

**Morrison County Historical Society
Annual Meeting Agenda**

September 29, 2020 at 7 p.m. via Zoom online

Annual Meeting Agenda

7:00 p.m. - Welcome and Introductions – MCHS President Camille Warzecha

Honor MCHS Volunteers & Staff – MCHS Board

Call the Business Meeting to Order – MCHS President

Secretary's Report – MCHS Secretary

Treasurer's Report – MCHS Treasurer

Board Elections – Nominating Committee

Other Business

Adjourn the Meeting – MCHS President

September 30, 2019

Minutes of the Annual Meeting of the Morrison County Historical Society (MCHS)
Morrison County Government Center
213 First Avenue Southeast
Little Falls, MN

The meeting was called to order at 7 p.m. by MCHS President, Camille Warzecha.

Board members present: Mavis Buker, Peter Eckstrom, Gwen Gruber, John Lauer, Pat Quinn, Camille Warzecha.

Staff members present: Grace Duxbury, Ann Marie Johnson, Mary Warner.

Camille welcomed members and guests, gave an overview of the museum and introduced the board and staff.

Minutes of the 2018 annual meeting were read by Mavis Buker. Motion by John Lauer, second by Peter Eckstrom, to approve the minutes. Motion carried.

Mary Warner, MCHS executive director, read the Treasurer's Report. Motion by Gwen Gruber, second by John Lauer, to approve the treasurer's report. Motion carried.

John Lauer read the Nominating Committee report. Peter Eckstrom is currently filling a board term for Tim Houle and has agreed to stay on the board. Mavis Buker is currently filling a board term for Tom Kosovich and will be resigning her position on the board. John Lauer is currently serving on the board and is willing to serve another term. Dave Buker has agreed to serve on the board. John presented the slate of candidates – John Lauer, Peter Eckstrom and Dave Buker. Nominations from the floor were formally requested three times. There were no nominations from the floor. Motion by Don Feige, second by Erik Warner, to approve the slate of candidates. Motion carried.

Camille closed the meeting and announced recent news that MCHS board member, Stan Wielinski, will be going off the board due to health and mobility concerns.

Motion by Sherry Feige, second by Peter Eckstrom, to close the meeting. Motion carried.
Meeting adjourned at 7:10 p.m.

Respectfully submitted by Ron Jones, Secretary

**Updated Statement of Program Service Accomplishments
Morrison County Historical Society
January 1, 2019 - December 31, 2019**

The Morrison County Historical Society is a nonprofit organization dedicated to collecting, preserving and sharing Morrison County history. It owns and operates The Charles A. Weyerhaeuser Memorial Museum. In meeting its mission in 2019, the organization engaged in the following activities:

Received an Arts & Cultural Heritage Fund (Legacy) grant of \$86,800 to install mobile shelving in the Weyerhaeuser Museum's Archives. MCHS matched this grant with an estimated \$10,000 in labor and archival supplies. The project meant completely emptying the Archives, repainting, having the shelving installed, and replacing all archival materials. Part of the project was dedicated to hiring an archival contractor to sort and rehouse 8 large collections of material.

Launched a capital campaign to raise funds for the museum's Capacity Improvement Projects to maintain and improve the Weyerhaeuser Museum building and the museum's grounds. Storm windows at the museum were reglazed and repainted. Further research was conducted on repairing or replacing exterior doors.

MCHS took part in the Council of Minnesota Archaeology Conference at St. Cloud State University, during which the life and work of Minnesota archaeologist Doug Birk was celebrated and MCHS was recognized for its contribution and partnership with SCSU on the Little Elk Heritage Preserve (LEHP) collection. During the conference, Jan Warner, former MCHS executive director gave a presentation. The permanent loan agreement between MCHS and SCSU in regards to the LEHP collection was formalized in 2019.

MCHS created a new series of events called "Exploring History & Culture in Central Minnesota" that brings together 4 central Minnesota historical societies, Morrison, Benton, Sherburne, and Stearns, to collaborate on programming related to specific cultures within the region and state. The 2019 series brought programming from the Somali Museum of Minnesota to the 4 history organizations in February.

Created the exhibit "The Story Behind the Tat: Tattoo Art in Central Minnesota," a year-long event that featured images of contributors' tattoos along with the stories behind each of these tattoos. The exhibit also featured information on numerous tattoo artists and shops within central Minnesota. Videos were made of some of the interviews of tattoo artists and posted to YouTube.

MCHS entered into a partnership with Rethos: Places Reimagined (formerly Preservation Alliance of Minnesota) to serve as their Central Minnesota Education Coordinator, which involves arranging classes to teach historic preservation skills within the counties of Morrison, Sherburne, Stearns, and Benton.

The Beckwith Organ that was donated to the Weyerhaeuser Museum was restored, making the instrument once again operational.

Published 4 newsletters, featuring articles such as "Those Aren't Our Townships!" "New Deal-Era Public Work Projects, Long-Lasting or Not?" "The Senpai-Kohai of Tattoo Apprenticeships," "What Can A Photo Album Tell Us?" "Census 2020 – Be Counted!" "Making Judgments," "The Story Behind the Tat – Stories from the Exhibit" "Maps We Didn't Know We Had," "Strands of Remembrance: Hairwork and Victorian Sentimentalism," and "Rethos – Our New Gig (But Not Totally New)."

Published an exhibit guide for "The Story Behind the Tat: Tattoo Art in Central Minnesota."

In partnership with the Charles A. Lindbergh House & Museum and Charles A. Lindbergh State Park, MCHS hosted the annual Candlelight Hike on January 5, 2019. There were 649 visitors at the Weyerhaeuser Museum for this event.

Hosted a number of special events, including “Tattoo as a Call to Ancestors” discussion, Plant Sale, walking tour of the Little Falls Ravine, “Painting at the Museum” class, Smuda Zoo exhibit at the Morrison County Fair, presentation by Denis Gardner of the State Historic Preservation Office on the National Register and the renovation of the State Capitol, book talk on the history of the Franciscan Sisters of Little Falls by Sr. Elise Saggau, an annual meeting program at the Morrison County Courthouse featuring Mitch Bender discussing the history of tattoo, a voter registration event, and November New Member Month.

Continued work on improving museum systems and processes, including updating the organization’s Personnel Policy Guidelines and adopting an employee scheduling app.

Maintained an active online presence via our blog/website, Facebook, Twitter, and YouTube.

Grew the MCHS collections through donations from members and friends.

Assisted visitors with county history research and taking self-guided tours of the museum.

Provided guided tours to various groups, including regional school children.

Mary Warner, MCHS executive director, was elected to the board of the Minnesota Council of Nonprofits and was a member of the State Review Board for the National Register of Historic Places. She was appointed to the Minnesota Pollution Control Agency’s (MPCA) Sustainable Building Group to find ways to reduce construction and demolition materials in landfills. She presented a session on succession planning at the Minnesota Alliance of Local History Museum’s annual conference.

Ann Marie Johnson, MCHS preservationist, led the organization and logistics of the State Historic Preservation Conference held in St. Cloud in September 2019. She is serving on a subcommittee of the MPCA’s Sustainable Building Group.

Camille Warzecha, MCHS board president, is serving on a committee of the City of Little Falls to plan for additional signage in the city.

Number of members in 2019: 363
Number of collections donors: 32
Number of researchers: 160
Number of visitors: 3,306
Number of website visitors: 69,500

Morrison County Historical Society
Profit & Loss Budget vs. Actual
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400 · Morrison County Allotment	51,646.05	52,000.00	-353.95	99.3%
401 · Donations	46,046.71	25,000.00	21,046.71	184.2%
402 · Grants	66,350.00	10,000.00	56,350.00	663.5%
403 · Endowment Earnings	51,420.36	50,000.00	1,420.36	102.8%
404 · Membership Dues	6,804.69	8,000.00	-1,195.31	85.1%
405 · Merchandise Sales	1,088.80	1,000.00	88.80	108.9%
406 · Research Service	595.36	2,000.00	-1,404.64	29.8%
407 · Savings Interest	64.98	100.00	-35.02	65.0%
408 · Projects & Events	3,716.83	3,000.00	716.83	123.9%
409 · Miscellaneous Income	600.77	290.00	310.77	207.2%
412 · Sponsorship	700.00	3,300.00	-2,600.00	21.2%
Total Income	229,034.55	154,690.00	74,344.55	148.1%
Cost of Goods Sold				
501 · Merchandise Purchases	0.00	200.00	-200.00	0.0%
Total COGS	0.00	200.00	-200.00	0.0%
Gross Profit	229,034.55	154,490.00	74,544.55	148.3%
Expense				
550 · Payroll Expenses	105,277.10	106,145.00	-867.90	99.2%
551 · Payroll Taxes	9,982.20	8,120.00	1,862.20	122.9%
552 · Benefits	1,759.00	1,320.00	439.00	133.3%
601 · Bldg Maintenance & Repair	4,615.21	1,000.00	3,615.21	461.5%
602 · Building Security	1,507.96	1,000.00	507.96	150.8%
603 · Copy Machine Expenses	1,549.86	1,400.00	149.86	110.7%
604 · Equipment & Furn Repair	126.26	500.00	-373.74	25.3%
605 · Grounds Maintenance	3,513.06	3,000.00	513.06	117.1%
606 · Heating/AC Equipment M & R	9,668.66	2,500.00	7,168.66	386.7%
607 · Insurance Premium Expense	7,941.37	7,500.00	441.37	105.9%

Morrison County Historical Society
Profit & Loss Budget vs. Actual
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
608 · Mailing & Shipping Expens	1,406.00	1,400.00	6.00	100.4%
610 · Miscellaneous Expense	91.73	100.00	-8.27	91.7%
611 · Museum Associations Fees	643.00	600.00	43.00	107.2%
612 · Museum Library & Archives	0.00	50.00	-50.00	0.0%
613 · Museum Supplies Expense	538.87	200.00	338.87	269.4%
614 · Office Supplies Expense	578.47	1,000.00	-421.53	57.8%
615 · Advertising	59.49	200.00	-140.51	29.7%
616 · Professional Fees	1,170.00	1,600.00	-430.00	73.1%
617 · Staff Development	270.00	500.00	-230.00	54.0%
618 · Staff Travel	532.15	500.00	32.15	106.4%
619 · Telephone Expense	1,967.85	2,100.00	-132.15	93.7%
620 · Utilities Expense	7,154.27	10,000.00	-2,845.73	71.5%
621 · Printing	777.43	700.00	77.43	111.1%
622 · Computer	1,769.98	1,400.00	369.98	126.4%
623 · Exhibits	136.26	100.00	36.26	136.3%
624 · Curatorial Expense	1,263.05			
626 · Public Rel. Expense	85.23	75.00	10.23	113.6%
627 · Septic System	140.00	150.00	-10.00	93.3%
635 · Credit Card Processing Fee	53.46	80.00	-26.54	66.8%
640 · Research Services Exp.	53.01			
700 · Projects/Events	54,489.40	1,200.00	53,289.40	4,540.8%
Total Expense	219,120.33	154,440.00	64,680.33	141.9%
Net Ordinary Income	9,914.22	50.00	9,864.22	19,828.4%
Net Income	9,914.22	50.00	9,864.22	19,828.4%

Morrison County Historical Society
Profit & Loss Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400 · Morrison County Allotment	32,765.61	54,000.00	-21,234.39	60.7%
401 · Donations	20,383.96	30,250.00	-9,866.04	67.4%
402 · Grants	11,544.41	10,000.00	1,544.41	115.4%
403 · Endowment Earnings	51,846.64	50,000.00	1,846.64	103.7%
404 · Membership Dues	3,416.84	8,000.00	-4,583.16	42.7%
405 · Merchandise Sales	191.46	800.00	-608.54	23.9%
406 · Research Service	421.55	1,500.00	-1,078.45	28.1%
407 · Savings Interest	32.03	100.00	-67.97	32.0%
408 · Projects & Events	5,594.98	3,000.00	2,594.98	186.5%
409 · Miscellaneous Income	46.89	349.00	-302.11	13.4%
412 · Sponsorship	0.00	3,000.00	-3,000.00	0.0%
Total Income	126,244.37	160,999.00	-34,754.63	78.4%
Cost of Goods Sold				
501 · Merchandise Purchases	59.85	200.00	-140.15	29.9%
Total COGS	59.85	200.00	-140.15	29.9%
Gross Profit	126,184.52	160,799.00	-34,614.48	78.5%
Expense				
550 · Payroll Expenses	68,713.56	107,748.00	-39,034.44	63.8%
551 · Payroll Taxes	5,256.59	8,244.00	-2,987.41	63.8%
552 · Benefits	1,734.00	2,448.00	-714.00	70.8%
601 · Bldg Maintenance & Repair	5,306.21	1,200.00	4,106.21	442.2%
602 · Building Security	1,743.66	1,000.00	743.66	174.4%
603 · Copy Machine Expenses	577.30	2,000.00	-1,422.70	28.9%
604 · Equipment & Furn Repair	0.00	500.00	-500.00	0.0%
605 · Grounds Maintenance	1,170.68	3,000.00	-1,829.32	39.0%
606 · Heating/AC Equipment M & R	5,431.20	3,000.00	2,431.20	181.0%
607 · Insurance Premium Expense	5,042.84	7,700.00	-2,657.16	65.5%

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08/18/20

Accrual Basis

Morrison County Historical Society
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
608 · Mailing & Shipping Expens	985.41	1,500.00	-514.59	65.7%
610 · Miscellaneous Expense	239.08	50.00	189.08	478.2%
611 · Museum Associations Fees	388.00	700.00	-312.00	55.4%
613 · Museum Supplies Expense	114.56	200.00	-85.44	57.3%
614 · Office Supplies Expense	267.87	700.00	-432.13	38.3%
615 · Advertising	0.00	200.00	-200.00	0.0%
616 · Professional Fees	0.00	1,600.00	-1,600.00	0.0%
618 · Staff Travel	17.17			
619 · Telephone Expense	900.17			
620 · Utilities Expense	4,619.81	8,000.00	-3,380.19	57.7%
621 · Printing	310.01	600.00	-289.99	51.7%
622 · Computer	1,971.14	1,400.00	571.14	140.8%
623 · Exhibits	0.00	200.00	-200.00	0.0%
626 · Public Rel. Expense	0.00	50.00	-50.00	0.0%
630 · Interest Expense	-1.04			
635 · Credit Card Processing Fee	21.52	80.00	-58.48	26.9%
700 · Projects/Events	22,975.58	1,200.00	21,775.58	1,914.6%
Total Expense	127,785.32	153,320.00	-25,534.68	83.3%
Net Ordinary Income	-1,600.80	7,479.00	-9,079.80	-21.4%
Net Income	-1,600.80	7,479.00	-9,079.80	-21.4%

Morrison County Historical Society

Balance Sheet

As of August 18, 2020

08/18/20

Accrual Basis

	<u>Aug 18, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · MMFCU Checking	714.95
103 · Savings Accounts	65,697.70
Total Checking/Savings	66,412.65
Accounts Receivable	
1200 · Accounts Receivable	3,750.00
Total Accounts Receivable	3,750.00
Other Current Assets	
102 · Petty Cash	473.81
109 · Heritage Fund	12,184.84
110 · Merchandise Inventory	24,407.54
Total Other Current Assets	37,066.19
Total Current Assets	107,228.84
Fixed Assets	
116 · Building Improvements	478,049.71
120 · Land	12,600.00
150 · Accumulated Depreciation	-803,369.00
Total Fixed Assets	-312,719.29
Other Assets	
111 · Building & Grounds	422,729.92
113 · Museum Furnish & Equi	13,820.11
115 · Office Furnish & Equi	27,458.48
Total Other Assets	464,008.51
TOTAL ASSETS	<u>258,518.06</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
201 · Payroll Liabilities	2,680.42
210 · State Sales Tax Pay	-116.58
225 · Paycheck Protection Program	23,600.00
25500 · Sales Tax Payable	0.20
Total Other Current Liabilities	26,164.04
Total Current Liabilities	26,164.04
Total Liabilities	26,164.04
Equity	
2999 · Opening Bal Equity	698,348.59
3900 · Retained Earnings	-464,393.77
Net Income	-1,600.80
Total Equity	232,354.02
TOTAL LIABILITIES & EQUITY	<u>258,518.06</u>

Nominating Committee Report
Morrison County Historical Society
2020 Annual Meeting – September 29, 2020

1. Terms expire for the following Board Members this year:

Cathy Adamek (filling in Stan Wielinski's term)

Gary Poser (filling in Tim Houle's term)

Patricia Quinn (three-year term)

2. Cathy Adamek and Gary Poser have agreed to continue serving if elected. Patricia Quinn has decided not to run for the board this term. The Nominating Committee places the following names in nomination for three-year terms on the Board of Directors:

Cathy Adamek

Gary Poser

Mike Worcester

Nominations will be accepted from the floor.

The Nominating Committee this year included Cathy Adamek, Gary Poser, and Patricia Quinn.

Due to the COVID-19 pandemic, the MCHS annual meeting will be taking place online via Zoom. Paper ballots are being sent to MCHS members for voting, or they may cast their votes for board members or write in candidates via email to staff@morrisoncountyhistory.org.