

BOARD OF DIRECTORS HANDBOOK



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1. INTRODUCTION

The Dorothy Molter Museum relies on the guidance of men and women of vision, dedication, clear thinking and generosity. These committed volunteers provide the leadership necessary for the organization to successfully meet its mission and work toward its vision while sharing the organization's values. The term "director" is widely used for those serving in this capacity because they help direct the organization.

The Board manual is a working document with valuable insights for the new member on how the organization functions effectively and ethically. The Dorothy Molter Museum relies on the ability of each director to educate themselves on the expectations, responsibilities and rights they take on as a part of organizational leadership.

Included in this document are the Dorothy Molter Memorial Foundation's (Dorothy Molter Museum) Articles of Incorporation for reference.

Directorship to the Dorothy Molter Museum is a significant responsibility which we hope will be undertaken with pleasure, creativity and enthusiasm. The rewards - recognition, fellowship and a sense of purpose - are real. We thank you for your interest and commitment to the legacy of Dorothy Molter.

2. Board of Directors

A. Board Responsibilities

As the highest leadership body of the organization and to satisfy its fiduciary duties, the Board of Directors is responsible for participating in

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the chief executive
- ensuring strong fiduciary oversight and financial management
- strategic and organizational planning
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Furthermore, individual Board Members are expected to

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization

B. Meeting Schedule

Directors must actively participate in the management of the organization including attending meetings of the board, evaluating reports, reading minutes, and reviewing the performance of the Executive Director. Board

members are expected to attend all meetings, with one excused absence per year. Unexcused absences will lead to review by the Board.

Quarterly Meetings

The Board typically meets quarterly in March, June and September, and December in the evenings. Meeting dates and/or times are established at the 4th quarter meeting annual and may be adjusted by Board consensus.

Annual Meeting

The annual meeting is held at the Annual Fundraising Dinner in February and includes election of officers, committee appointments and ratification of changes to policy or bylaws and approval of the previous year's annual meeting minutes.

In addition, Board Members may be asked to serve on one or two committees of the Board, which may meet from two to eight times a year depending on the issue at hand. We strive to make all of our meetings productive and expedient, encouraging all members to participate fully in dialogue and decision-making. We most often make decisions by consensus.

C. Executive Director Performance Monitoring

The Board shall be responsible for the employment, performance monitoring of and collaboration with an Executive Director.

3. Individual Directorship

A. Responsibilities of a Director

Each individual board member is expected to

- know the organization's mission, policies, programs, and needs including confidentiality and Board-staff communication,
- be a member in good standing with the organization,
- faithfully read and understand the organization's financial statements,
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission,
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission,
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy,
- prepare for, attend, and conscientiously participate in board meetings,
- participate fully in one or more committees,
- and actively participate in at least two of the museum's annual events.

Annual donations to offset operational expenses are encouraged and may be made by providing funds, making in-kind contributions, and/or identifying productive funding sources. Directors are encouraged to donate to the scholarship and emergency funds, and also to include the Museum in their estate plans.

B. Board Member Rights

Each new Director should read the Board Handbook thoroughly and refer to it for guidance as needed.

Directors can expect to

- receive timely and accurate information about the workings of the Museum
- be treated with respect
- have access to corporate books and records
- have access to meeting minutes
- be able to communicate, reasonably, with management to ensure questions and concerns are addressed
- be able to assert the right of dissent from board actions

C. Board Compensation

In order to meet audit standards and provide consistent guidelines, directors shall not be compensated for Board duties or resources unless reimbursement is pre-approved by the President or the Executive Director.

D. Conflict of interest

Directors have leadership and fiduciary responsibilities and therefore must declare any conflict of interest or potential conflict of interest regarding Museum business:

- The Board will follow all state and federal regulations having to do with conflict of interest.
- Directors may not use their corporate position to make a personal profit or attain other advantages.
- When a director is personally interested in a contract or transaction to which the Museum is a party, or is indirectly interested because of employment or investment with a person or organization with which the Museum is dealing, the director must disclose the existence of interest and describe the nature of the interest to the other directors prior to the time the Board takes any action with respect to the person or organization. The interested director may be counted in determining the presence of a quorum, but must abstain on any vote taken in which there exists a personal interest.
- Regarding duty of fairness, where conflicting interests are present, Directors must determine that fairness obligations are recognized and satisfied. Proposed transactions should compare favorably with the terms which the corporation might have available from any other person or organization.
- Conflict of interest may exist under the following conditions:
 1. The voter has a direct monetary or fiduciary interest in the outcome.
 2. The voter is a direct competitor and would be affected by any decision made on the topic.
 3. The voter is a representative of an agency, organization or business which has a conflict of interest as defined in items 1 or 2 above.
- The following procedures will be followed in conflict-of-interest situations:
 1. Board and committee members must declare a conflict of interest at the beginning of any discussion where one might exist.
 2. A member may challenge any other member on the grounds of conflict of interest any time prior to the vote.
 3. Committee or Board members with a conflict of interest may participate in the discussion but may not vote.
- In cases where there are questions regarding conflict of interest on the part of a member, the question will be resolved on a majority vote of those members present, if called for by any member of the body who is present.

4. ORGANIZATIONAL

A. Mission Statement

The Dorothy Molter Museum preserves and interprets Northwoods wilderness heritage through learning opportunities inspired by Dorothy Molter, the last non-indigenous resident of the Boundary Waters Canoe Area Wilderness (BWCAW).

B. Vision Statement

Inspiring the next generation of Northwoods stewards to make a significant contribution toward a better world through Dorothy's legacy of perseverance, integrity and generosity.

C. Values Statement

The Dorothy Molter Museum is a dynamic and widely recognized educational organization, highly valued for its historical integrity and educational impact. As we continue to remember Dorothy and keep her spirit alive, we strive to embody the same principles that she espoused:

Perseverance

To maintain long-term sustainability in an ever-changing social, political and financial climate.

Integrity

To maintain the highest degree of historical accuracy and visitor satisfaction.

Generosity

To be a positive, active and contributing member of the diverse communities we are a part of.

D. Interpretive Themes

Our primary interpretive theme:

- Dorothy Molter embodies the spirit and inspiration of the Northwoods wilderness.

Our interpretive subthemes:

- Our Wild Heritage: For many, the north woods wilderness is both elemental and sublime; it is a community of life we belong to and are inspired by.
- Living at the Pace of the Seasons: In the wilderness, life is governed by daylight and dark, the call of the loon and the changing trees. Weathering this cycle requires strength and humility.
- Dorothy's Legacy: Dorothy's legacy of respect, kindness, and service for people, the inhabitants of the wilderness, and the land lives on in the next generation of Northwoods citizens and stewards.

E. 5-Year Strategic Plan*

2018-2023 Strategic Plan

Five-Year Strategic Goals

1. Develop and implement management processes that ensure adherence to best practices in not for profit and museum management.

2. Expand programming to retain cultural and historical integrity while ensuring that the programming meets the needs of a changing and diverse population
3. Develop and implement a five year marketing strategy that increases funding, sales, and visits by 20% by the end of 2023.

Goal 1 Develop and implement management processes that ensure adherence to best practices in not-for-profit and museum management.

Objective 1.1 Develop a Board orientation, recruitment, training and management plan

Strategies & Outcomes

2018

- Develop Board member rights and responsibilities statement (job description)
- Provide one Board training
- Develop and implement evaluation metrics to capture Museum growth/accomplishments

2019

- Develop basic Board and organization management policy and procedures
- Develop board recruitment and orientation plan
- Provide one Board training

2020-2023

- Evaluate and review insurances, adherence to applicable laws and bylaws
- Additional board recruitment/annual training

Objective 1.2 Increase funding by a minimum of 20% by 2023 with an emphasis on long-term fund stability and diversification of funding sources

Strategies & Outcomes

2018

- Begin development of a five-year fund-development strategy to support the strategic long-range plan, which includes structure for a legacy fund program, additional staffing and event sponsorships

2019

- Complete and implement fund development strategy
- Increase proceeds from fundraising dinner by 10%

2020

- Review of fund development strategy
- Increase proceeds from fundraising dinner by 10%

2021-2023

- Investigate options for an endowment fund
- Begin development of a capitol campaign to support expanded programming goals
- Continue annual 10% increase in proceeds from fundraising dinner

Objective 1.3 Develop a progressive staffing plan to include prioritizing skills needed, timelines, and role of potential volunteer staff

Strategies & Outcomes

2018

- Evaluate existing position descriptions and update/revise to include salary schedules and annual evaluation processes
- Identify and prioritize position descriptions for staffing to accomplish strategic long-range goals with specific focus on development and root beer marketing

- Increase Board involvement for community events
- Revise and update personnel policy to ensure compliance with the law and best practices

2019

- Complete position descriptions for development and root beer marketing, and other positions identified as essential
- Develop a volunteer rights and responsibilities statement and internal policy
- Begin developing volunteer project position descriptions to support accomplishing strategic long-range goals

2020

- Increase year round staff to 2.5 FTE
- Increase utilization of Board and other volunteer staff for one time projects or activities that require specialized skills

2021-2023

- Investigate hiring of additional program/interpretive and grant writing staff

Goal 2 Expand programming and exhibits to retain and enhance cultural and historical integrity while ensuring that programming is relevant and sensitive to the needs of changing and diverse populations

Objective 2.1 Develop, implement, evaluate and revise a programming and facilities management plan

Strategies & Outcomes

2018

- Continue to implement the Collections Management Plan with a review/update on a bi-annual basis
- Identify long-range maintenance needs to museum structures and include in fund strategy
- Plan and execute 25th anniversary celebration events, products and programs
- Change/upgrade at least one museum exhibit

2019

- Begin creating a new long-range Interpretive Plan (last plan published 2011), which would include facilities management related to visitor services
- Recreate the Summer Tent as an outdoor exhibit

2020

- Complete a new long-range Interpretive Plan

2021-2023

- Development of one traveling exhibit
- Develop new exhibit concept on ice-cutting/storage

Objective 2.2 Expand personal and non-personal interpretive opportunities to ensure relevance

Strategies & Outcomes

2018

- Collaborate with Ely Folk School and other Ely Area organizations to provide educational opportunities related to Dorothy Molter's life on the Isle of Pines.

2019

- Pilot implementation of a minimum of one new program with evaluation for Arrowhead public schools and/or libraries

2020-2023

- Investigate multi-media exhibit enhancements (e.g. audio tour software)
- Develop a plan to collect and utilize stories (about Dorothy) and objects (of Dorothy's) in interpretation

Goal 3 Develop and implement marketing strategy that increases funding, sales, and visitors by a minimum of 20% by the end of 2023

Objective 3.1 Develop marketing strategy that includes multi-media strategies to enhance fundraising, sales, and visitors to the museum

Strategies & Outcomes

2018

- Develop strategy as above to include measurement and evaluation methods
- Development of an annual marketing plan, which includes social media, email, print and web resource usage timelines, and identifies target markets and advertising platforms
- Increase Board/staff/volunteer participation in event promotion
- Distribute at least two print and broadcast media press releases celebrating successes and promoting events
- Increase event and museum marketing funds in annual budget

2019

- Implementation of marketing plan
- Distribute a minimum of three print and broadcast media press releases celebrating successes and promoting events
- Increase event and museum marketing funds in annual budget

2020

- Continue distribution of a minimum of three press releases annually
- Establish volunteers who will distribute seasonal marketing materials regionally (rest stops, visitor centers, etc.)

2021-2023

- Investigate hiring professional videographer to create a short promotional video

Evaluation

As a standard, each goal will be assessed for outcomes on an annual basis with accomplishments and updates added at the Museum's annual meeting, which is open to all membership. Assessments will include quarterly reports, metrics to measure progress and anecdotal evidence of successes.

Approved December 4, 2017

**Updates of progress and goals met are provided by request.*

F. HISTORY

Dorothy Molter was a legendary resident of Minnesota's famed Boundary Waters Canoe Area Wilderness (BWCAW). For most of 56 years, she lived alone on the Isle of Pines on Knife Lake, 15 miles from the nearest road. When Dorothy died in 1986, she was the last remaining non-indigenous year-round inhabitant of the BWCAW and a legend of the Northwoods.

After Dorothy's death, a group of her local friends arranged a memorial snowmobile ride to the Isle of Pines by coordinating with the U.S. Forest Service (USFS) for a one-day permit to drive snowmobiles into the BWCAW

on January 10, 1987. Approximately 500 to 1,000 of Dorothy's family, friends and supporters attended. For those who couldn't attend, a small memorial service was held at the First Lutheran Church in Ely where a discussion over keeping Dorothy's memory alive led to the idea of a museum dedicated to her life.

The USFS was already moving forward with plans to eliminate the structures, non-native plants and personal items from the Isle of Pines in accordance with the residency agreement to turn the islands back to their natural state after occupancy.

Working fast, a dedicated group of people formed a task force of sorts, and were referred to as "Dorothy's Angels." Working with the USFS, the City of Ely and the Minnesota Historical Society, the "Angels" were granted permission to remove Dorothy's [salvageable] cabins and personal belongings. They had until March 14 to go in and out of Knife Lake either by non-motorized means or approved flights.

Partnering with the Ely-based Voyageur Outward Bound School and Northern Tier Boy Scout Base on Moose Lake, the "Angels" coordinated dogsled teams (including custom freight sleds) to systematically dismantle, mark and stack the cabins, and haul the buildings and personal belongings.

However, in early March, Minnesota experienced a late-winter thaw with temperatures over 60 degrees Fahrenheit and the sustained warm temps made portages muddy and lakes slushy, preventing the dogsled teams from traveling to and from Knife Lake.

Once again, the Ely Community took action and letters to the USFS were sent by the mayors of Ely and Winton, the Ely Chamber of Commerce and the Ely Igloo Snowmobile Club to request permission to use snowmobiles and all-terrain vehicles (just out on the market) to finish the job.

An interagency letter received on March 20 granted a three-day window to access Isle of Pines by motorized means and remove the remaining cabin logs. An army of about 70 snowmobiles and three-wheelers with any type of trailer hurried to Knife Lake in order to beat the weather and meet time constraints.

Dorothy's cabins and personal belongings were stored in Ely as the Angels developed a plan for the museum and where to rebuild the cabins. In 1991, it was decided that the John Rozman Memorial Forest of primarily mature red pines on the east edge of Ely would be a fitting location.

Again, Dorothy's Angels pulled together to reassemble the cabins and prepare them for the public. On May 6, 1993, what would have been Dorothy's eighty-sixth birthday, the Dorothy Molter Museum opened its doors.

The Dorothy Molter Museum was established in her honor to preserve her legacy: it features Dorothy's root beer-making equipment, an extensive collection of personal objects, photographs, documents and memorabilia inside her three cabins: Winter, Point and Cady (or Honeymoon).

Through exhibits, tours and related educational programming, the Dorothy Molter Museum is uniquely positioned to help visitors gain an understanding of how the establishment of the Boundary Waters as a designated federal wilderness is an important part of the area's past, present, and future.

The museum property is currently comprised of an Interpretive Center/Museum Store, the three original log cabins, Dorothy's Discovery Trail, a ¼-mile nature trail, and Birds' Landing at Dorothy's, a public birding area. As time goes on, the number of those alive who knew Dorothy is declining therefore, the museum continues to evolve its interpretive offerings and exhibits so that it can continue to provide new and relevant ways to share Dorothy's story to the next generation of Northwoods stewards.

5. POLICIES & GUIDELINES

A. Ethics Policy

It is the policy of the Dorothy Molter Museum that its staff and board members uphold the highest standards of ethical professional behavior. To that end, they shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health and welfare of the public in the performance of professional duties.
2. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, age, disability, or national origin.
3. Collaborate with and support other professionals in carrying out the DMM's mission, where and when needed.
4. Build professional reputations on the merit of services, strive for excellence, and encourage professional development of all coworkers.
5. Exhibit positive leadership in all activities, as exemplified by open, two-way communication.
6. Demonstrate the highest standards of personal integrity, truthfulness and honesty in all activities.
7. Respect and protect privileged information to which one has access in the course of official duties.

Approved March 19, 2019

B. Hiring Policy

The Dorothy Molter Museum is an equal opportunity employer and hires individuals based solely on their qualifications and ability to do the job to be filled.

Hiring Procedures

1. The Dorothy Molter Museum will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position. However, an immediate family member may not be hired if the employment would a) create either a direct or indirect supervisor/subordinate relationship with a family member, or b) create an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, step-brother, step-sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.
2. Employees who marry or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees or b) an actual conflict of interest or the appearance of a conflict of interest.

3. Former employees who left the company in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment.

Approved 2014

C. Executive Director Performance Monitoring Procedure

The Board will follow a simple and systematic plan to evaluate the performance of the Executive Director so this action fulfills much of the Board's responsibility for oversight, so that the over-all quality of the organization is assured, and so that the Board is free to focus on values, vision, goals, planning, governance, fund-raising and policy.

1. The Board will evaluate the ED fairly, based only on policy and planning already agreed to by the Board and communicated to the ED.
2. Monitoring and evaluation will focus on (a) what has gone well and (b) what could go better in the future, as well as these three questions:
 - 1) Are annual and long-range goals being met?
 - 2) Is the organization in good fiscal standing?
 - 3) Are there any grievances toward the ED or the organization in general?
3. Specific methods of evaluation may include the following:
 - Review of ED quarterly reports.
 - Review of reports from external sources such as inspectors, regulatory agencies or partners.
 - Review of reports from Museum employees, if any.
 - An annual review of the Foundation's 5 Year Strategic Plan.
4. The Executive Committee proposes a written evaluation summary to the Board for review and approval (in March) with recommendations for any annual salary adjustments or bonuses based on the summary.
5. The Board conveys its evaluation report to the ED in writing through the chair of the Board (March).
6. The ED may appeal any disputes of the evaluation to the Board prior to the next quarterly Board meeting (June).

Recommendations on evaluation process from MN Council of Nonprofits at <http://www.minnesotanonprofits.org/nonprofit-resources/management-hr/performance-compensation/conducting-executive-director-performance-evaluations>

Approved March 19, 2019

D. Disciplinary Action Policy

Preceding termination, the following progressive discipline actions will be performed given the nature of the offence (serious offences such as physical or sexual assault and/or theft will have zero tolerance).

1. VERBAL WARNING

NOTE: *Verbal warnings are always given for the following reasons: First late arrival for scheduled shift; first incident of not following proper work procedures; first incident of not adhering to the dress code; first incident of not adhering to the neutral, non-advocacy stance of the museum's mission statement.*

- a) Employee will be given a verbal warning regarding the undesirable behavior/action, and/or performance.
- b) Employee will be given an explanation of when and how the undesirable behavior/action and/or performance took place, including the reason why it was unacceptable.

- c) Employee will be given an opportunity to explain the situation and their actions or lack thereof. This should be his/her opportunity to give their side of the story.
- d) Employee will be given a description of the desirable and/or acceptable behavior/ actions and/or performance.
- e) If appropriate, employee will be given specific expectations for performance improvements and a follow-up meeting to assess performance will be scheduled.
- f) Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behavior/actions or performance continues.
- g) The employee will be informed that the incident will not go into their personnel file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

2. WRITTEN WARNING

NOTE: *Written warnings are always given for the following reasons: Inappropriate or rude interaction with a customer such as a raised voice, sarcastic comments, or impatience; not showing up for a scheduled shift with no explanation; insubordination such as disrespect of management or lack of adherence to service standards.*

- a) Employee will be given a written warning regarding his/her undesirable behavior/action or performance in the event that the behavior/action or performance had either been discussed in a previous verbal warning or the behavior or action was considerably severe in nature.
- b) Employee will be given an explanation of when and how the undesirable behavior/action and/or performance took place, including the reason why it was unacceptable.
- c) Employee will be given an opportunity to explain the situation and his/her behavior/actions and/or performance. This should be his/her opportunity to give their side of the story.
- d) Employee will be given a description of the desirable and/or acceptable behavior/actions and/or performance.
- e) Employee will be provided a copy of the suspension and another copy will be signed by the employee as proof that he/she has received it and placed in the employee's personnel file.
- f) The employee will be informed that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

3. UNPAID SUSPENSION

Suspension is not always included in the course of disciplinary actions but may be implemented on a case-by-case assessment.

- a) Employee will be given written documentation regarding the suspension in relation to the undesirable behavior/action and/or performance in the event that such disciplinary action(s) have either been discussed in a previous verbal and/or written warning or the behavior/action and/or performance issue was considerably severe in nature.

NOTE: *Suspensions may be given for the following reasons: Repetitive lateness or absences with no explanation; an incident of verbal abuse to customer, co-worker or management; and repetitive lack of adherence to dress code or service standards.*

- b) The documentation will include information on the offense and the length of the term of suspension and why the employee has been suspended.
- c) Employee will be given an explanation of when and how the undesirable behavior/action and/or performance took place, including the reason why it was unacceptable.
- d) Employee will be given a description of the desirable and/or acceptable behavior/actions and/or performance.
- e) Employee will be provided a copy of the suspension and another copy will be signed by the employee as proof that he/she has received it and placed in the employee's personnel file.

- f) The employee will be informed that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

4. TERMINATION

NOTE: *Terminations are always given for the following reasons: Physical or sexual assault, theft, repeated unsuccessful disciplinary attempts.*

- a) Employee will be given written documentation regarding his/her termination and the undesirable behavior/action and/or performance leading to and justifying the termination including information on the offence(s) and previous disciplinary communications with the employee.
- b) Employee will be given an explanation of when and how the undesirable behavior/action and/or performance took place, including the reason why it was unacceptable.
- c) Employee will be given a description of the desirable and/or acceptable behavior/actions and/or performance.
- d) Employee will be provided with a copy of the termination notice and another copy will be placed in the employee's personnel file.
- e) Employee will be immediately escorted from the location, maintaining the dignity of the terminated employee by not making it obvious to other employees that the employee has been terminated and for what reasons.

TERMINATION PROCEDURE

- a) Unless the employee's offense is severe in nature requiring immediate termination, terminations will be administered by the executive director. The executive director may ask the board president, or a proxy designated by the board president, to be present.
- b) If appropriate under the circumstances, the employee will have 30 minutes to gather personal items and direct the executive director to important files and documents under the supervision of both the executive director and board representative.
- c) In the case of an employee exhibiting inappropriate and/or potentially violent outbursts or behavior, the executive director and/or a board member will remain on premise until all other employees have departed. Ely Police Department will be notified as necessary.

*Approved December 4, 2014
Amended March 19, 2019*

E. Social Media Use Policy

Personal websites and web logs – The Dorothy Molter Museum respects the right of employees, Board Members and volunteers to use these mediums during their personal time. If an individual identifies themselves as a Dorothy Molter Museum employee, Board Member or volunteer, they must adhere to the following guidelines:

- It is made clear that the views expressed are theirs alone and do not necessarily reflect the views of the Dorothy Molter Museum. For example, a website may use a disclaimer such as: "The postings on this site are my own and don't represent DMM's positions, strategies or opinions."
- Confidential or proprietary information about the company or others is never disclosed.
- Language is respectful toward the DMM, employees, Board Members, visitors, volunteers, partners, clients or others contacted in the course of organizational business.

- Does not cite or reference clients, partners or suppliers without their approval. When a reference is made, when possible, link back to the source. For example, if a partner event is being promoted, link to/tag/check in with the partner in the post.
- Adds value to the organization by sharing expertise of DMM's mission and/or encourages support of its services and programs.

Approved March 19, 2019

F. Vermilion Community College Student Representation Policy

The Dorothy Molter Museum Board of Directors shall include as a voting member thereof, a student member, selected by the Board to such position for a single one-year term, from among qualified candidates nominated by faculty advisors or Foundation Board Members. Qualifying students may also independently submit applications to the Board of Directors for consideration in the candidate pool.

In order to qualify, the nominee or applicant must 1) be in good academic standing, 2) have completed/is nearing completion of their first academic year at VCC the time of nomination, and 3) submit a letter of recommendation from a faculty advisor, supervisor or Board Member.

The student member shall be selected at the 1st Quarter Board Meeting in March but no later than March 30 of each year, to begin serving on the board beginning August 31 of that same year.

Student Member Responsibilities:

- Become a full voting member upon payment of membership dues (\$10 Student Membership).
- Attend all Board meetings during the academic school year.
- Practice effective, positive communication skills.
- To build a bridge between the museum and the student body on campus.
- To promote museum events and exhibitions that will appeal to VCC students.
- To raise awareness of student opportunities the museum offers
- Represent students and the Dorothy Molter Museum at student and other civic meetings, wherever student input is needed or requested.
- Provide information and insights regarding student interests and concerns thereby enhancing relevance and effectiveness of Museum programs and events.

The purpose of student representation includes but is not limited to

- Students bringing new perspectives and ideas
- Students gain leadership skills, such as goal-setting, decision-making, team building and conflict resolution while enhancing their own personal growth and development.
- Students obtain community service opportunities
- Students are introduced to non-profit management, as well as historic preservation and interpretation
- Students provide the Dorothy Molter Museum with information regarding student interests and concerns thereby enhancing relevance and effectiveness of Museum programs.

· *Approved March 19, 2019*

G. Board-Staff Communication Guidelines

Only the board as a whole can issue directives, policy, budget and planning priorities to the executive director, which flow through to other staff.

When Board members take on projects outside the responsibilities outlined in our governance and delegation policy, we are working as volunteers at the behest of the executive director

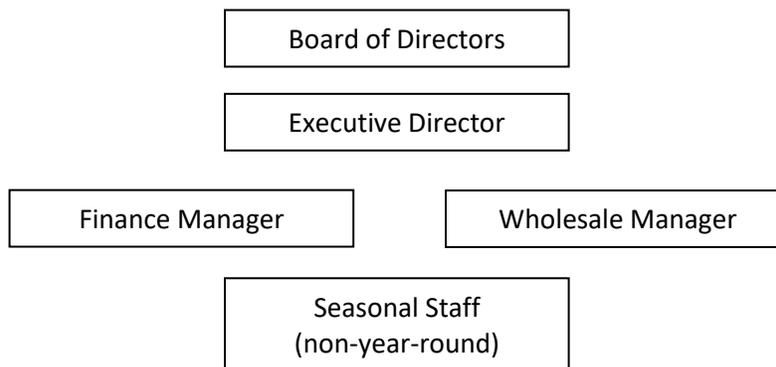
On an individual basis, board members are peers to the executive director and can discuss issues and topics of interest on that level with the ED at any time. Similarly, individual Board members can talk as peers with staff about ideas and on-going projects. We need to stay aware that there is a “power differential” between board members and staff, so that our ideas are not accidentally conveyed as carrying the pressure or weight of board directives.

Requests by board members to staff for assistance should be directed through the ED. New projects or ideas that have an impact on the budget or planning priorities can be discussed with staff, but should follow regular approval channels through strategic planning, the executive director, board committees or the board as a whole.

We may trip over communication boundaries now and then. However, whenever problems crop up -- and since we are human, challenges are inevitable -- we need to refer to the basic chain of communication and go to the next higher level for clarification and decision.

6. APPENDIX

A. Organizational Chart



B. Current Board Roster (2019)

	Name	Committees	Term
1	Pam Brunfelt <i>Chair</i>	Executive, Finance, Collections, Nominating	12/31/21
2	Gil Knight <i>Vice-Chair</i>	Executive, Finance, Capital Campaign	12/31/21
3	Sherry Abts <i>Secretary</i>	Executive, Nominating, Capital Campaign Policy	12/31/21
4	Blaine "Butch" Diesslin	Capital Campaign	12/31/20
6	Alyssa Nelson	Policy	12/31/20
7	Pam Meskan	Collections, Policy	12/31/21
8	Gertrude "Trudy" Staubitz	Policy Committee	12/31/21
9	Bill Tefft	Nominating	12/31/21

C. Current Staff Roster (2019)

Name	Position	Email
Jess Edberg	Executive Director	jess@rootbeerlady.com
Lisa Robbins	Finance Manager	finance@rootbeerlady.com
Laurie Bambas	Wholesale Manager	wholesale@rootbeerlady.com
Kay Vandervort	Visitor Services Assistant (seasonal)	

D. Calendar of Events

January – Fundraising/Donation gathering for annual dinner

February – Whirlwind!, Annual Fundraising Dinner & Annual Meeting, Public hours during Sat/Sun of Ely Winter Festival, Annual Bird Feeder Design Contest, Root Beer Making Classes

March – 1st Quarter Board Meeting

May – Spring Clean-up, Summer staff training, First day of the season

June – 2nd Quarter Board Meeting, Camp KWITCHURBELIAKIN/ Root Beer Making Classes start, Dorothy Molter Experience: Women's Canoe Trip

July – Donuts at Dorothy's, Blueberry Arts Festival

August – Camp KWITCHURBELIAKIN/ Root Beer Making Classes end, Cocktails at the Cabin

September – 3rd Quarter Board Meeting, Harvest Moon Festival, Dorothy's Root Beer Run Kid's Marathon/Ely Marathon

October – Last day of the season/Canoe Raffle drawing

November – Give to the Max Day, Strategic Planning every 5 years

December – 4th Quarter Board Meeting