

**Old Fort Commission
Minutes of Regular Meeting
Wednesday, August 22, 2018 at 5:15pm
Old Fort Replica**

MEMBERS PRESENT: Chairperson Joe Thurman, Dave Moehn, Secretary Carol Foss, Joshua Sessions and Dr. Eugene Watkins (Site Manager)

MEMBERS ABSENT: Richar Abel and Dr. Marie Brady-Whitcanak

CITY STAFF: City Manager David Varley

GUESTS: Andy Andrews (NLCHS) and Linda Baxter

Meeting was called to order by Chairperson Thurman at 5:34pm.

Approval of Minutes: The minutes of the July 18, 2018, meeting was accepted unanimously as read.

Site Managers Report:

1. Operation:

- A. Has been busy but starting to slow down as fall comes.
- B. Have had visitors from 17 countries, 43 states, 61 Iowa counties and 87 Iowa towns.
- C. 20-30 Airstream travelers are coming to the museum September 13th.
- D. October 3rd, Model T & A Club are scheduled to arrive.

2. Military History Week:

- A. Went well. A lot of interest for next year. Should have a different date though because too much noise from river front activities. Carol donated Soviet Union military articles for display.
- B. Need much more advertising.
- C. New uniforms are needed and will be ordered.

3. Promoting:

- A. Great River Road brings in many visitors.
- B. Looking into advertising with Macomb, IL. also, French Town and Fallen Timbers.
- C. Tours are booked for Sept. 15, two on Oct. 2nd and Oct. 26th. Trailways is bringing 45 people.

Income/Expense Report:

- 1. City Manager Varley presented each member with a detailed Old Fort Budget Report as of July 30, 2018. It compared revenue and expenditures from 2017 to 2018.

Gift Shop Report:

- 1. 12 days without a credit card machine created a large drop in sales.
- 2. Discounts were given the days the May flies were bad.

3. Even with a drop off of tourism, the sales were about the same ratio as last year.
4. An admission and retail report was distributed to those present.

Old Business:

1. **CPR Training for Employees and Volunteers at the Fort:** A brother of Sessions could teach a CPR class for 1 ½ -2 hours. If first aid is added it would be 3 hours. He would volunteer his time. There is a \$20.00 per person certificate charge to receive a card. The City will be asked if they would pay the fee. Will also ask if City Hall could be used for the class either Nov. 3rd or 10th. 5 Old Fort staff members would participate.

New Business:

1. **Siege:** Preparation will take place Sept. 1st and Sept. 5th. Event is Sept. 8th and 9th. Rendezvous reenactors, including buck skinnners will set up Sept. 6th.
 - A. Rounds will be fired each day.
 - B. New fencing is needed and brush needs to be cut to the marina at the far end. Hopefully, the brush will be cut before Labor Day weekend. Can't do it too soon or the willows will dry out and won't bend.
 - C. 2 porta potties have been reserved.
 - D. Canvas covers for Wickiups are needed, perhaps painters drop clothes used.
 - E. 6-10 rendezvous people are expected.
 - F. Need someone to purchase food for breakfast and lunch. They will cook outdoors like a field kitchen.

Friends of Old Fort Madison:

1. Rocks are still being cleared from the Battlefield Site.
2. Trees are looking good.

Adjournment: Unanimously approved. Motion Carried.

Meeting was adjourned at 6:55 pm

Submitted By,
Carol Foss, Secretary
Old Fort Commission