

Michigan Historical Center Foundation

Minutes

September 18, 2007 – Annual Meeting

Lansing, MI

Present: Mickey Briggs, John Axe, Nancy Danhof, Jack Dempsey, Mary Mead Fuger, Patrice Merritt, George Meyer, Deborah Muchmore, Randy Ragsdale, Andrew Richner, Doug Roberts, Jim Wardlaw, Jon Walton, Sandra Clark (Director, Michigan Historical Center), Patricia Clark (Director, Michigan Historical Center Foundation), Carol Payne (Development Administrator, Michigan Historical Center Foundation), and Loretta Zumbaugh (Database Administrator, Michigan Historical Center Foundation).

Board Chair Deb Muchmore called the meeting to order at 10:30 a.m., and welcomed Board members. New member Jack Dempsey was introduced. He is also a member of the Michigan Historical Commission, which maintains two seats on the Foundation Board.

Business Meeting

Approval of Minutes: A motion was made by John Axe to accept the minutes of July 26, 2007, Board meeting as presented. The motion was supported by Nancy Danhof and carried unanimously.

Financial Report: Treasurer Randy Ragsdale reported on the monthly financials for July and August 2007. Total income and expenses have continued a positive trend throughout the year. The cash position at National City is \$544,320.85. A motion was made by Mickey Briggs to accept the financial reports as submitted. The motion was supported by Jon Walton and unanimously carried.

Patricia Clark shared the position of the development office on the proposed 2007-2008 budget. The proposed budget included a comparison with the 2006-2007 budget through August 2007 as the final figures for September were not yet available. September accounting will be shared with the Board at the November meeting. There was discussion relative to fundraising versus the Jingle Ball and the administrative fund categories. It was explained that fundraisers funded the operations of the Foundation and the Jingle Ball was restricted monies funding the education programs. There was further discussion on the difference between grant support for operations and grant support for restricted accounts. Expenses reflected salary raises and benefits, and additional commitments for computer support and professional services, which includes a consultant as required in the Kellogg grant.

Deb discussed the growth of the Foundation over the years. It has become the fiduciary manager of monies that funnel through the Foundation from programs and projects of the Center while continuing to grow in fundraising. She stated that it is important for the Foundation to prepare for significant fundraising in the future.

A motion was made to accept the 2007-2008 proposed budget as submitted. The motion was supported by Mary Mead Fuger and unanimously carried.

Loretta Zumbaugh Contract: Loretta is the Raiser's Edge database administrator, working over the last year in implementing RE for use at full capacity. She continues work on RE with its integration to Financial Edge. The new contract is for a year through September 30, 2008. The only change from the previous contract is a raise from \$15 to \$16 per hour, which is reflected in the proposed budget. Motion was made by Patrice Merritt to accept the contract as submitted. The motion was supported by Nancy Danhof and unanimously carried.

Bylaw Amendments: Amendments to the Foundation bylaws were submitted for discussion only. The amendments consisted of a change in Article II – Board of Directors, sections 2.1 and 2.12, reflecting a two-year term for officers of the Foundation. Section 2.23 Non-Discrimination was added to Article II. The proposed amendments will be submitted to legal counsel prior to voting at the November meeting.

Docent Funding Request: Lois Baumer, president of the Docent Guild, made a presentation and shared with the Board a request for funding next year's Docent Guild expenses, which include the Docent's 20th year anniversary celebration, enhancing the Docent program for appeal due to declining members, a recognition program to commemorate years of service. Upon completion of the presentation, there was discussion on the level of funding from the Foundation. The Docent Guild requested \$2,000 more than that reflected in the proposed budget. Pat Clark has researched funding sources in support of volunteer organizations and suggested the Guild obtain additional support from other entities. Recommendations were made as to additional means of funding. Patrice suggested obtaining speakers at no cost for Docent symposiums. Pat suggested a motor coach may sponsor Docent trips. Nancy suggested obtaining a less expensive means for recognition pins. Randy Ragsdale requested the Foundation obtain grants on behalf of the Docents to supplement the funding. It was agreed that the Docents play an exceptional role in support of the Center and it is reasonable to give them an increase in support. A motion was made by John Axe to approve up to \$5,000 in support of the Docent Guild as well as obtaining grants to fund additional needs. The motion was supported by Randy Ragsdale and unanimously carried.

Information Agenda

Development Office Update: A handout was shared with the Board that included the Archives Leavenworth Project, Preservation's Heritage Roadmap and Mary City of David projects, the Museum's Walker Tavern projects, Phase II Iron Industry campaign, the Jingle Ball annual fundraiser, the Gift Appeal and the Financial Edge set up and integration with Raiser's Edge. Pat shared additional information and thanked the Board for its contribution to the Board Appeal. Doug Roberts suggested that more than a month trial period be implemented, if necessary, in the integration of Financial Edge with Raiser's Edge before discontinuing QuickBooks.

Strategic Planning Update: Jim Wardlaw chaired two meetings of the strategic planning committee to date. A domain name "Historic Michigan" has been purchased as a result of discussion at the Board retreat.

Michigan Historical Center Update: Sandra Clark relayed information on the recent emergency 5th floor evacuation and relocation due to roof construction and falling ceiling tiles. Offices may be relocated for nine months. The Foundation offices have been relocated to the third floor Archives offices. None of the permanent exhibits have been affected and we should be able to keep the education programs on schedule. MSU Social Studies teachers will spend a day at the Center and will be able to go out in the world knowing how to use museums.

Business Meeting (continued)

Nomination Report: John Axe discussed two potential candidates to the Board of Directors. Mitchell Padnos of Holland, former Board member Seymour Padnos' son, and Barbara Brown of Lansing, former Board member Prentiss Brown's granddaughter. Motion was made by John Axe to pursue both candidates for membership to the Board. The motion was supported by George Meyer and strongly supported by Mary Mead Fuger as to representation in western Michigan. The motion carried unanimously.

Mr. Axe submitted the nomination report and recommended that the following individuals be re-elected to two-year terms, serving until the Annual Meeting in 2009, as members of the Board of Directors:

Dr. William Anderson
John Axe
Paul Drake
Patrice R. Merritt
William C. Rands, III
Francis "Bus" Spaniola
Jim Wardlaw

John Dempsey, Michigan Historical Commission representative

The following individuals to be elected to a two-year term as officers of the MHCF Board, serving until the Annual Meeting in 2009:

Chair: Patrice Merritt
Vice Chair: Francis "Bus" Spaniola
Vice Chair: Jim Wardlaw
Secretary: Arlene Sierra
Treasurer: Randy Ragsdale

Jon Walton resigned from the Board due to a future move to Charleston, South Carolina, during half of the year. Deb acknowledged Mr. Walton's many years of service and he was presented with a gift from the Foundation. Mr. Walton advised he would continue to support the Foundation.

John Axe made a motion to accept the nomination report as submitted. There was discussion relative to the two-year terms for officers as the bylaw amendments had not been finalized. The motion was amended to elect officers for a one-year term until such time as the bylaw amendments are affirmed. The motion was supported by George Meyer and unanimously carried.

New Business

Sandra Clark presented outgoing Chair, Deb Muchmore, with a gavel engraved with her tenure as the Board's Chair. Pat Clark gave Deb flowers from the Foundation staff. Deb expressed her deep love for the state of Michigan and the Foundation Board and thanked the Foundation staff for its support. She welcomed Patrice and thanked her for taking the position as Chair of the Foundation Board.

Patrice discussed future Board meetings and changing them to Wednesdays due to conflicts with her meeting schedule. She invited the Board to meet in the future at her historic home in Detroit. Meeting dates will be sent to Board members in the near future. The next meeting of the Board will be changed from November 8th to November 7th.

The Board meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Carol A. Payne, Recording Secretary
On behalf of Arlene Sierra, Board Secretary