

Motor Mill Foundation

Minutes

(DRAFT)

January 17, 2023

The regular meeting of the Motor Mill Foundation of Clayton County was held Tuesday, January 17, 2023, at the Osborne Conservation Center. Those present included: John Nikolai, Larry Stone, Dan Slagel, Chuck Morine, Ken Zichal, Jane Metcalf, Mark Yackel-Juleen, David Beck, and Chris Schoen. Clayton County Conservation Board director Jenna Pollock and naturalist Abbey Harkrader also attended. Guests were Pam Vaske, Mike Beck, and J. J. Rochford. Nikolai called the meeting to order at 7:00 p. m.

### **AGENDA**

Morine moved to delay the treasurer's report until after the discussion of insurance options. Stone seconded. Carried

Nikolai asked to add a report on shirts for tour guides. Zichal moved to add a shirt discussion. David Beck seconded. Carried.

Metcalf asked for a report from the Inn furnishings subcommittee. Stone moved to add that item. Yackel-Juleen seconded. Carried.

### **MINUTES**

Morine moved to approve the minutes of the December 20 meeting as distributed. Schoen seconded. Carried.

### **INSURANCE OPTIONS**

Mike Beck, of Gifford Insurance, said the Foundation now has a West Bend general liability policy that would cover bodily injury or property damage to protect members of the public when MMF members are giving tours or at events like fair booths. The premium is \$400 annually for \$1 million coverage. Beck said that would not cover injuries to volunteers working at Motor.

Vaske said the Iowa Municipalities Workers' Compensation Association (IMWCA) offers up to \$25,000 for medical costs for injuries to volunteers. But that requires each volunteer to annually fill out an application, and the coverage is secondary to other insurance.

Mike Beck the Foundation might want to consider a separate policy to protect officers and board members from liability resulting from their decisions.

Yackel-Juleen noted that some non-profit organizations carry insurance against what Beck termed "employment practices," such as sexual harassment.

Slagel noted that tour guides might also consider a personal liability umbrella policy.

Rochford recommended that the Conservation Board review and update insurance coverage for the Inn and other buildings at the Motor Mill Historic Site.

The MMF board took no action, pending further recommendations and details.

## TREASURER'S REPORT

Morine presented the following treasurer's report:

|                                    |               |                  |
|------------------------------------|---------------|------------------|
| <b>Jan. 01 Beginning balance</b>   |               | <b>23,109.77</b> |
| <b>Receipts</b>                    |               |                  |
| Jan. 09 donations:                 |               |                  |
| CMF - (3M match) Mike Krieg        | 242.57        |                  |
| Bud & Mira Voss                    | 100.00        |                  |
| Gerald & Sandra Kramer             | 150.00        |                  |
| Blackbaud                          | 20.00         |                  |
| <b>Total Receipts</b>              | <b>512.57</b> |                  |
| <b>Expenses</b>                    |               |                  |
| Jan. 11 Allamakee Clayton Electric | 45.11         |                  |
| Jan. 16 Alpine Communications      | 17.45         |                  |
| <b>Total Expenses</b>              |               | <b>62.56</b>     |
| <b>Jan. 16 Current Balance</b>     |               | <b>23,559.78</b> |

Morine began the report with January 1, but he noted that the total included donations of \$1,100 and an expense of \$224 for web hosting, which happened in December after the Dec. 20 treasurer's report. Morine also said he will be providing information to ETAB to use in filing our 2022 nonprofit tax return. In addition, Morine on Jan. 11 filed the 2023 MMF biennial report with the Iowa Secretary of State, which corporations are required to do every two years.

Yackel-Juleen moved to accept the treasurer's report. Zichal seconded. Carried.

## NEW BUSINESS

1 – INSURANCE - (See above.)

2 - SUBCOMMITTEES – Pollock asked for help in setting up subcommittees to deal with a number of topics and details of managing the Motor Mill Historic Site. Current examples would be the interpretive master plan and Inn furnishings subcommittees. More marketing efforts are needed, especially on social media.

There's also a need for subcommittees to work with CCCB staff on Motor events. Events tentatively planned for 2023 include: MMF board site tour, Feb. 13; media day at the Inn (Feb, March, April?); Motor Motor 5/10 K; VIP Inn open house (May or June); TRRC Safari kick-off, June 10; STEAM Camps (two); Motor Mill date night; Heritage Days tours, Oct. 14-15; Bridge lighting, Nov. 18.

Pollock also may ask for board members to help interview applicants for the Motor Mill intern seasonal position.

3 – INN MANAGEMENT – Pollock clarified that public use of the Inn will be managed by CCCB, with reservations through MyCountyParks.com. Renters will have access to the upper two floors only. The staff and tour guides would not have access to the upper area while renters are there.

The plan is to start taking reservations July 1, when renovation work is scheduled to be done.

The Conservation Board may consider hiring a full-time Motor Mill Coordinator after a couple of years' experience to assess the needs.

4 – 2023 PROJECTS – The board discussed a number of work projects for the coming season. Displaying the turbines is a top priority. But closing off the basement stairway and/or the basement arches to reduce the wind and dust may be the greatest need.

Other projects included: selling and/or removing

old lumber; moving the gift shop to the Inn after renovation work is completed; work on basement railings and interpretive sign placement.

5 – MOTOR MILL MEMORIES – The board discussed holding another Motor Mill Memories meeting to invite the public to share their favorite stories and memories of Motor mill. The event will be held at Osborne at 1 p.m. on Saturday, Feb. 25.

## **REPORTS AND UPDATE**

2022 SUMMARY – Nikolai prepared and distributed via email a summary of MMF activities, meetings, and projects for 2022.

SHIRTS FOR TOUR GUIDES – Nikolai has worked with Cindy Mueller to design a shirt that tour guides could wear to better identify themselves. He asked board members to contact him if they choose to order a shirt.

PROMOTION – Nikolai has contacted Brian Gibbs, David Beck, and Jean Marie Hall to ask for their help in promoting and publicizing the Motor Mill Historic Site.

INN CONSTRUCTION PROGRESS – Pollock said work seems to be on schedule at the Inn. Contractors are working on electrical wiring, the HVAC system, stripping and repainting woodwork, and insulation.

Pollock will meet soon with West Union Trenching to discuss installing a water line from the campground to the Inn.

TRRC – A major announcement at the Jan. 4 TRRC meeting was that TRRC has received a \$328,000 Iowa Great Places grant for work on the Inn.

## **ADJOURNMENT**

Beck moved to adjourn the meeting at 9 p.m. Metcalf seconded. Carried.

Respectfully submitted,

Larry A. Stone, secretary

Motor Mill Foundation