.
- IV. Development Update
 - A. Doctors in Concert Update
 - a. Event was well attended and successful
 - b. Committee looking to potentially move to Marriott next year due to DoubleTree schedule conflict
 - c. Raised \$11,075 after expenses
 - B. Pushcart Derby
 - a. Saturday, June 15
 - b. Board Members are needed to assist at the event with cart creation, working the "parts supply store" and assisting with lunch. Plus cheering on the racers!
 - c. Board Members are needed to obtain cart sponsors to help fund teams for underserved youth and museum programs
 - d. We are at capacity at our current location with 14 team and around 125 kids participating – looking at other location options and the potential for hosting 2 races.
 - C. Craft Beer and Jazz Festival
 - a. Raised \$3,200 in 2018
 - b. Board Members needed to assist as Gate Hosts, accepting admission fee and handing out glasses and maps
 - c. Looking to secure a stage sponsorship to directly benefit the Museum
 - d. Thinking of other ways to earn funds that evening, water sales, raffles, etc..
- V. Old Business
 - A. Logic Model/Strategic Plan from Board Retreat
 - a. Ms. Mandros presented the logic model that the Foundation Board worked on during the Board Retreat.
 - b. Everyone was positive at how the model captured the spirit of our conversation and vision and the role of the board

- B. New Committee Structure & Sign-Up
 - a. Ms. Mandros presented a new committee structure to better facilitate our goals from the Strategic Plan Logic Model. There will now be 4 committee groups:
 - i. Executive Finance Committee
 - ii. Development/Fundraising Committee
 - iii. Events Marketing/Sponsorship
 - iv. Ad Hock Working Groups As Needed
 - b. Mr. Jontry made a motion to accept the new structure, Terry seconded. Passed unanimously.
- VI. New Business
- A. Ms. Madros reported on the 25th Anniversary Celebration Breakfast plans
 - a. Thursday, September 12 at the Marriott
 - b. Mrs. Dietz has agreed to serve as honorary chair/host (thank you!)
 - c. Will be a chance for us to celebrate the past, thank our founders, past board members, supporters and the Town.
 - d. Will include a video presentation with photos and video from old location as well as interviews
 - e. We will be collecting photos, videos and stories from past visitors. If you have anything to share – please send it to Museum@normal.org
 - f. We will utilize current board, emeritus board and former guild to help as table captains for the event and make a soft ask at the end the of the breakfast to kick off 25 more years of impact!
 - B. Emeritus Board Breakfast
 - a. Tuesday, May 21
 - b. Time to reconnect with former board members
 - c. Will ask them to serve as table captains for the 25th anniversary breakfast
- VII. Executive Director Report
- A. Staff attended ACM (Association of Children’s Museum Conference) in Denver last week.
 - a. Theme was FearLess – focusing on how we navigate risk vs hazard
 - b. Met with 3 finalists for design/fabrication of Medical exhibit
 - c. Met with Mrs. Cheryl Denslow (one of the Museum founders) to share an update for the 25th anniversary
 - B. Medical Exhibit
 - a. We are at 66% of funding with just \$118,000 left of our \$350,000 goal
 - b. Beth is on the speakers circuit – please let her know if you have a group that we can share the Museum with (Kiwanis, Rotary etc.)
 - c. Will select a design/fabrication team by the end of the month
 - C. Imagine Air
 - a. We have re-submitted the grant and all forms have been returned with approval signatures from the state (Grant Agreement)
 - b. Waiting for General Assembly to change language to release funds
 - D. 2 Millionth Visitor

- a. Will happen sometime over the summer
 - b. Planning a celebration day and will put media on alert that we are close
- E. Finance Audit
 - a. Sue has been working to complete the audit with help from Beth and staff
 - b. Beth and Shelly will begin the annual report soon
- F. Field Trip Season
 - a. Over 10,000 people in April and May visit the Museum on field trips
- G. Other News
 - a. Have held a couple of meetings with Illinois Art Station to talk about collaboration between our 2 institutions
 - b. Westminster Village bringing seniors on a field trip to the Museum. Beth will be speaking to their Teatime group before they arrive.

VIII. Meeting Adjourned

Mr. Scharnett motioned to adjourn the meeting at 12:45 p.m., seconded by Ms. Henry.
Passed unanimously.