

Barker Civic Center Commission Meeting

Monday, January 27, 2020 – 9:00 a.m. CST/10:00 a.m. EST

Present: “Captain” Ed Beutner (EB)
John Leinweber (JL)
Thomas P. McCormick (TPM)
Maggi Spartz (MS)
Alexander B. Ross (ABR) on the phone
Sarane H. Ross (SHR) on the phone

Excused: Ed Merrion (EM)

By Invitation: Susan M. DeMaio (SMD) on the phone
Sarah Berndt, Director, Barker Mansion (SB)
Yvonne Hoffmaster, City of MC Controller (YH) on the phone
Anthony Kalin, Assistant Director, Barker Mansion (TJ)
Mayor Duane Parry (MP)

The meeting was called to order at 9:00 a.m. CST/10:00 a.m. EST

ABR welcomed Mayor Parry and the new BCCC. He also went on to welcome SB as new Director of BCCC.

YH entered the meeting and was asked to give a short tutorial on the Barker Mansion budget in the Michigan City budget for the Commission. YH explained the different codes used by the City (on the 1/23/20 & 1/24/20 copies of the Budget & reconstructed budget) and what they represented.

ABR asked how the projects/needs are calculated for the current year’s budget. YH said they estimated from a 3-5-year history of expenses in order to plan for the coming year.

JL said the budget on one sheet did not agree with another. The 2020 Projected Revenue for BCC created by SB includes \$15K from a BWF proposed grant is not reflected in the City budget. TJ explained that The BWF grants are to The Friends of Barker Civic Center. JL thanked TJ for the clarification.

ABR said maybe there would be a better way to clarify some of what the line items represented under “Charge for Services”. YH said she can breakout the weddings, and other events under that line item in the future.

SHR asked for clarification of donations. TJ said there are donation boxes around the Mansion that bring in money as well as some of the groups make donations (i.e., Girl Scouts came for a tour and contributed \$100).

Discussion was held on expenses; TJ said that currently, there are 8-10 weddings scheduled and they anticipate there to be 20 weddings booked for this year. Charges for a ceremony are \$600 and for a ceremony/party the charge is \$1,100.

Corporate parties the charge is \$450.

TJ said that many weddings and parties were missed last year due to the previous director.

JL asked if the Mansion was adequately insured for fire or catastrophic events? YH said that all the City's properties are being reevaluated to make sure they are being well insured. She went on to say that liability insurance is current. SMD said that the City also indemnifies The Barker Welfare Foundation under the City's liability policy. ABR said that BWF pays for insurance on the BWF collection on loan at the Mansion. JL said a photo should be taken of every room.

JL said there should be an emergency protocol in place. SB said she will work with the City to comprise a working protocol and follow up with the City to ensure that the insurance levels are enough to cover the Mansion (for repair, replacement and liability). The Mansion share of the City insurance (budget line item 434) is as follows:

Worker Compensation	\$ 5,460.00
Liability	670.00
Property	<u>12,000.00</u>
	\$ 18,130.00

The City \$1-\$5 million liability policy is due for renewal on March 1.

MS said there is an American Red Cross ready rating that they might look into.

ABR asked for clarification on the salary portion of the budget. YH said presently there is a fulltime Director position, one part-time (permanent) Heritage person (TJ), 2 part-time seasonal workers (Part-time Heritage person and part-time Rental liaison). YH said SB will look for a replacement for TJ in March.

There was discussion on budget item "Contractual Services" that includes Housekeeping of \$4,800, Maintenance & Landscape \$5,600 (a couple of different landscape companies are used for different things), Electric/Plumbing \$3,230. YH said there should be contracts for all services above.

Discussion was held on the capital expenses. There are three streams of income. Riverboat Funds (This year 2020- \$28,500 – fund in the City budget but not listed in BCC Budget - Fund item (2042 in City Budget) – see attached SB Capital Improvement suggestions for 2020), Building Repair Fund - (Cumulative Capital Improvement) (\$20,000 – line item 4049), and Operating Fund – (Barker Civic Center Fund):

Line item 454 – Other Financing Uses – Sub budget line 2070 –

Revenue Totals	\$210,725
Expense Totals	<u>\$190,228</u>
Available for 2020	\$ 20,497*

*This amount will fluctuate each year. The amount will depend on revenue & expense ratio.

YH said the 2020 capital improvements for the HVAC system for the Archives and the work to be done in the Servants quarters has been approved (If the approved 2020 items are going to be changed, someone from the Mansion has to go to the City Council for permission and a plan to spend the money on alternative capital improvement).

YH said the request for 2021 capital funds will be sent to the Director (SB) in late May/June. The Director will send suggestions of projects to the BCCC for approval before sent to the City. The list sent by Jessica Rosier and SB on 1/23 (that was originally sent to the City on 8/24/19) can be changed as those items have not been approved by the City. The Commission will meet with SB to reevaluate project need for 2021 (this will be on the Agenda for the April meeting of the BCCC).

YH said as requested she has reconstructed a new Mansion budget (1/24/20) to reflect the new positions/salaries that were discussed with the City prior to the meeting. ABR said that although TJ was interested in the new position of Assistant Director, he has decided to turn down the offer and is moving to Singapore at the end of March. Discussion was held. ABR said he would like to wait until SB has had a chance to settle into her position and assess staff needs for Mansion operations before any changes in the budget are approved. ABR said he and SHR could meet with SB when they are town in April. YH said of course.

ABR thanked YH and she left the meeting.

ABR asked for approval of the Minutes dated December 20, 2019. TPM moved, SHR seconded and the minutes were approved.

TJ explained what software the Mansion uses for accounting. He said they use Excel and New World software which connects them to the City accounting system.

SB gave the report of the Mansion (see attached report notes). She said as the Commission discussed, she will be adding an Emergency policy to her list of Policies/Visions for this year.

She will be working on the Mission Statement and will start working on a strategic Plan for 3, 5, 10 years.

SB said she will be joining the American Association of State and Local History and participating in their StEPs Program. StEPs is a self-study, self-paced assessment program designed specifically for small to mid-sized history organizations. The Commission thought this was a wonderful idea and possibly becoming a member of the organization.

SB said a new part-time Heritage Interpreter (TJ's replacement) will be hired at the end of March.

SB said a part time Custodian will be hired (they already have someone in mind)– presently, there are funds in the budget for that “seasonal” position. ABR said that he would like to see that position changed to a permanent part-time position and will address that in April.

SB said she is working on restating the Facebook page that was deleted. Captain Ed will work with SB on social media projects.

SB will also work on a Furnishing Plan and would like to work to fill some of the negative space throughout the Mansion with exhibits. (See page 3 of SB report attached to these minutes).

SB will work to make sure that the security system is upgraded to allow a front desk computer the ability to view cameras to observe guests on unaccompanied tours.

ABR thanked SB and TJ and they both left the meeting.

ABR asked for election of officers.

Discussion was held and the following are officers of the BCCC for the year ending 12/31/2020:

ABR – President
TPM – Vice President
SHR – Secretary

ABR asked for approval of the officers for this year, MS moved and JL seconded. The motion was unanimously approved.

Committees were elected as follows:

Marketing/Social Media/Events/Programs

“Capitan” Ed Beutner, Chair
Alexander B. Ross ex officio

Building/Grounds

Thomas P. McCormick, Chair
John Leinwebber
Alexander B. Ross ex officio

Archives/Collection

Sarane H. Ross, Chair
Alexander B. Ross ex officio

HR/Finance

Ed Merrion, Chair Finance
Maggi Spartz, Chair, HR
Alexander B. Ross ex officio

ABR said the 1968 agreement with City and BWF will be updated and he would like to create a “Use agreement.” ABR said BWF is presently working on a loan agreement between the City and BWF for the BWF collection on loan at the Mansion.

ABR said he would also like the Commission to work with SB on a task list of items that need to be addressed at the Mansion (i.e. the back-door ramp needs repair, the hole in the front hall with the tape on it).

There was also discussion on introducing the Commission to more of the City, and State local officials.

It was agreed that the next meeting of the BCCC will be on Thursday, April 16, 2020 TBD.

ABR thanked the Commission and Mayor Parry for attending.

As there was no further business the meeting was adjourned at 11:42a.m.

By Sarane H. Ross, Secretary