

THE MUSEUM OF LAKE MINNETONKA

Minutes of Board of Directors' Meeting – **APPROVED**

Date: Tuesday, 2 August, 2022
Location: Wayzata Public Library, 620 Rice Street East, Wayzata
Attendees:

- Directors Present: Tom McCarthy, Scott McGinnis, Liz Vandam, Sue Paulson, Aaron Person
- Members Attending: Dave Peterson, Sharon Provost

The meeting was called to order at 6:04 PM by President Tom McCarthy.

Member Forum

None of the members in attendance had comments to share as part of the Member Forum

Agenda

McCarthy noted the meeting's draft agenda should also reflect a brief discussion on the 2022 Annual Membership Meeting.

Approval of Minutes

McCarthy called for any additions/revisions to the minutes as drafted for the Board Meeting of 5 July as well as for the minutes of the Executive Session held following the 27 April Board Meeting.

- Paulson moved approval of the 27 April Executive Session minutes as submitted; seconded by Person. Motion approved 5-0.
- McGinnis moved approval of the 5 July minutes as submitted; seconded by Vandam. Motion approved 5-0.

Treasurer's Report

July Financials – McGinnis reviewed the July financial statement which reflected a net gain of \$579.91. MLM's flexible cash holdings total \$101,240.75 (excluding the \$30,000 reserve for Barn demolition). McGinnis noted that Alerus had now reversed the fees connected to its error in crediting an MLM deposit to another Excelsior nonprofit.

2022 Annual Meeting

McCarthy then reviewed details regarding the 2022 Annual Meeting which is now scheduled for September 26th at Pique Event Center in Excelsior.

- *Meeting Notice* – MLM must notify members of the meeting at least ten days - but not more than thirty days prior of the meeting (not including the meeting date). Accordingly, the notice must go out between 27 August and 16 September. MLM Bylaws permit the notice to be distributed electronically (to those who have provided their written consent to receive electronically) – printed notices will need to be mailed to all those who have not consented to electronic communications.
- *Content* – The meeting notice must include the time and location of the meeting along with an agenda.

- *Governance Committee Report* – Also the notice must include the slate of directors & officers to be voted upon by the membership (brief bio’s also to be provided).
- *Financials & Minutes* – Members should also receive the draft minutes of the 2021 Annual Meeting and year-end financial statements.

Upon discussion, it was agreed to host a brief social period beginning at 5:30 with the Business Session beginning at 6:00 PM. Board agreed to provide refreshments similar to those at the recent George Street Community Input Session (light beverages/snacks).

Next Steps:

- McCarthy to prepare draft notice and circulate to the Board for approval.
- McGinnis as Chair of the Governance Committee to schedule meeting ASAP to finalize slate of directors/officers and bylaw revisions.

Launch Site Update

McCarthy quickly reviewed the two community input sessions held in July with residents of George Street, West Lake Street and Lafayette Avenue – those who would be impacted by a launch ramp at the George Street fire lane. Overall response from the attendees was supportive of MLM and its vision to use George Street as a new launch site. No concerns over disruption to the neighborhood twice a year were voiced.

McCarthy advised that MLM was now scheduled to present its vision to the Excelsior City Council at its 15 August public meeting (the agenda for the Council’s work session is full and McCarthy was advised to proceed with the regular Council meeting rather than delay the discussion further).

Grant Discussion

Vandam summarized late-breaking learnings she had gleaned from communicating with Jon Discher(MN SHPO) and Seth Tinkham (National Park Service) regarding grant opportunities that she has been investigating:

- *Maritime Heritage Grant Program* – Original plans to apply for multiple small Legacy grants to cover hull maintenance work with MNHS have now been set aside in favor of a new opportunity: Maritime Heritage Grant sponsored by the National Park Service. This approach would allow all maintenance work to be covered as a single grant (vs. several individual Legacy grants). New is that local SHPO offices will be responsible for submitting the MHGP application. Vandam has been working with MN’s SHPO staff and they have agreed *Minnehaha* meets the grant requirements and are eager to pursue this on MLM’s behalf. Pursuing the MHGP grant still leaves MLM with the Legacy Grant opportunity as a fall back.
- *Save America’s Treasurers* – Vandam also shared that *Minnehaha* should be able to qualify for a 1x grant of up to \$750,000 that could possibly cover cost of a new trailer. SAT’s grant also allows up to 25% of the grant amount to cover administrative costs/operating expenses.
- *Certified Local Government Grants* – Vandam also recapped an additional funding opportunity she is exploring.
 - Certified Local Governments use federal matching grants for local preservation projects.
 - Funding comes from the State Historic Preservation Office (SHPO), within the Minnesota Department of Administration, administers the U. S. Department of the Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service (NPS). Under this program the Department of the Interior specifies that at least ten (10)

percent of Minnesota's annual HPF Program award be designated as pass-through funding to Certified Local Governments (CLGs) each year. The anticipated total amount available for Fiscal Year 2022 grants is approximately \$125,000.

- McGinnis was familiar with CLG and had the foresight to ensure Excelsior's HPC could utilize CLGs. CLG do not fund capital improvement projects ("brick & mortar").

Historic Property Management Plan (HPMP)

As a part of these grant applications, MLM will need to develop an Historic Property Management Plan (HPMP) – a living document that provide a framework for managing cultural resources & historic properties. Vandam has researched sample HPMP's as is working on an initial draft that could be used for upcoming quick-turn grant applications. *Minnehaha's* HPMP can be refined over time.

Board members thanked Vandam for all her efforts to uncover these funding opportunities and spearhead the application process.

Adjournment

With no further discussion, McGinnis moved the meeting be adjourned at 7:13 PM and an Executive Session convened; seconded by Paulson. Motion approved 5-0.

Respectfully submitted,

Tom McCarthy, President/Secretary

Attachments:

- Agenda
- July Financial Statement

THE MUSEUM OF LAKE MINNETONKA
Board of Directors Meeting

August 2nd, 2022 6:00 – 8:00 PM
Wayzata Public Library
620 Rice Street East, Wayzata

AGENDA

1. **Member Forum** – Members in attendance may have up to 3 minutes to speak. Board will close the Member Forum after no more than 30 minutes in order to allow sufficient time to focus on matters requiring Board action/discussion.
2. **Call To Order**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - a. **July 5th Board Session**
 - b. **April 27th Executive Session**
5. **Treasurer’s Report**
6. **2022 Annual Membership Meeting**
 - a. **New Date / Location**
 - b. **Official Notice**
7. **Launch Site Update**
 - a. **Community Input/Feedback Session**
 - b. **Excelsior City Council Meeting – August 15th**
8. **Update on Maintenance Grant Applications**
 - a. **MNHS Legacy Grant(s)**
 - b. **National Maritime Heritage Preservation Grant**
9. **Cultural Resource Management Plan (CRMP)**
10. **Other Business**
11. **Adjourn**
12. **Executive Session**

THE MUSEUM OF LAKE MINNETONKA

Treasurer's Report

Period: July 1, 2022 - July-31, 2022

Summary of Financial Position

ACCOUNT	OPENING BALANCE 5/01/2022	DEPOSITS	INTEREST EARNED	WITHDRAWALS	TRANSFERS	ENDING BALANCE 4/30/2022	NET CHANGE
Operating Checking	\$ 5,243.26	\$ 747.00	\$ -	\$ (167.09)	\$ -	\$ 5,823.17	\$ 579.91
Money Market Savings	\$ 125,997.49	\$ -	\$ -	\$ -	\$ -	\$ 125,997.49	\$ -
TOTAL	\$ 131,240.75	\$ 747.00	\$ -	\$ (167.09)	\$ -	\$ 131,820.66	\$ 579.91
Reserve Holdings	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -
Flexible Cash Holdings	\$ 101,240.75	\$ -	\$ -	\$ -	\$ -	\$ 101,240.75	\$ -

Income Summary

7/11/2022	Deposit	Mighty Cause Foundation	\$ 40.00
7/22/2022	Deposit	Mighty Cause Foundation	\$ 125.00
7/18/2022	Deposit	Donations <i>ben</i>	\$ 550.00
7/7/2022	Deposit	Overdraft Refund	\$ 29.00
7/7/2022	Deposit	Daily Overdraft Fee Refund	\$ 3.00
Total Income			\$ 747.00

Expense Transactions

DATE	CHECK #	PAYEE	DESCRIPTION	CLASSIFICATION	AMOUNT
07/07/2022	5293	Verizon	Telephone	63909 - Telephone	-39.24
07/18/2022	5294	Verizon	Telephone	63909 - Telephone	-83.62
07/25/2022	ACH	Xcel Energy		63911 - Utilities	-44.23
07/07/2022					

Total Expenses

\$ (167.09)