



CENTERVILLE CITY

250 North Main • Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor

Ronald G. Russell

City Council

Justin Y. Allen

Ken S. Averett

John T. Higginson

Sherri L. Lindstrom

Lawrence Wright

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Wednesday, April 3, 2013, 6:30 p.m.

Administrative Conference Room at City Hall

250 North Main, Centerville, UT

6:00 A. BUSINESS

1. Report from Erin Redd on the Community Gardens
2. Discussion re "Policy and Procedures"--reservation fees, food policy, administrative, etc.
3. Update and report from each Board Member
4. Miscellaneous items as time permits
 - a. Project Timeline
 - b. Cleaning
5. **Minutes review and acceptance** – March 6, 2013 meeting; March 20, 2013 special meeting
6. Closed meeting, if necessary, as allowed by state law
7. Possible action following closed meeting, including appointments to committees and docents
8. Next meeting

B. ADJOURN

Marsha L. Morrow, MMC
Centerville City Recorder



PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Wednesday, March 6, 2013 at 6:40 p.m. at the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Bridget Lee
Spence Packer, Chair
Bruce Powell
Nancy Smith
Paul Thomas Smith

MEMBERS ABSENT

Lisa Sommer

STAFF PRESENT

Larry Wright, City Council Liaison
Connie Larson, Recording Secretary

VISITORS

Jan Castleton
Lucille East

GOALS FOR COUNCIL CONSIDERATION

Larry Wright, City Council Liaison, said he sent an email today to Steve Thacker, City Manager, to make sure the Museum goals are included in the budget for the coming fiscal year. The goals need to be prioritized by the Board and what the estimated costs will be of the goals. The City Council will be having budget work sessions in the near future that the Whitaker Museum Board will be invited to attend. The Board discussed the exterior of the Museum as the next priority at the Museum, with the new stove as a big budget item. There are a few minor items that need to be completed inside. Mr. Wright said he told the City Council that a separate 501(c)3 for the Whitaker Museum should be created. The Museum is set to receive \$12,000 from the City Council for the coming year, which is the same amount that was given last year.

Each Board member will make a list of items they feel are priority projects at the Museum, and send them to Bridget Lee by March 13th, and she will create a spreadsheet of the items. The Board will then meet on **Wednesday, March 20th at 6:30 p.m.** to discuss the budget items for the coming year.

BRIEF REVIEW OF GRAND REOPENING CEREMONY AND OPEN HOUSE RECEPTIONS

Jan Castleton, who volunteers at the DUP Cabin, said she will be in attendance at the grand reopening dressed in her grandmother's dress, and Paul Thomas Smith will be dressed in period costume.

1 A preliminary program of the grand reopening ceremony and open house was distributed
2 for review. Bridget Lee reported she has notified the local newspapers about the event.
3 Descendents of Thomas Whitaker and his four wives will be in attendance. It is estimated the
4 ceremony should take 35 minutes.

5
6 Clara Goudy and Spence Packer will be cutting the ribbon, and standing behind her will
7 be the mayor pro-tem, City Council, and current Whitaker Museum Board members.

8
9 **REVIEW PROGRAM, BROCHURE AND OTHER ADVERTISEMENTS**

10
11 Bridget Lee distributed a copy of the yearly program of events that will be available for
12 the grand opening. Also, a small card advertising the events at the Museum for the coming year
13 will be distributed at the open house.

14
15 **REPORT FROM BOARD MEMBERS**

16
17 Bruce Powell reported the Eagle Scout projects inside the Museum are completed and
18 they look great. There is a landscaping job for an Eagle Scout project that can be done in the
19 spring. The school house door does not have a lock on it, and it needs to have one. Chair Packer
20 said he will install a lock on the door.

21
22 **MINUTES REVIEW AND ACCEPTANCE**

23
24 Minutes of the February 6, 2013 Whitaker Museum Board meeting minutes were
25 reviewed. Nancy Smith made a **motion** to approve the minutes as amended. Bruce Powell
26 seconded the motion, which was passed by unanimous vote (5-0).

27
28 **MISCELLANEOUS**

29
30 Paul Thomas Smith displayed the journal of Thomas Whitaker that is 137 years old.

31
32 Jan Castleton discussed items that are in the DUP Cabin on 300 East and 200 South. She
33 reported that a baby cradle that was made by Thomas Whitaker is at the DUP Cabin.

34
35 Chair Spencer Packer made a **motion** to appoint Lisa Buckmiller as Assistant Historian
36 of the Whitaker Museum. Bridget Lee seconded the motion, which was passed by unanimous
37 vote (5-0).

38
39 Royce Allen gave several copies of his new book "Centreville Rising" to Nancy Smith
40 that he wrote and would like the Whitaker Museum Board to sell for him. Mr. Allen said the
41 Board would be allowed to keep \$3 per book that is sold. The Board agreed that a protocol must
42 be agreed upon for situations like this, so that a consistent policy can be adopted on the selling of
43 items.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on **Wednesday, March 20, 2013** at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 8:05 p.m., Spence Packer made a **motion** to adjourn the meeting. Bruce Powell seconded the motion, which was passed by unanimous vote (5-0).

Spencer Packer, Chair

Date approved

Connie Larson, Recording Secretary

PRELIMINARY DRAFT

Minutes of the Special Whitaker Museum Board meeting held Wednesday, March 20, 2013 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Bridget Lee, excused at 8:22 p.m.
Spence Packer, Chair
Bruce Powell
Nancy Smith
Paul Thomas Smith

MEMBERS ABSENT

Lisa Sommer

STAFF PRESENT

Larry Wright, City Council Liaison, arrived at 7:40 p.m.
Connie Larson, Recording Secretary

VISITOR

Lisa Buckmiller

PRIORITIZE GOALS

Bridget Lee prepared a hand-out of the Whitaker Museum goals for the FY 2013-2014. The following governing goals will be directing the Museum, pending Council approval.

Complete the Physical Improvements

- Interior
- Exterior
- Landscaping
- Develop a three, five, and ten-year plan

Preserve Current Artifacts and Assets

- Digitize
- Preserve
- Improve Accessibility to City and Community

Become a Historical Hub within the Community

- Develop an ad campaign to further improve the image of the Museum and Centerville City
- Create opportunities for positive public relations and alert the community to our events

1
2 The estimated interior budget for 2013-2014 is \$15,000. The estimated exterior budget is
3 \$13,000. The Capital Improvement Account for future needs (barn, full property development,
4 etc.) is \$4,000. Landscaping is estimated to be \$1,000.

5 6 **REPORT FROM ERIN REDD ON COMMUNITY GARDENS**

7
8 Nancy Smith reported that Erin Redd is requesting \$360 to do fertilizing this year at the
9 community garden. Erin was not able to attend the meeting this evening, and Bruce Powell and
10 Chair Spence Packer will meet with Erin Redd to hear her justification for requesting fertilizer
11 for the garden. Chair Packer proposed that the Board will pay for only \$200 worth of fertilizer.

12 13 **MISCELLANEOUS BUSINESS**

14
15 Nancy Smith expressed concern about tour groups who make appointments to tour the
16 Museum and then don't show for the tour. It was suggested a small fee be requested for tour
17 groups.

18
19 The City Council will be touring the Whitaker Museum on Tuesday, March 26th, at 6:00
20 p.m. Paul Thomas Smith will be telling a humorous story that took place at the home. Chair
21 Packer will give a ten-minute presentation on the budget for the Whitaker Museum for the
22 coming fiscal year.

23
24 Lisa Buckmiller reported that Don Hartley, State Historic Director, will nominate the
25 Whitaker Museum for a State History Award that is given each September at the History
26 Conference. The National Parks Service will include the Whitaker Museum as one of their
27 success stories.

28
29 Lisa Bednarz has been able to retrieve three years of data, but time is needed to complete
30 the actual filing and organizing from the data that was retrieved. Lisa indicated it would take a
31 lot of effort to do this.

32
33 Lisa Buckmiller reported on training for artifacts preservation. Utah Humanities Council
34 has a grant available where they meet with small museums to train the Board and docents on
35 how to care for some of the artifacts and clothing at museums. The Board agreed they would like
36 to have this training, and Lisa will contact the Council to schedule the training.

37
38 Bridget Lee was excused at 8:22 p.m.

39
40 It was recommended that Lisa Buckmiller take over the story telling events. Lisa
41 Buckmiller said she is going to interview Joe Rawlins, Cal Tingey, and Ron Randall and others
42 on events that occurred in the early years of Centerville, such as the wash house and horse sleigh
43 racing. She will then take these oral interviews and compile a written report. This hopefully will
44 help to secure a grant to do more public oral histories.

PRELIMINARY DRAFT

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1 Paul Thomas Smith displayed photographs of Thomas Whitaker that were obtained from
2 Diane Chamberlain, who is a Whitaker descendant. To date this is the only full length photo of
3 Thomas.

4 NEXT MEETING

5
6
7 The next Whitaker Museum Board meeting will be held on Wednesday, April 3, 2013 at
8 6:30 p.m. in the Administrative Council Room at City Hall.

9 ADJOURN

10
11
12 At 8:40 p.m., Bruce Powell made a **motion** to adjourn the meeting. Paul Thomas Smith
13 seconded the motion, which was passed by unanimous vote (4-0).

14
15
16
17
18 _____
19 Spence Packer, Chair

Date Approved

20
21
22
23 _____
Connie Larson, Recording Secretary