

**Old Fort Commission
Minutes of Regular Meeting
Wednesday, August 17, 2016 at 5:30 PM
Old Fort Replica**

PRESENT: Charles Block, Dave Moehn, Sharon Harp, Carol Foss, Joe Thurman, Richar Abel, Dr. Eugene Watkins (Site Manager), Linda Baxter (gift shop), and John Luna (Management Analyst).

ABSENT: Richar Abel, Marie Brady-Whitcanak and David Varley (City Manager)

GUESTS: Shelly Dawling, Andy Andrews (NLCHS) and Ted Kolbet.

MEETING CALLED TO ORDER: by Harp at 5:30 PM.

APPROVAL OF MINUTES: Moehn MOVED, and Block SECONDED, to APPROVE the MINUTES of the July 20, 2016, REGULAR MEETING. MOTION CARRIED.

SITE MANAGER'S REPORT:

1. In the process of making new display cases.
 - a. The military display has been very popular.
 - b. Furs that were donated need to be picked up and documented.
2. Tours.
 - a. Many families have toured.
 - b. \$2,000.00 was taken in this month.
 - c. August 4-7 \$1,450.00 was received in admission.
 - d. People from St. Louis, Chicago and the Great River Road have seen advertising.
3. Air conditioning.
 - a. City Manager Varley and Luna have been discussing the need for air conditioning.
 - b. 4 portable air conditioners will be purchased.
 - c. 8000 BTU at \$329.00 for smaller building and 10000 BTUs at \$350.00 for two rooms.
 - d. Holes can be covered when air conditioners are not in windows
4. Repairs:
 - a. Doors need fixed.
 - b. Shelving racks needed.
 - c. Chinking needs done.
5. Hours:
 - a. Extended hours for fall travelers was discussed.
6. Security System:
 - a. Will be installed August 25th.

INCOME / EXPENSE REPORT: Given by Luna

The report was passed to those present. Questions on balance of budget will be looked into and reported on at the next meeting.

GIFT SHOP REPORT: Given by Baxter

1. Pleased with the increased numbers.
2. July was the best month even though closed 3 days. There were close to 1000 people in shop in July.
3. From May to end of July have had 2,553 guests in shop and 1,733 paid tours.
4. On July 4th, \$826.52 was brought in. The 3 day weekend brought in 86 drop ins and 235 guests.
5. The average was 80 people each day.
6. Guests from 103 Iowa towns, 17 counties and 43 states have visited.

OLD BUSINESS:

1. Volunteers are needed. We have applications.

NEW BUSINESS:

1. Guest Andy Andrews Report:
 - a. Signs are needed as to the hours open.
 - b. Vans and buses have been ok'd for parking during rodeo time at the 1812 site.
 - c. Grounds need to be mowed and weeding done outside fort.
 - d. Suggested another mailing done in the Fall for donations to the Battlefield site.
 - e. It was noted that during RiverFest the parking lot was filled and no spaces left for visitors. Should have some staff and volunteer parking signs. Permanent, year round signs should be installed.
2. Thurman suggested having bar codes so that visitors can take virtual tours.
 - a. Jean Peiton has bar code information.
 - b. Musicians need to be booked, Ted Brooks and others
 - c. Sunday afternoon was suggested as a good family time.
 - d. Will ask for food donations.
3. Dawling reported the St. Charles Fife and Drum Corp will have 10 members coming.
4. It was noted that the signage was not voted upon. They could be laminated for long time usage.

Next meeting will be September 21, 2016 at the Old Fort Replica.

ADJOURNMENT: Block MOVED, and SECONDED, to ADJOURN the MEETING. MOTION CARRIED.

MEETING was ADJOURNED at 6:13 PM

Sharon Harp
Old Fort Commission