

NAPER SETTLEMENT MUSEUM BOARD
MINUTES
Monday, June 22, 2009, 8:00 a.m.

Members Present: Chris Birck, Dave Kelsch, Kitty Murphy, Kevin Picket, Kyle Todd, Grant Wehrli and Student Representative Alicia Oken

Members Absent: Mayor George Pradel, Steve Adams, Kimberly Brown, and student representatives Linden Kovarik and Sara Fitzpatrick

Staff Present: Joleen Dimond, Dan DiSanto, Peggy Frank, Debbie Grinnell, and Harriet Pistorio

Staff Absent: John Buckley and Donna Sack

Councilman Grant Wehrli called the meeting to order at 8:00 a.m.

A motion to approve the minutes from the March 9, 2009 meeting was presented by Kevin Picket and seconded by Kyle Todd.

MOTION APPROVED

Joleen Dimond highlighted the preliminary Naper Settlement Operating Financial Report for the fiscal year ending April 30, 2009. Ms. Dimond noted that preliminarily Naper Settlement's net income is projected at \$199,000, ahead of the revised plan by \$122,000. Salary savings due to the hiring freeze accounts roughly for \$74,000 and benefits also contributed to the savings. Peggy Frank then noted that it was deliberate and strategic on the part of staff that the contribution to Naper Settlement's Fund Balance would be significant as Naper Settlement has committed to zero growth in EAV dollars for fiscal years 2009, 2010 and 2011.

There were no comments or questions regarding the Executive Director's report.

Ms. Frank thanked volunteers and staff for their efforts to pull off another successful Naper Days. The weather on Saturday and Sunday cooperated, however, on Friday due to storms and at the direction of the Naperville Police Department, visitors, volunteers and staff took shelter in four buildings on the grounds due to high winds and lightening. Once the police department gave the "green light", it was too late for the band to reset given the time of the evening and the city noise ordinance. The second band of the evening, The Smithereens, never had an opportunity to play.

Ms. Frank addressed the next handout, Key Performance Indicators or KPI. She stated that the handout will be sent to board members via email on a quarterly basis. She also stated that due to strategic planned decisions, several of the yellow and red measures were expected.

As part of Old Business, Debbie Grinnell gave an update on the Roadway Project and the two grants Naper Settlement is in the process of pursuing, Il EPA 319 and the DuPage County Clean Water Assurance grants. While the two grants will not cover the entire costs of the Roadway Project, a \$40,000.00 engineering grant the Naperville Heritage Society

received from Tellabs Foundation this year, will allow Naper Settlement to begin the planning and engineering for the project. State legislators have included \$640,000 in member initiative dollars to support the project. U.S. Representative, Ms. Judy Biggert, is also working on some federal support for the Roadways and Storm Water projects.

Ms. Frank reported that at the recommendation of the City of Naperville's Liquor Commission, City Council approved a liquor license to be used solely for the operation of selling beer and wine in the Pre-Emption House Tavern, for an annual fee of \$1,000.00 per year. Naper Settlement will be working with Manask and Associates in July of 2009 to assess the revenue potential of liquor, food and retail sales operations in the tavern and museum store.

An update on the city's Preservation Ordinance was given by Ms. Frank, noting that the ordinance was unanimously approved by City Council in May and the next steps were outlined in the memo on page 15 of the board packet.

Annual review of the Collection Policy was presented by Ms. Frank without question and motion to approve was made by Chris Birck and seconded by Kitty Murphy.

MOTION APPROVED

Given the recent outbreak of the H1N1 virus, Naper Settlement staff took the opportunity to create an Emergency Response Policy for Health Pandemic situations outlined on pages 17 and 18 of the board packet. The policy and procedures were approved by the Naperville Heritage Society board. Everyone agreed that as a public institution serving large numbers of school age children; it was prudent to be prepared. Ms. Frank noted that although one school group had to be rescheduled, the only revenue lost was as a result of a group of 20 Taiwanese students cancelling their reservation to Camp Naper as their international travel was eliminated.

A memorandum from Jennifer Bridge, Project Manager for the Reaccreditation by the American Association of Museums was presented by Ms. Frank. More information will be forthcoming as the fiscal year continues. By a show of hands, it was noted that approximately 50% of the current Naper Settlement Museum Board did not participate in the accreditation process 10 years ago. Ms. Frank noted that a luncheon and evening reception with the site evaluators may take place during the onsite visit portion of the review. Dave Kelsch, who was the Naperville Heritage Society Board President during the initial accreditation, explained that the evaluators want to understand how the two governing bodies operate and relate to each other.

Ms. Frank's next topic was the Reposition for Sustainability and the tasks accomplished over the last 18 months. She began by stating that prior to the downturn in the economy; Naper Settlement was forward thinking and addressing the sustainability of Naper Settlement. Ms. Frank provided brief explanations of the overview of the process to date which was outlined on page 21 of the board packet. Harriet Pistorio provided a brief overview of the activity analysis which was endorsed by the Naperville Heritage Society in April of 2009, highlighting activities in "red" which were removed from the operation of

the museum. Chris Birck also noted that the ‘blue’ activities or the “watch list” were identified as activities to improve upon, thereby reducing their net loss rather than being not on the list as potential removal from operations. Ms. Frank concluded that a consolidated report was in the draft phase.

Ms. Frank noted that on page 24 of the packet was the contact information for the stakeholders for the Annual Meeting of Property Owners and Lease Holders of the Caroline Martin Mitchell Property.

Ms. Frank concluded by referencing the updated list of current Naperville Heritage Society Board members identifying four new directors.

Councilman Wehrli noted the upcoming meetings. He also praised the 40th anniversary documentary the Heritage Society commissioned through NCTV17.

The next meeting of the Board will be on Monday, September 28, 2009 at 8 A.M. in the Mayor’s Conference Room.

t 8:54 A.M., Chris Birck made a motion to adjourn the meeting, seconded by Kyle Todd.
MOTION PASSED.

Respectfully Submitted,

Harriet M. Pistorio
Director of Organizational Resources
Naper Settlement