

Bourbonnais Grove Historical Society Board Minutes

Tuesday, July 13, 2021 6:04pm

**Attendance:** Daron Kinzinger, Carl Moran, Gary Seiner, Malette Stevenson, Roberta Renville, Missing: Jim Paul, Charles Balesi.

**Previous Board Minutes** (November 2020 – previously submitted by Malette Stevenson) Read by Daron. Correction regarding wording: “Sewer line” to read as: “Sump pump discharge line”. Goes under plantings on west property line. Made a motion to accept minutes: Carl Moran. Seconded by: Gary Seiner All in favor: Motion passed

**Board Reorganization:** (unless temporarily suspended by vote due to time constraints.) Appointment of Carl Moran as Parliamentarian by Daron Kinzinger to facilitate the meeting. Each year the board is to organize itself as to who is Chairperson, Vice-Chairperson, Secretary, Treasurer. Daron stated that the Treasurer should be on the board. The board voted and tabled the board reorganization matter due to time and members not present.

**Old Business:**

1. **Tree Trimming** – Fifty-seven trees are potentially on the property and need to be trimmed. Daron reminded the board that in the years 2000-2001, trees were planted by Carl and himself for the anniversary of Noel Levasseur’s birthday. It was noted that these trees were descendents of trees that were on George Letourneau’s property. Daron recommended that a couple of later arriving trees are interfering with these special oak trees and should be removed to save the oak trees. Daron estimated that it might cost anywhere between \$50-\$100 for trimming each of the nineteen oak trees. Daron & Gary suggested that if the amount was considered too great to do all this year that a dollar limit such as \$1000 could be set to do the project in annual parts. Malette Stevenson suggested the board could get bids and it was too much of a job for Gary to do. Daron Kinzinger wanted a professional tree trimmer for these special oak trees. Mallette also suggested checking with the Village to see if they could trim or give us a contact person. Jim Paul had already been contacted by Daron and at least one company was suggested by Jim (Dave’s Tree Trimming). Carl wanted to walk with Jim Paul to see which trees to eliminate [a crabapple that was incorrectly thought to be a descendent of our old apple tree is not allowing one oak tree to properly grow]. Motion to seek 3 bids by Malette Stevenson. Carl Moran seconded the motion.
2. **Sidewalk update** – Approximately \$6,000 was paid for a new wood sidewalk

**New Business:**

1. **Role of Board and Board Officers** – *AGENDA INFORMATION: A board bears the responsibility for decisions involving but not limited to: assets (accessioned and non-accessioned, monetary and non-monetary), policy, obligations (contractual and non-contractual), and matters that affect liability. The State Attorney General’s Office holds an organization’s board accountable for these areas since these areas are ones they address. Officers should include: a chairperson, a vice-chairperson, secretary and treasurer.*
  - a. *See Excerpt: “Initial officers are elected by the board: this vote usually takes place during the organization’s first meeting. Much like board members, officers usually serve terms. Typically, a nonprofit has 3 officers serving the role of President, Secretary, and Treasurer.”*
  - b. *A Nonprofit’s Board of Directors – What is a Board? [www.501c3.org/nonprofits-board-directors/](http://www.501c3.org/nonprofits-board-directors/)*

Daron Kinzinger reminded the board about the previous listed items and challenged the board to speak up when a board’s role is being assumed by anyone other than the board. He reminded the board about the Attorney General’s office holding an organization’s board as liable, the lack of directors and officers insurance, and that someone once tried to sue officer Ken Ponton and the board in the past (Craft Show/suit dropped).

Malette Stevenson inquired about having these matters addressed by adding it to our bylaws. Daron suggested revisions should also be made to specifically resolve conflicts regarding area responsibilities. He mentioned that an example was the accession policy which had not first been approved by the board for recommendation before being presented to the membership. It also was not reviewed by an attorney for compliance with any laws or regulations. Other examples included a protocol with board approval for the removal of collections

(assets). The accession policy does not currently recognize the board's liable responsibility to manage assets. Daron stated that thankfully Marcia Rabideau and Laurel Soper recognized the board's role in that process and they set aside time tonight to allow the board to make those decisions.

Malette Stevenson asked Daron Kinzinger if he would write up the amendment to the bylaws regarding the collections policy and to send it to board members for approval. Any changes could be sent to an attorney for review once all items were completed.

**The following items were requested by Marcia Rabideau. Content was reduced from her original message. NOTE: Items in bold are not a part of the information that she sent.**

2. **Collections Policy – (from Marcia Rabideau)** “The Bylaws (section 5.3a) state: It is the duty of the board of directors to set policies regarding acquisitions.”

***From Board meeting: Daron stated that Marcia Rabideau has recognized that the board needs to approve the collections policy. Although the membership approved the accessions policy, it did not go before the board or have a lawyer review it.***

***Malette Stevenson suggested that the Accession Policy could be emailed from Daron Kinzinger to all board members for review and approval by a certain date. The board could ensure that the policy states that the accession committee has a specialized, advisory role to the board for approval of their committee's recommendations and the board would make the final decision.***

***Malette Stevenson mentioned that the Curator position needs to be involved with the collections committee regarding decisions. If the Collections Committee is making decisions without the involvement of the Curator, there is a division. Both the Collections Committee and Curator need to work with the board in appropriately handling things. Daron Kinzinger stated that he had the understanding that the Curator would still be the spokesperson for the Collections Committee when it was formed by bylaw amendment. The Curator, as spokesperson of the committee's vote, would then report to the board regarding their deliberated recommendation. Malette Stevenson noted that our current bylaws and amendment do not recognize that the Curator facilitates the Collections Committee as spokesperson.***

3. **Benches - (Marcia Rabideau's Comments)** “A motion was made at the last membership meeting to buy two benches for the gardens at the cost of about \$300. Both the 1993 and the 2021 Acquisition Policies state: The purchase of any item or artifact of the Society must be approved by the Board of Directors.”

***From Board Meeting: Metal benches were already produced with a Fleur de Lis emblem. Motion to approve the purchase of 2 benches: Gary Seiner. Seconded by: Carl Moran All in favor: Motion passed***

4. **Board Minutes -** “The minutes missing from the Board Meetings: 2016,2017, 2019,2020.” ***Daron Kinzinger commented: This essential area must be covered. Malette has previously and graciously volunteered to take minutes to save us money. Unless we are corrected by her, she currently does not have the time to keep doing it. The membership understandably desires to see the board minutes within a reasonable time. Should someone be hired to provide timely minutes? If so, who and how much?***

***From Board Meeting: 2020 board minutes were read. Malette Stevenson stated that she was not on the board for 2 years and she had one set of minutes (2019) that are recorded and when she gets time, she will submit them.***

***Daron Kinzinger states that previous Board minutes had not been approved to be posted on the website. Laurel suggested that board minutes moving forward should be approved and presented to monthly membership meetings and we should not try to fill in these gaps given our current situation.***

5. **Board members – (from Marcia Rabideau)** “At present there are seven members on the Board, but the Bylaws do not limit the number. If all Officers of BGHS should be on the Board, that would add Steve and myself,

*making it nine.” Daron Kinzinger’s AGENDA NOTE: An email vote of bylaw changes was previously sent by Jim Paul to board officers establishing the number as seven board members (also note that other membership officer votes are not considered an official board vote). All officer positions could be absorbed onto the board unless they are just present for assisting our President, who in essence fills the Executive Director role that is in most organizations. The number of board members could yet still be increased if desired. Please note the aforementioned responsibilities of board officers and its members.*

***From Board Meeting:*** Daron Kinzinger stated that all elected officers should be on the board. If membership officers are not allowed to make official decisions, the board is not letting them do their job. The State of Illinois Attorney General’s Office recognizes the term “officers” on the board as the board officers. An amendment was previously passed to expand the board to seven members and he asked about expanding the board to a larger number with all officers on the board and particularly the Treasurer as is industry standard. Carl Moran and Roberta Renville both agreed about adding the Treasurer to the board. Daron stated that we should not have any other officers in if they are not on the board. Malette suggested to Daron that he write something regarding who is in charge of what and who to go so that our organization is more organized and “industry standard” and to send this write-up to the present board.

6. ***Policy and procedures – (from Marcia Rabideau)*** “I agree that our policies should be followed.”

***From Board Meeting:*** Daron Kinzinger agreed with Marcia’s statement. Daron wants us to get more organized with policies & procedures so everyone knows who is doing what. Carl Moran states it makes things easier to make decisions once that is established and we should keep an official set of bylaws in laminated sheets, in a binder on the table, at all times. Regular meetings can refer to it if needed.

Daron: an effort should be made to get all officers on the board and not sure what the society wants that number to be. The current board members would ultimately need to decide as to how many members they recommend. Gary can present to you a structure of our meetings to facilitate this idea.

Gary: Thornton has a program every time with a board meeting that follows.

Daron: The first 30 minutes of every regular meeting could be a history presentation which is what Jim Paul has started. The remainder of the time could be the board meeting for business-related matters (a board function) for the next hour. The board could be expanded to as many people as an established limit allows and their vote would be the official vote. Meetings could be conducted as they normally have. Meetings could be an hour and a half with a board meeting every month as the regular meeting. Someone who is not an officer or on the board could still stay for the meeting.

The board can also make recommendations to the membership in stating what the board has planned and the board thinks the membership should be involved in a certain decision. The membership should ask the board of things they want done, but the board should be doing the official voting of the areas in which they are liable. It was reiterated that the board is held accountable for decisions by the Attorney General’s office.

Gary: Thornton’s board might vote on little things on their own without the membership and high-ticket items would be discussed at the board meeting. At the regular general meeting, they will let everyone vote on bigger things.

Carl recommended that when the bylaws issues are resolved that the laws or regulations should be included in the bylaws. Daron also added the matter about having any bylaw changes reviewed by an attorney for compliance with laws and regulations and that our organization might still otherwise have things that other groups do not have in their bylaws.

**New/old business:** Malette Stevenson asked if the chimney leaks have been rectified? Gary Seiner stated that it has monitored all winter & seems to have sealed itself off and has not noticed any new leaking for several months. Daron Kinzinger asked if Jim Paul wasn't already doing something about having someone inspect it. Gary stated he had a roofer coming next Monday to make maintenance recommendations (maintenance only, not a new roof) due to not having been previously maintained.

**This Part of the Meeting Now Changes to the Items that are in Question within the Accessions to Keep or let go.**

Flags: Collection Committee said that there are 8 flags that are recommended for removal and that some are different and in bad shape. Daron found an auction site dealing in historic flags. Instead of Ebay, pictures of the flags can be sent for review to see if they are interested in selling them

Malette Stevenson: Suggested that if we had 4 banners to keep 1 of the best and dispose of the rest. Have Gary Seiner decide which ones are the best and because Gary does the decorating let him decide which he would rather use. It was then decided to keep one of each as listed below:

- 1 = 48 star 5 x 8 flag
- 1 = 48 star 4 x 8 flag
- 1 = 48 star banner 3 x 5
- 1 = 48 star 3 x 5
- 1 = 48 star banner 4 x 6
- 1 = 13 star banner large
- 2 = 48 embroidered star flags



Motion by Malette Stevenson to keep the flags that were listed and the rest of the flags will be disposed of through an auction sale or Ebay. Carl Moran seconds the motion. All in Favor: motion passed

20 minutes for flags

**The meeting was moved to upstairs where boxed items were to be gone through.**

Things will be looking at, the Collections Committee decided to sell or donate

- Malette Stevenson suggested that if there was a box of bottles and the committee felt that our society would never use it and the bottles do not have historical value to Bourbonnais like the Clover Hill Bourbonnais bottle that was found in Kankakee, then they can go. Marcia Rabideau stated that all bottles have been gone through and if there were any historical value of multiple bottles, one was kept of each group. 4 boxes of bottles and what looked like a Thomas Edison bulb to be let go for garage sale.



- Buggy jack from Bernice Bissalio was put back into attic to be kept.

- Metal item was thought to be a hat steamer (A) = Sale • Adding Machine = Sale
- Newspaper holder = Sale • Baseball Glove = Sale
- Portable typewriter = Sale

A

- Misc. Box of doorknobs (already keeping another box of knobs thought to be original to house) = Sale • Empty box from possibly the 1930's = Sale

- Doll stands = Sale
- Dolls = Sale
- "Gone with the Wind" lamps = Sale
- Ceiling Lamp = Keep
- Ceiling Lamp = Kept



- Old 1950's hats (some are already on display, the extras will go) = Sale
- Basket = Sale
- Linens (very ripe curtains) = Sale or toss
- Styrofoam heads = Sale
- Misc. box. Modern iron, light sconce = Sale
- Cherry stoner to go with log schoolhouse
- Coffee Grinder = keep on green shelf
- 3 Oxen type yolk = Sale
- Empty hat box = Sale
- 1950 Bed Jackets = Sale
- Empty plain Frames, Jesus Frame = Sale
- Plaque of Marion Halket and Clarence Bergeron = Hang onto, will check ONU to see if they have



Because these plaques have information as to the identification of the people and although the donor is unknown, Malette Stevenson felt that they should be kept until more information is located about who they were and if they were from Bourbonnais. As the Society's Mission is to preserve Bourbonnais. If it is determined that these two people are not from Bourbonnais, then the plaques should go with the Villa's Files if located. If the files cannot be located from ONU, then the plaques could go to the Kankakee County Historical Society. (See note

regarding these at bottom of minutes)

- Long picture men of US Army Training Peoria Illinois, WWI at Bradley Institute predecessor to Bradley University (picture was left at door with no information) = Kept perhaps?
- Sheet Music, tins, more bottles = Sale
- Total of 2 typewriters = Sale
- Machinist tools – wrenches, electrical plate, old toolbox, Tile knives = Sale

Malette Stevenson asked Marcia Rabideau to photograph all the items as a group to keep a record of what will be going to Laurel's garage sale in case in the future anyone comes back to ask about donated items. Laurel stated that she marked items in the records which had been accessioned that were designated to be disposed of before this board meeting, so we could keep a record of how they were disposed of that were in the inventory.

Motion made by Carl Moran to have all the artifacts that were looked at and designated to go for a sale will go to Laurel Soper's house for a garage sale. Gary Seiner seconded the motion. All in favor, Motion carried.

Motion to Adjourn made by Carl Moran. Daron Kinzinger seconded. All in favor. Motion carried