

GRIGNON MANSION BOARD

City of Kaukauna

Council Chambers, 1st Floor

Municipal Services Building

144 W. Second Street, Kaukauna



Monday, March 28, 2022 at 5:30 PM

AGENDA

In-Person and Remote Teleconference via Zoom

1. Roll Call
2. Welcome Others in Attendance
3. Reading and Approval of Minutes.
 - a. [Approve minutes from February 21, 2022 meeting](#)
4. Report from the City
 - a. Grignon Mansion Repairs
5. Reports from Friends
 - a. Friends Finance Report
 - b. Other Issues
6. Report from the Chair
 - a. [Grignon Mansion Board Bylaws](#)
7. Other Business
8. Set Next Meeting Date and Location
9. Adjournment

NOTICES

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

WE ARE FOLLOWING CDC GUIDELINES REGARDING MASK-WEARING IN CITY FACILITIES.

GRIGNON MANSION BOARD MEETING MINUTES

Monday, February 21, 2022

The meeting was called to order by Pennie Thiele at 5:30 PM in the Municipal Services Building Council Chambers



Roll Call

- Present – Patty DeGoey, Patty Brogan, Al Borchardt, Carol King, Bruce Werschem, Gavin Schmitt, Pennie Thiele, Sandy Coenen
- Absent – Shellee Jackels
- Others in Attendance – Cassidy Mickelson

Review/Approve Minutes from January 24, 2022 Meeting

- Motion by Patty Brogan to approve prior meeting minutes. Seconded by Bruce Werschem. Motion Unanimously Approved.

Report from the City (Mickelson)

- Grignon Mansion Repairs
 - Environmental testing came back - no asbestos, lead paint in most places that were tested, mold is non-toxic. The tester recommended getting the roof checked as the source of the mold issue
 - The draft project scope for the Grignon Mansion is complete. The goal is to get it out in the paper in the March 2, 2022 issue of the Times Villager. The bids are due March 30th and will be opened the same date. The work will be required to be completed by August 1, 2022.

Report from Friends (DeGoey)

- Friends Finance Report
 - Grant Money Account - Beginning balance of \$20,006.53, ending balance of \$20,010.81, with interest earned of \$4.28
 - Savings Account - Beginning balance of \$100.06, ending balance of \$100.09, with a deposit of \$0.03
 - Original Checking Account - Beginning balance of \$44,557.48, ending balance of \$44,747.01, with \$5,002.62 in total deposits and \$4,813.09 in withdrawals. Available non-designated funds \$37,618.90
 - Working on getting Quickbooks up and running as the new operating system for the treasury tracking and reports
- Other Issues
 - Volunteer training will begin in March for cashiers and tour guides. The script for the tour is getting edited and special event scripts will be created to give guests new information when visiting the Mansion.
 - Volunteer Appreciation Event will be held April 23, 2022.

Report from the Chair (Thiele)

- Elections of Officers
 - Current Nominations on the floor: Board Chair, Pennie Thiele; Board Vice Chair, Bruce Werschem; Board Secretary, Shellee Jackels

- **Motion to close nominations:** Motion by Sandy Coenen. Seconded by Patty DeGoey. Motion Unanimously Approved.
- **Motion to accept slate of 3 nominees:** Motion by Al Borchardt. Seconded by Patty Brogan. Motion Unanimously Approved.
- **Motion to vote to elect officers:** Motion by Bruce Werschem. Seconded by Patty DeGoey. Motion Unanimously Approved.

Other Business

- Board members discussed the origin of current governing documents created by the Friends of the Grignon Mansion, the Grignon Mansion Board and approved by the Common Council. It is clear that with the Executive Director in place, some of these documents need to be edited to reflect different responsibilities.
- Thiele shared relevant reading materials with board members.

Set Next Meeting Date and Location

- Monday, March 28, 2022 at 5:30 PM in the Council Chambers at the Municipal Building.

Adjourn at 5:52 PM

- Motion by Sandy Coenen. Seconded by Patty DeGoey. Motion Unanimously Approved.



GRIGNON HOME BOARD BYLAWS

Article I—Name and Purpose

Section 1. The official name of this body shall be the Grignon Home Board

Section 2. The Grignon Home Board is established by the City of Kaukauna for the purpose of promoting, protecting and preserving the Grignon Home and to educate the public regarding the Home and to develop public information programs about the Home.

Article III—Membership

Section 1. Membership and the terms of membership shall be as provided for in Ordinance 1673 of the City of Kaukauna.

Section 2. The members of the Board shall serve without compensation but shall receive reimbursement of expenses as the Board directs. [cf. Ordinance 1673]

Article III—Officers and Their Duties

Section 1. The officers of the Board are Chair, Vice Chair, and Secretary.

Section 2. The duties of the Chair shall be to:

- a. Preside at the meetings of the Board
- b. Serve as chair of the Executive Committee; and
- c. Appoint special subcommittees, which may include persons other than Grignon Home Board members.

Section 3. The duties of the Vice Chair shall be to perform the duties of the Chair in his/her absence.

Section 4. The duties of the Secretary shall be to:

- a. Keep records of the attendance of members at all meetings;
- b. Keep the minutes of all board and executive committee meetings;
- c. Maintain a permanent record file of board documents and correspondence in accordance with Wisconsin Public Records law; and
- d. Distribute minutes of board meetings and copies of other board documents to board members, and concerned others..

Section 5. All officers shall be elected annually by a majority vote of the board members at the January meeting.

Section 6. The Executive Committee shall consist of the Chair, Vice Chair, and Secretary. It shall:

- a. Act on urgent Board matters between meetings;
- b. Prepare an agenda for each meeting if requested to do so by the Chair; and
- c. Call special meetings of the board as they are needed.

Article IV—Meetings

Section 1. The Grignon Home Board is a governmental body and all meetings of the Board are governed by the provisions of Wisconsin Open Meetings law.

Section 2. All meetings will be open to the public.

Section 3. Regular meetings of the Board will be held monthly on the 4th Monday of each month at 5:00 P.M. in the meeting room of the Grignon Home.

Section 4. A majority of the members of the Board shall constitute a quorum.

Section 5. Written notices of meetings shall be mailed by the secretary to all members at least one weeks before each meeting; and shall be properly noticed as provided for in Wisconsin Open Meetings law.

Section 6. Meetings shall not be more than one (1) hour long, unless a majority of the members vote to continue a particular meeting.

Article VI—Subcommittees

Section 1. As the need for standing and special subcommittees arises, such subcommittees may be appointed by the Chair.

Section 2. Subcommittees shall report regularly to the Board.

Article VII – Finances

Section 1. Annually, at the time the regular City budget is prepared, the Board shall submit to the Council for approval a budget regarding the operations of the Board for the succeeding year. The budget, as approved by the Council, may become part of the regular City tax levy. The expenditures of such appropriated money and any other funds received and designated for use in conjunction with the Grignon Home shall be under the direction of the Board. The Board shall submit requests to the City for payment on a monthly basis as expenses are incur. [cf. Ordinance 1673]

Article VIII—Amendments

Section 1. These bylaws may be amended or added to by a two-thirds majority vote of active members at any regular board meeting.

Article IX—Rules of Order

Section 1. The meetings and activities of the Grignon Home Board shall be conducted according to *Robert's Rules of Order*, except as otherwise provided by these bylaws.

CERTIFICATE OF ADOPTION

It is hereby certified that the foregoing bylaws of this organization were adopted at the regular meeting of the Grignon Home Board held at Kaukauna, Wisconsin on the ____ day of _____, ____

Chair

Secretary