

**Heritage Education Commission Meeting
Tuesday, December 4, 2012**

President Cumber called the meeting to order at 4:00 pm.

Members present: Ron Salber, Alice Ellingsberg, Lois Johnson, Marie Williams, Jane Cumber, Susan Kinkle, Evonne Anderson, Les Bakke, Curt Lundeen, and Joyce Holter

Members excused: Kristi Kaiser, Margaret Zeren, Lauri Winterfeldt and Lou Smith

Members absent: Doug Hamilton

November minutes

Williams/Salber moved to accept with the correction that “the motion to incorporate carried”.
Minutes approved as corrected.

Treasurer’s Report: Account Balances as of November 30, 2012

State Bank and Trust	\$2,481.44
Heritage Commission Foundation (MSUM Foundation)	\$3,192.00
Veterans’ Oral History (MSUM Foundation)	\$1,540.01

Archives: Anderson reported that she is compiling the report.

Oral History and Veteran’s Oral History Project: No Report

By-Laws Review: Bakke reviewed the by-laws changes as proposed by the by-laws review committee.

Salber/Ellingsberg moved that the proposed and changes made during this meeting be compiled by the secretary and sent to the membership for an electronic vote. If a majority of those voting accept the changes, the by-laws will be considered adopted. Motion carried.

Articles of Incorporation: Bakke reviewed the committee recommended Articles of Incorporation.

Holter/Williams moved to accept the article of incorporation and submit it to the State of Minnesota and pay the \$90 filing fee. Motion carried. Bakke will collect officer signatures.

Workshop 2013 Update: Williams reported on plans for our 2013 workshop. Former board member Rose Anderson will be meeting with Marie Williams and will give her documentation she has from previous workshops.

Document Storage: Bakke provided an update on on-line document storage options. More at a later meeting.

IRS 501(c)3 Non-profit Application Update: Bakke reviewed the application materials to the IRS for 501(c)3 non-profit status. Salber will provide three years of budgets.

Anderson/Salber moved to complete the IRS application and with approval of the Executive Committee submit the application and pay the \$400 filing fee. Motion carried.

Our next meeting will be Wednesday, January 2, 2012 at 4:00 pm.

Meeting adjourned at 5:05 pm.

Respectfully submitted,

Les Bakke, Secretary