

**Heritage Education Commission Meeting**  
**Tuesday, July 9 2019 @ 4:00 PM**

Meeting Called to Order: 4:00 PM at the Rourke Art Gallery + Museum by President, Margaret Zeren

**Members Present:** Margaret Zeren, Cady Rutter, Kristi Kaiser, Jim Soderberg, Tony Tilton, Carol Sibley, Angie Beaton, Les Bakke, Dave Gaboury

**Members Absent:** Luana Gilstrap, Linda Folk, Marie Williams, Kris Thompson

**Secretary's Report:** Submitted and posted online. No changes requested.

**Treasurer's Report:** Was submitted via email. We have received the Sodexo bill - the school will resolve. Discussion on updating the address on file with Bell Bank to MCAM address. L. Bakke has acquired hosting site for prospective webmaster to practice on. He will be initiating the removal of his authorization as a signer on the Bell Bank account.

**Archives Report:** Nothing major to report. Folks have been utilizing our collections since they are more easily searched.

**Oral History and Veterans' Oral History Project:** Oral histories will be featured in the Moorhead Extra in the upcoming issue. L. Bakke be producing a "how-to" sheet on how to acquire and manage veterans' and oral histories. The commission is currently looking for someone to take over this management.

**2019 Family History Workshop**

Alice Hoyt Veen, Main Presenter — September 28, 2019

- a. **Cochairs** — \$2.2 K will cover workbooks, speaker costs; an anonymous thank you will be given during the workshop. 20 presenters confirmed, still working on titles, bios, headshots. C. Rutter has found a creative non-fiction presenter from NDSU that would be willing to offer a writing workshop; will put into contact with M. Zeren. Need to find a lunchtime speaker, one that speaks to a women's historical subject / regional history. Some great potential candidates were offered; A. Beaton will reach out to both.
- b. **Booth** — K. Kaiser has everything ready to go and will be sending out the first note to the master list this week.
- c. **Food** — Discussion of catering bid from Concordia for pasta bar + linens. Commission agreed that they are leaning towards Concordia due to issues with billing from previous vendor.
- d. **Registration** — 14 registrants
- e. **Sponsorship** — M. Williams is collating workbook; D. Gaboury and C. Rutter have had a couple of commitments; will need copy mid-August; C. Rutter will put together all ads and follow up with Bell Bank to see if they will take back cover because Prairie Public is interested. Discussion on creating a sponsorship graphic for folks that putting in ads to put on their websites, newsletters.
- f. **Publicity** — Discussion on adding additional interest pieces to our Facebook marketing. C. Rutter will post if they are sent to her.
- g. **Family History Award** — Angie has been promoting at the archives with handouts. We have not seen a submission yet through email; Les will check P.O. Box. Discussion on how we can get folks notified earlier. Will send out an email right after the workshop acknowledging award winners and encouraging submission for the next year.
- i. **Prep & Set-up** — Ask Kris about recycling; need 1 computer.

**2020 Family History Workshop:** Have contacted the Hjemkomst to try to avoid conflicts. Will be avoiding North Star conference.

Adjourned at 4:42 PM

Respectfully submitted,  
Cady Rutter

**Next meeting:** August 13, 2019 - The Rourke