

MANDAN Historical Society

Board of Directors Meeting

Wednesday January 18, 2017



Location: Conference Room at Keitu Engineers & Consultants, Inc.

Present: Vice President Walt Russell, Secretary Kathye Spilman, Treasurer William Engelter, MHSoc Director Bob Barr

Absent: President Robert Porter, Open Director Positions (2)

Meeting called to order by Vice President Russell at 5:05 p.m. A quorum was present.

Secretary's Report: Minutes from November 2016 meeting were presented. Motion to approve was made, seconded and approved via voice vote.

Annual report for the Society has been filed with the ND Secretary of State's office.

Treasurer's Report: Treasurer reported a check drawn on account for \$10 for the annual report fee. One bill for the ongoing Society archive project was presented. Motion made, seconded and approved via voice vote to pay the contractors invoice. Current account balance \$6882.36 minus expense associated with contractor to be paid from directed grant balance.

Committee Reports

Buildings & Grounds Committee: No report available.

Communication & Public Relations Committee: Secretary/Webmaster Spilman reported on inquiries over the last several months.

Donations & Acquisitions Committee – A presentation on the status of the archive/digitization project was made, including demonstration of the file structure and viewing multiple photos. Main files are being hosted on a mirrored network storage with off-site remote backup.

A discussion to develop a policy for access to the records occurred, with concerns as to potential for vandalism/destruction of files as well as unauthorized use. Inquires made as to possibility of burning files to CD-ROM disk – but explained files were far too large however a file copy to an external hard drive copy was practical. Discussion also ensured about possibility of providing public access via the internet via website or other means. The current archiving software can be enhanced to provide internet access at an additional cost. The value of the organized records was

recognized. Secretary Spilman called for the establishment of a policy / fee for access to the records and/or permission to use photos.

Discussion about potential of having a digital copy of records at, for example, at the public library was discussed. Action on policy was tabled to consider options until next meeting.

Endowment Committee: Current balance in the Mandan Historical Society Endowment Fund with the ND Community Foundation stands at \$11,709 at the end of 2015. End of year balances are typically reported in the Community Foundations annual report generally in April each year.

Grant Committee: Nothing to report.

Nomination Committee: Secretary reported on contacts made to area residents about serving on Board. No volunteers identified to this point in time.

Membership Committee: Nothing to report.

Old Business

Pottery Grant: No activity to report.

Central School Building Ownership: Spilman reported that she did confirm that the Spirit of Life Catholic Church parish still owns the former school building, although an announcement is pending.

New Business

None

Next Meeting: Wednesday, April 19, 2017 at 5 p.m. at the Conference Room at Keitu Engineers & Consultants, Inc.

Motion to adjourn at 6:32 p.m. made, seconded and approved via voice vote.

Respectfully submitted,

Kathye Spilman
Secretary

Approved: April 11, 2017