

Town of Normal  
Children's Discovery Museum Foundation Board  
Meeting Minutes  
Tuesday, September 10, 2019  
12:00 p.m.  
Children's Discovery Museum Classroom (3rd Floor)

Present: Gina Mandros, Ben Harmon, Elise Albers, Carla Barnes, Tracie Henry, Mark Jontry, Theresa Prosser, Terry Ogunleye, Paul Scharnett, Sarah Sturgill, Rob Widmer, Marlene Dietz, Mitch Stebel  
Staff: Beth Whisman, Shelly Hanover, Andrew Huhn, Sue Wang

- I. Call to Order - The meeting was called to order with a quorum at 12:10 p.m. Welcome to new Board Member Sarah Sturgill, from Gailey Eye Clinic
- II. Approval of Minutes – Mr. Scharnett moved and Mr. Widmer seconded that the minutes of the July 9, 2019 meeting be accepted. The motion passed unanimously.
- III. Financial Report
  - A. Finance Monthly Report – Ms. Wang presented the monthly financial report. Mr. Stebel moved and Mr. Scharnett seconded that the financial report be accepted. The motion passed unanimously.
- IV. Development Update
  - A. CDM has applied for the John M. Scott Foundation Grant for \$25,000. This is a medical based grant that could support the capital side of the medical exhibit, Prescription for Play.
  - B. Breakfast on the Balcony Raffle being planned. Mrs. Dietz is securing 4 to 6 Football tickets, parking pass and sway bags for ISU Homecoming. The winner will win museum access and breakfast for 20. Along with ISU game package. Raffle tickets will be sold for \$20 each. Details are being finalized.
- V. Old Business
  - A. Committees, we need to establish chairs and the committees should recruit other members from the community to join them and begin meeting.
  - B. Healthy Me Medical Exhibit planning is proceeding with as CDM staff went to Luci Creative's offices 9-9-19 and spent the day to develop a collective vision on the look of the exhibit. Lucy had 6 team members move in and out throughout the day.
  - C. 25<sup>th</sup> Anniversary Breakfast to be held 9-12-19. Responses have been incredible, 6 of the 7 Founders will be present along with current and past Mayors. Rivian will have a representative present to announce their partnership with CDM for the 2020 Pushcart Derby at the Rivian Plant on June 20, 2020. The event will feature steel drums, pushcarts, interactive timeline, a Bubbles toast led by our Founders and more. Board responsibilities place items on the timeline, have photos with Curious George taken and share stories at our tables. There will be an ask at the end and envelopes are on the tables. Help is need for set up from 1:00 to 5:00 on 9-11-19. Evening event begins at the museum at 1:00 with throwback activities and hourly raffle drawings.
- VI. New Business
  - A. Exhibits Manager position is being posted. We are looking for a person with project manager, theater set or habitat construction, and maintenance experience.
  - B. Discussion about bringing back the Development Coordinator position. The Foundation would split the salary (\$36,000-\$39,000 for Foundation half) with the Town. Ms. Barnes moved and Ms. Prosser seconded that we move forward on hiring and paying half of a new Development Coordinator.

VII. Executive Director's Report

- A. The new Healthy Me Exhibit is projected to open in August 2020.
- B. We are still waiting for the grant payment from the State for the ImagineAir Exhibit. She is following up regularly with both State office and Dan Brady.
- C. Red Box is being given the opportunity to repair the items on the ImagineAir Exhibit that are not working properly. The previous invoice issue has been resolved, it was their error.
- D. Day of Play sponsored by PNC Bank coming up on September 28<sup>th</sup>.
- E. We are working with State Farm on filling our last open board position.

VIII. Adjournment – There being no further items of business, Mr. Jontry moved and Ms. Prosser seconded that the meeting be adjourned. The motion passed unanimously and the meeting was adjourned at 1:02 p.m.