

Town of Normal
Children's Discovery Museum Foundation Board
Meeting Minutes - Tuesday, July 9, 2019 - 12:00 p.m.
Children's Discovery Museum – Ron Hill Conference Room, City Hall

Present: Gina Mandros, Carla Barnes, Marlene Dietz, Elise Albers, Tracie Henry, Theresa Prosser, Paul Scharnett, Mitch Stebel; Rob Widmer
Staff: Beth Whisman, Shelly Hanover, Andrew Huhn, Sue Wang,

- I. Call to Order - The meeting was called to order with a quorum at 12:02 p.m.
- II. Approval of Minutes – Mr. Widmer moved and Mr. Stebel seconded that the minutes of the May 14, 2019 meeting be accepted. The motion passed unanimously.
- III. Audit Presentation was made by Craig Negangard of MCK CPAs and Advisors. The audit gave the opinion that all financial statements are in accordance with the acceptable accounting principles. Mr. Stebel moved and Mr. Widmer seconded that the audit report is accepted. The motion passed unanimously.
- IV. Financial Report
 - A. Finance Monthly Report – Ms. Wang presented the monthly financial report. Mr. Widmer moved and Mr. Stebel seconded that the financial report be accepted. The motion passed unanimously.
- V. Development Update
 - A. Healthy Me Medical Exhibit planning is within the final stretch for its \$350,000 goal, after the announcement of two major gifts.
 - B. Pushcart Derby had to be canceled due to lightning. A new location will be announced at the Sept. 12th breakfast celebration.
- VI. Old Business
 - A. Ms. Mandros thanked the Board members signing up for the new committee structure. We look forward to becoming more effective and efficient as a full board. Committees are the Executive Committee, Development/Fundraising Committee, Events Committee and Ad Hoc Working Groups as needed.
 - B. Ms. Whisman has been assured that the state Grant money for Imagine Air will be released in the fall.
 - C. The 25th Anniversary Celebration on September 12th at the Marriott is going well. We are beginning the process of recruiting Table Captains.
 - I. Friday, July 12, 2019 a Champagne and Dessert Reception is being held for the past Guild members. They will be asked to be Table Captains.
 - II. Letters will be sent out from Gina and Marlene making the same requests.
 - III. The Table Captains will be given 10 tickets for the event, there is no cost for the event, it is meant to truly be a celebration.
 - IV. Commerce Bank is our lead sponsor along with the Town of Normal.
 - V. The party will continue at the Museum from 1:00 to 8:00 p.m. with throwback pricing of \$3 admission.
 - VI. Pantagraph will hold a Photo Contest.
- VII. New Business
 - A. Ms. Whisman presented the Luci Creative Contract for the Medical Exhibit that has been selected after a thorough selection process. Mr. Widmer moved and Ms. Prosser seconded that we accept the Luci Creative Contract. The Town Council will vote on the contract on July 15th.

- B. Craft Beer & Jazz Festival is July 20th, from 4:00 to 10:00. We will be collecting donations, \$5.00 suggested for CDM and they receive a glass with CDM logo. Board members are asked to volunteer. We still could use a stage sponsor, \$5,000. This is a good fund raiser for us.
- C. Dr. Carolyn Halparin has left the Board after 3 terms of service.
- D. We now have two Board openings with good leads for filling the seats.

VIII. Executive Director's Report

- A. The Museum just celebrated their 2,000,000th visitor, a Dad with three of his children. They received many donated gifts, one of which was a Plus Membership for the next year, which they have had previously. They donated the Plus Membership back to one of our Museums for All families.
- B. Ms. Whisman reported they are finalizing the Annual Report.
- C. Ms. Whisman reported on an invoice disagreement with Redbox, contractor for Imagine Air. Redbox has had many internal changes and follow through has not been satisfactory. They recently billed CDM for what they believe was an outstanding amount from the contract. The Town of Normal legal counsel is handling and do not believe that the CDM owes the money. Redbox has been notified.
- D. Day of Play is coming up the last Saturday in September. PNC provides annual support. Businesses provide free activities for the children.
- E. Ms. Mandros thanked Ms. Whisman and Ms. Hanover for their continued hard work.

- VIII. Adjournment – There being no further items of business, Ms. Barnes moved, and Mr. Scharnett seconded that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 12:55 p.m. Board members are invited to go over to the Museum for a marketing photo opportunity.