

Town of Normal
Children's Discovery Museum Foundation Board
Meeting Minutes- Tuesday, November 13, 2018 – 12:00 pm
Children's Discovery Museum – 3rd Floor Classrooms

Members Present: Gina Mandros, Caroline Halperin, Ben Harmon, Mark Jontry, Paul Scharnett,
Mitch Stebel

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

- I. Call to Order – the meeting was called to order by Ms. Mandros at 12:10 p.m.
- II. Approval of Minutes – Mr. Harmon moved and Mr. Stebel seconded the approval of October 9th minutes. Passed unanimously.
- III. Financial Report – Ms. Wang presented the monthly financial report. Accepted by consensus
- IV. Development Update
 - A. State Grant funding should be released for ImagineAir between January and March. Reviewing this process has ensured that all of our necessary documents are current and accurate for state and federal funding opportunities.
 - B. Medical Exhibit/Legacy Board Members
 - a. Have received \$10,000 gift from Commerce Bank for exhibit
 - b. Using ImagineAir Donor preview to reconnect with past donors
 - c. Met with local hospitals to share information about the project
 - C. 25th Anniversary
 - a. Potential \$25,000 matching gift
 - b. Will host a signature donor event in 2019 and other public events
 - D. Giving Tuesday
 - a. Will have a lighter presence this year due to staff cuts
 - b. Will focus on our storytelling and remind folks that we are a non-profit
 - c. Beth asked board to share, like as appropriate on social media and email
 - E. Annual Appeal
 - a. Will go out right after the exhibit opening
- V. Old Business
 - A. Board Retreat
 - a. Date: Saturday, February 2 9am-1pm (lunch provided)
 - b. Focus will be board education
 - c. Revisiting strategic vision
 - d. The role of the board and work of the staff
 - B. Treat Feast
 - a. Gina, Terry and Marlene had a great time handing out candy!
- VI. New Business
 - A. Bylaw updates
 - a. Mr. Jontry shared highlights of the bylaw updates
 - i. Support the CDM financially
 - ii. Provide advocacy
 - iii. Proposed new meeting structure

- iv. Full Board meets on odd numbered months starting January 2019
 - v. Committees meet on even numbered months starting December 2018
 - vi. Change in fiscal year (April 1-March 31) was approved Oct. 2017
 - b. Mr. Jontry motioned to accept the updated bylaws, seconded by Mr. Scharnett.
Passed unanimously
 - B. Doctors in Concert
 - a. Saturday, April 13 at the DoubleTree in Bloomington
 - b. Looking for 2 or 3 committee members from the board
 - i. Caroline Halperin volunteered to serve
- VII. Executive Director Report
 - A. The Museum 's future looks bright, staff is excited for the ImagineAir opening
 - B. The February Board Retreat is key; all should make special effort to attend
 - C. We have applied for the Women to Women grant with the Illinois Prairie Community Foundation. This would allow us to expand our current Grow Up Great program to the Scott Early Learning Center.
- VIII. 25th Anniversary planning
 - A. New logo has been created to mark the occasion
 - B. Will give us opportunity to re-ignite past donors
- IX. Meeting Adjourned

Mr. Scharnett motioned to adjourn the meeting at 12:50 p.m., seconded by Mr. Harmon.
Passed unanimously.