



## GRIGNON MANSION BOARD MEETING MINUTES

Monday, November 18, 2019

The meeting was called to order by John Brogan at 5:15pm in the Hydro View Meeting Room at the Kaukauna Municipal Services Building.

- I. Roll Call (Mader)
  - a. Present: John Brogan, Brian Schell, Diana Driessen, Pennie Thiele, Al Borchardt, Shellee Ziegler, and Haley Mader
  - b. Absent: Bruce Werschem, Bob Jackel, & Lisa Verhagen
  - c. Others in Attendance: Patty DeGoey & Allyson Watson Brunette
- II. Welcome Others in Attendance
- III. Review/Approval of Prior Minutes – A motion was made by Pennie Theile to approve the prior meeting minutes and was seconded by Diana Driessen.
- IV. Report from City (Watson Brunette)
  - a. Cellar Entrance – the cellar entrance has been finished and under budget.
  - b. Budget Discussion –
    - i. Thank you to those Board members and Friends of the Grignon Mansion who attended the Common Council Budget Discussions to support of the Grignon Mansion Executive Director position.
    - ii. The Executive Director position is to be posted in January if approved by the Common Council.
- V. Report from Friends (DeGoey)
  - a. Friends Finance Report – The September Treasurer’s Report was distributed by Patty DeGoey. As of October 31<sup>st</sup>, 2019, the ending account balance was \$50,572.50.
  - b. Christmas Tour Preparation – volunteers have begun preparations for the Christmas tours
  - c. Volunteers are needed to help at the Fox Cities Festival of Lights on November 30th in support of the light display of the Mansion
  - d. Upcoming Events –
    - i. Tuesday, November 26th - Appleton Christmas Parade
    - ii. Saturday, November 30th - Fox Valley Festival of Lights, 4:30 PM - 9:30 PM, Darboy Community Park
    - iii. Tuesday, December 3rd - Kaukauna Christmas Parade
    - iv. Tuesday, December 3rd - VolunteerFest at Waverly Beach, 4:00 PM - 7:00 PM
    - v. Saturday, December 7th - Christmas Tours, Noon - 7:00 PM
    - vi. Sunday, December 8th - Christmas Tours, 11:00 AM - 4:00 PM
    - vii. Saturday, December 14th - Christmas Tours, Noon - 7:00 PM
    - viii. Sunday, December 15th - Christmas Tours, 11:00 AM - 4:00 PM
  - e. Executive Director Position Preparation – training procedures and event preparation for early season events has begun to onboard for the Executive Director position

- VI. Report from the Chair (Brogan)
  - a. Fox Valley Community Foundation Donation – Board President, John Brogan signed the official documentation to accept a \$30,000 grant from the Fox Valley Community Foundation to support the Executive Director position
  - b. Elections – nominations for board positions will begin in January and election of those positions will be held in February
- VII. Other Business – no other business to report
- VIII. Next Board Meeting – Monday, January 27<sup>th</sup>, 2019 at 5:15pm in the Hydro View Meeting Room at the Kaukauna Municipal Services Building.

Adjournment – A motion to adjourn was made by Al Borhardt at 6:00pm, seconded by Dinna Driessen.

Haley Mader, *Secretary*