

Town of Normal
Children's Discovery Museum Foundation Executive/Finance Committee Meeting
Meeting Minutes - Tuesday, Oct. 8, 2019 - 12:00 p.m.
Children's Discovery Museum Conference Room

Present: Gina Mandros, Ben Harmon, Mark Jontry, Marlene Dietz
Staff: Beth Whisman, Shelly Hanover, Andrew Huhn, Sue Wang

I. Call to Order - The meeting was called to order with a quorum at 12:04 p.m.

II. Financial Report

- A. Finance Monthly Report – Ms. Wang presented the monthly financial report and demonstrated cash flow for pledges and donations for the Healthy Me exhibit. Officers discussed investment options and asked Town Staff for recommendations. The committee plans to recommend purchasing a \$100,000 one-year CD at 2% and a \$100,000 three-year CD at 3% .

III. Old Business

- A. Ms. Mandros identified potential committee chairs and plans to reach out to them before the November board meeting.
- B. The Air Cannon is still under warranty, so RedBox is working to fix the design that led to problems. Ms. Whisman asked for approval to spent approximately \$3,300 to replace the aging “tot spot” soft-sided play space. Officers approved and discussed adding an exhibit line to the upcoming budget to address smaller projects that don’t need full board approval.
- C. Ms. Whisman reported the 25th anniversary breakfast netted approximately \$26,000 and gifts continue to arrive. Ms. Mandros plans to talk with committee members about whether they want to do a similar play-based celebration next year.

IV. New Business

- A. The Exhibits Manager position posting closed and candidates will soon be interviewed. Joe Pettinger is doing a great job keeping up exhibits in his part-time capacity. Officers have agreed they will recommend approval for restoring staff support to the budget in FY21 for half of salary and benefits for a Development Coordinator.
- B. Ms. Whisman shared the five-year Town budget projections which identified goals for the Foundation’s annual contribution for museum operational support.
- C. Officers discussed recruiting a new Vice Chair as Mr. Harmon prepares to become Chair in April 2020. Ms. Mandros agreed to reach out to board members to seek nominations.
- D. Officers agreed to plan another work session in the new year (February) similar to last year’s in order to keep new board members on the same page and to see progress with the strategic plan.
- E. Ms. Whisman agreed to have an updated list of events and meetings for the board in November.

VIII. Adjournment