Sun, Mar 22, 12:02 (1 hr 2 mins)

Stemtown Board Meeting Minutes

Board Members Present: Kellen Wellimngton, Pat Alt, Stephanie Rutherford, Megan Kniereimen, Jill Green Slade, and Andy Jones

Administrative motions

- Meeting called to order at 12:02; minutes were being recorded and everyone was reminded to speak clearly.
- Motion approved to dispense with reading prior meeting minutes. Motion made by Andy and seconded by Pat. All Approved
- Motion approved to approve prior meeting minutes. Motion made by Andy and seconded by Pat. All Approved

Treasurer's report & compliance notes

- January and February 2026 treasurer's reports were reviewed; no major questions were raised.
- Clarification on memberships for board/volunteers: free memberships are allowed because benefits are not of substantial monetary value; must document who receives them each year.
- Important restriction: cannot require a minimum number of volunteer hours in exchange for membership (IRS/tax concern).
- Audit scheduled for Saturday, April 11 at 10:00 AM; need a board member present who does not have check-writing or money access (not Andy; also not Megan). Pat volunteered.
- Schwab account noted as down about $1,200 due to market fluctuations; board not concerned.
- Motion approved to accept January/February 2026 treasurer's reports. Motion to approve by Jill Greenslade, seconded by Pat All in favor.

Facilities, operations, and expansion planning

- Thermostats were installed after rewiring; schedule currently set to adjust during open hours (Wednesdays and Sundays). Team will tweak if building runs too hot/cold.
- Zoning: pursuing a “special use” approach rather than rezoning; expected to appear on council agenda three times for approval.
- Next step for zoning: Megan will draft a letter describing nonprofit purpose and plans; Pat will take it to zoning.
- Expansion/building ideas discussed (pole barn style; likely 2-story with second-floor storage). Interest in glass front doors for visibility.
- Plan to meet with fire department folks / relevant parties on-site to confirm what’s wanted so quotes can be obtained; dimensions of the space are needed.
- Donation box was moved for stairlift install; consensus to place a donation box in the entryway near the sign-in/book area, and potentially move the basement donation box upstairs since it rarely gets used.
- Security/alarm panel power setup is currently unsafe/messy (daisy-chained extension cords/surge protectors). Plan to review options with Dave and possibly the contractor who previously did outlets; goal is safer power and possibly adding/relocating outlets.
- Bell tower work: contractor has been doing prep/cleanup; major work begins when the lift arrives; expected completion a couple weeks after lift shows up. Question raised whether outside is being painted too; Megan will confirm.
- Washer/dryer in kitchen: awaiting a supplies list from Jake; also getting a cost estimate from an electrician recommended by Stephanie; Megan may also ask Derek and others.

Programs, grants, communications, and events

- Grants/requests:
- Betty Jane Memorial grant (Tiffin Community Foundation) approved; lifts installed; inspection expected this week with vendor walkthrough on usage.
- Requested Walmart donation for Easter egg hunt craft supplies; no response, so Megan purchased supplies personally.
- Planned grant asks: Kroger donation for ice cream social items (coordinate with Kari); Kroger promotional grant idea (e.g., branded ice cream scoopers); Lowe’s request for May planting/garden supplies.

- Training: interest in a volunteer/board training session (opening procedures, stair lift, Square system). Gift shop “how-to” printout for Square is being created; existing “how to open the museum” binder should be reviewed/updated before opening.
- Gift shop:
- Some labels need updating before opening.
- T-shirt pre-order is live on Facebook/website; flyers still need posted on the door and at the post office; orders due April 2, submitted April 3.
- Plan to order a limited number of extras for gift shop (focus on common sizes like M/L).
- Andy to follow up with Jenny Hemminger about mugs/tumblers (call/text Monday).
- Collared shirt order: Megan will check with Dave, Patty, and Carrie; everyone pays their own; prices may have changed.
- Future merch ideas: possible hoodie/sweatshirt pre-order in late summer; “throwback” Bobcats designs explored.
- YouTube account created to play Jeremy Shock memorial videos on the museum TV; Need to Edit Bud’s video so we can play on Laptop in School Room
- Newsletter plan: one annual mailing, targeted for mid-April (goal: by April 17) to include annual meeting notice, events, volunteer needs, bylaws items, and optional “America 250” content; include donation slip and membership renewal form.
- Membership cards: Megan will order a minimal run for renewals plus extras (including board/volunteers); no additional vote needed since it fits within approved advertising budget.
- Receipts needed: Lowe’s and two paint receipt sets (Timothy) requested for bookkeeping.
- Fire department breakfast fundraiser (April 19): expectation is Stemtown will likely just man a table; possibility to sell shirts/tumblers; considering doing a 50/50 raffle again (last year ~ $150 and winner donated half back). Stephanie offered to walk around with tickets.
- Open season hours confirmed: opening Sunday April 12; closing December 6 after “Unwrapping Christmas.” Regular hours: Wednesdays 11–2 and Sundays 12–3; typically closed on Mother’s Day, Father’s Day, Wednesday before Thanksgiving, and usually Sunday of Labor Day weekend.
- Volunteers needed:

- Still seeking a secretary and additional general volunteers (cleaning, organizing, PastPerfect support).
- Megan reached out to National Honor Society; no response yet.
- Suggestion to explore Boy Scouts/Girl Scouts (Eagle projects); Charlie Horn named as a possible contact.
- Opening coverage: Megan covering April 12; Patti covering April 26; need more Sunday/Wednesday coverage especially once school ends and during Speaker Megan's summer travel.
- Cleaning: motion passed to investigate hiring a cleaning service (at least for pricing). Also noted a potential volunteer lead via someone's sister who likes cleaning.
- Upcoming dates/events:
- April 4: Easter egg hunt crafts at the park (before 10:00 AM); more volunteers requested.
- May 3 at 1:00 PM: planting activity with kids (during open hours).
- May 4 at 7:00 PM: council meeting proclamation for flag contest winner; press release involvement noted; board members encouraged to attend.
- Gift for flag designer approved motion made by Andy seconded by Jill, All Approved (tumbler, T-shirt, framed 5x7 print of flag; Megan donating the $10 gift card already included).
- May 9: alumni group visiting; plan to set up materials from their school year.
- July 3: Green Springs parade float;
- Ice cream social: begin planning logistics (serving method, tents/tables, kids' activities/games).
- Discussion of Sandusky County parade invite (Fremont, July 4) with RSVP needed by March 31; Megan leaning no due to volunteer limits; will notify organizers if no one else interested.

Governance & annual meeting preparation

- Bylaws review:
- Question whether "sergeant at arms" and certain curator requirements were already removed last year; plan to check last May meeting minutes to confirm.
- Suggested edit: change "expired term" to "unexpired term" for vacancy appointments; plan to present as a clarification at the annual meeting and only vote if objections arise.

- Board size discussion: option to reduce required number of board members was mentioned, but group preference was to leave vacancy as-is for now and reassess after opening season.
- Nominating committee: Carol Craig, Patty Saam, and Carrie Molyet agreed to serve; Megan will type up materials for them.
- Annual meeting set for Sunday, May 17 at noon.
- Summer meeting planning: June meeting tentatively discussed (June 28 mentioned; possible 3:00 PM time due to open hours). If no monthly meeting, treasurer may switch to quarterly reporting.
- Donor recognition: group liked the idea of a space-efficient digital approach (interactive touchscreen or looping slideshow). Next steps: continue research (Andy) and pursue a grant once cost/location are determined.

Suggested Action Items

- Draft zoning letter describing nonprofit plans and provide to Pat for submission to zoning.
- Identify and confirm a board member (no money access/check-writing) to attend the April 11 audit at 10:00 AM.
- Send audit materials out ahead of April 11 for pre-review.
- Update gift shop item labels and finalize the Square “how-to” printout.
- Review and update the “how to open the museum” binder before opening.
- Confirm whether bell tower work includes exterior painting.
- Set up an on-site planning meeting and gather exact dimensions for the outbuilding/addition; begin quote process.
- Share/print T-shirt pre-order flyers (door and post office) and encourage sharing; submit final order April 3.
- Follow up with Jenny Hemminger about mugs/tumblers (call/text Monday).
- Collect needed receipts (Lowe’s + two paint receipt sets from Timothy).
- Look into pricing/availability of a cleaning service (motion approved) and/or confirm volunteer cleaner option.
- Decide on table setup and whether to run a 50/50 at the April 19 fire department breakfast; prepare items to sell (shirts/tumblers).
- Recruit additional volunteers for opening shifts (especially Wednesdays/Sundays during June, July, and August) and for April 4 Easter crafts.
- Order 2026 membership cards (minimal run + extras for board/volunteers).

- Prepare and mail April newsletter by ~April 17 including donation and membership renewal slips.
- Get washer/dryer install supply list and request installation estimates from identified electrician(s); also check with Derek.
- Work with Dave/others to resolve unsafe power/extension cord setup for the security/alarm panel.
- Continue research on donor recognition display options and identify a location/power plan; then apply for a grant.
- Notify Sandusky County parade organizers by March 31 if Stemtown will not participate.