



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, May 1, 2013, 6:30 p.m.

**Administrative Conference Room at City Hall
250 North Main, Centerville, UT**

6:30 A. BUSINESS

1. Director duties and stipend
2. Archive records (access, location)
3. Yard care and house cleaning needs
4. Board Member Reports
5. Miscellaneous, as time permits
6. **Minutes Review and Acceptance** – April 3, 2013 meeting
7. Closed meeting, if necessary, as allowed by state law
8. Possible action following closed meeting, including appointments to committees and docents
9. Next meeting

B. ADJOURN

**Marsha L. Morrow, MMC
Centerville City Recorder**



PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Wednesday, April 3, 2013 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Spencer Packer, Chair
Bruce Powell
Nancy Smith
Paul Thomas Smith
Lisa Sommer

MEMBERS ABSENT

Bridget Lee

STAFF PRESENT

Connie Larson, Recording Secretary

VISITORS

Brian Redd
Erin Redd

REPORT FROM BRIAN AND ERIN REDD ON THE COMMUNITY GARDENS

Erin Redd reported there are 32 large garden plots, with the possibility of three to four irregular plots on the west end. The large plots are \$35 each. There are smaller plots in the middle of the garden that were previously open space, and there is enough room for eight small plots at \$25 per plot. Total revenue for all of the plots will be between \$1,390 and \$1,425. The gardeners have a barbeque each August at Founders Park to talk about the successes of their gardens, and a tour is held at the gardens. They use \$100 from the budget to buy the meat.

Erin said new shovels, rakes, and hoes are needed at a cost of \$100. Tiller maintenance and gas is \$40. Barbara Nish was the garden coordinator before Erin Redd, and she is a Master Gardner, but she has moved to St. George. Barbara thought mulch was good for the gardens, and Oakdell Farms was delivering the compost for free. Oakdell Farms promised free mulch if the City would advertise their company in the newsletter, which did not happen. Oakdell Farms is now charging \$350 for delivery of the mulch, which is a 50 percent discount off the retail, because the advertising did not take place. The proposed budget request is \$640. One of the gardeners, Scott Hansen, proposed having an irregular plot for vegetables he would grow that he would deliver to the Bountiful Pantry. The Board agreed to allow Mr. Hansen to grow vegetables for the Bountiful Pantry.

Chair Spencer Packer made a **motion** to accept the community garden proposal from Brian and Erin Redd, and to purchase the Oakdell Farms mulch at a cost of \$600. He asked for the compost portion of the budget to be reevaluated next year. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

Brian and Erin Redd will return in the summer to report to the Board on how the garden is doing.

**DISCUSSION ON "POLICY AND PROCEDURES" – RESERVATION FEES,
FOOD POLICY, ADMINISTRATIVE, ETC.**

Reservation Fees

The Board discussed the establishment of a fee schedule for movie companies who would want to use the Whitaker Museum and grounds for movies. Nancy Smith reported there are 13 tour groups scheduled for tours. The Board discussed problems with tours being scheduled outside of Tuesday, volunteers assigned and what is reasonable to do with a no show. Requiring a deposit of \$15 was discussed. An email will be sent to the tour group informing them that if they are a no show, they will have to pay a fee. Nancy Smith and Lisa Sommer will call tour groups the day before to verify there are coming.

Food Policy

The food policy will state that there are limited refreshments that will be allowed in the Gathering Room only, specifically, no red beverages, chocolate or gooey foods. A cleaning fee will be charged, and signs can be posted where food and beverages will not be allowed. Wedding receptions will be allowed, and will follow the same basic fee schedule that City Hall has set up for the use of their building. If kitchen facilities are needed, the board can check to see if the city kitchen would be available.

Administrative

Expenses and receipts need to be turned into the Board within 30 days of purchase, so that proper accounting of expenses can take place.

The Board discussed how the sale of books, CDs, and coins will be managed. Accounting will be given each month on the sale of items, and how much money is donated each month. There needs to be a limit on the items that are given away. Records will be kept on what inventory is stored, sold, or given away. A rental bank for the CDs was suggested at \$1.00 per CD. This rental bank could be managed through the Centerville Library, or at City Hall.

Security issues will be discussed with Steve Thacker. The main issue is the back door, and at times has been discovered open. It was agreed the docents at the Museum will be allowed to attend events and lectures free of charge, but their spouses will need to pay any required fees.

UPDATE AND REPORT FROM EACH BOARD MEMBER

Bruce Powell reported Marshall Johnson will be making donation boxes for his Eagle Scout Project. Lisa Sommer reported they will take four months to complete. Paul Thomas Smith said he would like a free standing podium that he could use for when he conducts meetings and lectures. This could be an Eagle Scout project, and he will provide the design for the podium.

MISCELLANEOUS ITEMS AS TIME PERMITS

The new phone number for the Museum is 801-335-8843.

Lisa Sommer reported that Jake Smith has completed the City website. He would like to make a slide show to advertise the Museum, and is requesting pictures for this project. The new phone number for the Museum is 801-335-8843. She reported that we continue to get 25-35 people through on Tuesdays, and can have as many as 100 people come through in a week with the other tours and programs.

Paul Thomas Smith reported that Dr. Swanson, who works at the Springville Museum, recently viewed the painting of Thomas Whitaker that is in the parlor of the Museum. Dr. Swanson valued the painting between \$8,000 - \$10,000. His wife, Carmen, will be viewing the painting next week to determine what year it was painted. The Pioneer Heritage Arts Association meeting went very well, and there were 30 people in attendance. The Young Family will be holding their family reunion this summer. They will be donating a picture of Brigham Young to the Museum. Debbie Brady is a tour guide in Salt Lake City, and she would like to bring her tour groups to the Whitaker Museum.

Nancy Smith reported on expenditures that are needed, \$30 for a Food Handlers Permit for the Mother's Day Tea Party on May 11th. Basic supplies such as toilet paper, Kleenex, pens, etc., are needed at approximately \$50.00. The Museum is able to charge at Dick's Market to purchase supplies for the Museum, but some supplies are better purchased at Wal-Mart. Cookies and a thank you note were delivered to all docents and many staff members thanking them for their support.

Chair Spencer Packer made a **motion** to approve up to \$130 for the purchase of miscellaneous supplies, and for a Food Handlers Permit at the Museum. Bruce Powell seconded the motion, which was passed by unanimous vote (5-0).

Nancy Smith distributed a timeline chart of the projects that have been completed at the Museum, and those projects that have not been completed. Chair Spencer Packer said he has purchased a door for the bathroom. The front door continues to stick on the threshold and Spencer will look at it. Bruce Powell volunteered to order and install the pull down shades for the Museum windows.

MINUTES REVIEW AND ACCEPTANCE

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

Centerville City Whitaker Museum Board
Minutes of meeting
April 4, 2013

Page 4

Minutes of the March 20, 2013 Special Whitaker Museum Board meeting were reviewed. Bruce Powell made a **motion** to approve the minutes as amended. Lisa Sommer seconded the motion, which was passed by unanimous vote (5-0).

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, May 1, 2013 at 6:30 p.m. in the Administrative Conference Room at City Hall

ADJOURN

At 8:30 p.m., Nancy Smith 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