Minutes of the Whitaker Board meeting held Wednesday, January 2, 2013 at 6:30 p.m. at the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT
Bridget Lee
Spencer Packer, Chair, arrived at 7:43 p.m.
Bruce Powell, was excused at 7:20 p.m.
Nancy Smith, Co-Chair
Paul Thomas Smith

MEMBERS ABSENT
Lisa Sommer

STAFF PRESENT
Connie Larson, Recording Secretary

PROJECTS REVIEW (i.e., COMPLETED, IN PROGRESS, NEED TO SCHEDULE)

a. Finish Work
If Spencer Packer approves of the work Joe Numbers is doing, he will be asked to do the frame work for the doors and window casings. The Board agreed to allocate $1,278 to finish the trim work for the doors and window casings.

b. Upstairs hall closet
The Board discussed having a door cabinet type installed for the upstairs hall closet.

c. Lighting
Several lights have been donated, including from Spencer Packer who previously donated outdoor lighting fixtures to the Museum that are replicas of the older Tiffany lights. An electrician will need to install the lights.

GRANT WRITING OPTIONS

Nancy Smith expressed concern that the writing of grants has not been taking place. She asked Steve Thacker, City Manager, if a Board member could be paid to do the grant writing during the absence of a Director, without it being a conflict of interest. If the board is supportive of this, Nancy recommends that Bridget Lee organize and pull documents together that are needed for grant writing and that Bridget work towards two grants a month in an effort to apply before the March deadline. She also noted that Lisa Sommer has expressed interest in learning grant writing and other Board members also be allowed to write grants with a pay equivalent to the Director's hourly salary rate. The City Attorney gave direction that a disclosure form must be completed and that it complies with UCA 10-3-1305 and 10-3-1306. The Board agreed that Bridget Lee be allowed to organize the grant writing procedures.

Bruce Powell made a **motion** that Bridget Lee be allowed to write a minimum of two grants per month, if possible, for the next two months. Lisa Sommer will be asked to write a letter to the Whitaker Family asking them for donation money for the Whitaker Museum. Any Board member may approach the Board to write grants. This is a temporary situation in the absence of a Director.

Bruce added to his **motion** that Bridget Lee be compensated at her normal hourly rate on a temporary basis. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (3-0). Bridget Lee abstained from voting.

BOARD MEMBER REPORTS

Bruce Powell reported there are four Boy Scouts who are doing Eagle Scout projects at the Museum. The first Boy Scout is installing and painting the crown molding upstairs. The second Boy Scout will be doing painting on the trim of the windows and door ways. The third Boy Scout will be making six benches that are eight feet long and they will be stained and distressed. The fourth Boy Scout will be building a dry sink with a hand pump. The pump will be for the cold water only. Pictures of the proposed benches and the dry sink were displayed.

Paul Thomas Smith reported that the building of the Whitaker Museum might not have taken place until 1878. Samuel and William Duncan built the home, which took four years to build. Paul also reported on his research and the training book that is being put together.

Nancy Smith reported on the budget showing the debits and credits by month for each area. She explained the deficit in the restoration column of $6,340 will be offset when the $7,000 + credit is received from the State reimbursement. Nancy also reported on the community gardens and that Erin Redd is willing to continue to do this. She also reported on the project timeline showing current needs that need to be done before the Grand Opening.

MISCELLANEOUS BUSINESS AS TIME PERMITS

a. Storing the small wagon
The small handcart will be stored in Spencer Packer's barn, so that it is protected from the weather.

b. Heat Vents
Custom Mechanical did not install the heat vents and the return vents in the new addition, but they are willing to come and install the heat vents. They will not be the ornate vents because those can be purchased later when funds are available. .

c. Hiring the plastering finish work around the windows
Chuck Riley is willing to come and do touch-up plastering around the windows. The plastering around the windows was not completed previously, because the windows had not yet been replaced.

Bruce Powell made a **motion** to pay Chuck Riley and his son $100 each to finish the plastering around the six windows. Bridget Lee seconded the motion, which was passed by unanimous vote (4-0).

d. Upstairs Bathroom Window

Nancy Smith reported that Guy Carpenter is willing to donate his time to restore the upstairs bathroom window with the original weights and in such a way as to show how they work.

Nancy Smith made a **motion** to allocate funding to Guy Carpenter for supplies only in order for him to orchestrate framing the upstairs bathroom window in such a fashion as was originally built. Bruce Powell seconded the motion, which was passed by unanimous vote (4-0).

At 7:20 p.m., Bruce Powell was excused from the meeting.

e. Review invitation letter to guest speakers for Grand Opening

The invitation letter to Don Hartley to speak at the Grand Opening should be sent within the next few weeks. Bridget Lee will work with Paul Smith on these letters.

f. Future meetings and time

The Whitaker Board meetings will be held on the first Wednesday of each month at 6:30 p.m., with the exception of July 3rd. That meeting will be held on July 10th. Also, November 6th conflicts with voting, and that meeting will be held on November 13th.

g. The Board discussed the 2013 events for the Museum. The Haunting at the Whitaker will be held on October 29th. The horticulture and gardening classes in March and April will not take place this year. The rental of the Community Garden plots will be raised to $35 per plot.

Bridget Lee made a **motion** that the rental rate for the community gardens be raised to $35 per plot. If there are any available plots, the plots will be given to the docents as compensation for their work. The plots will be moved to the east to accommodate the expansion of the walkways and any changes that might occur on the Museum grounds. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (3-0).

MISCELLANEOUS

Paul Thomas Smith reported he recently received a call from a woman who was raised in Centerville, but she is elderly and her memory is fading. It is hoped that she could be interviewed soon to gather any information she might have on Centerville's history. The Board noted they had no recording device or camera.

At 7:43 p.m., Spencer Packer arrived at the meeting.

Spence Packer made a **motion** to have a door installed with cabinet shelves to close off the hall closet that was removed so that the plaster work could be completed. Bridget Lee seconded the motion, which was passed by unanimous vote (4-0).

Paul discussed making a break room at the Museum where the volunteers could store their items and rest.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, February 6, at 6:30 p.m. in the Conference Room at City Hall.

ADJOURN

At 7:55 p.m., Nancy Smith made a **motion** to adjourn the meeting. Spencer Packer seconded the motion, which was passed by unanimous vote (3-0).

Nancy Smith
Nancy Smith, Co-Chair

2-6-13
Date Approved

Connie Larson
Connie Larson, Recording Secretary

CENTERVILLE CITY NC CORPORATE SEAL