

1 Minutes of the Whitaker Museum Board meeting held Wednesday, May 1, 2013 at 6:30 p.m. in
2 the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

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4 **MEMBERS PRESENT**

5 Bridget Lee, was excused at 8:00 p.m.
6 Spencer Packer, Chair
7 Bruce Powell
8 Nancy Smith
9 Lisa Sommer

10
11 **MEMBERS ABSENT**

12 Paul Thomas Smith, doing a lecture series at the Museum

13
14 **STAFF PRESENT**

15 Connie Larson, Recording Secretary

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17 **MINUTES REVIEW AND ACCEPTANCE**

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19 Minutes of the April 3, 2013 meeting minutes were reviewed. Nancy Smith made a **motion**
20 to approve the minutes as amended. Bridget Lee seconded the motion, which was passed by
21 unanimous vote (5-0).

22
23 **DIRECTOR DUTIES AND STIPEND**

24
25 Nancy Smith reported she discussed with Steve Thacker, City Manager, the responsibilities
26 of the director duties and stipend at the Whitaker Museum. Currently, the director's position is
27 paid a \$400 per month stipend. The Board discussed the duties and responsibilities that are required
28 for this position. Chair Packer will arrange a meeting with Mayor Russell, Councilman Wright,
29 and Steve Thacker to discuss the director's position and the Museum budget. The Board is
30 recommending a \$1,666 per month stipend for the director's position. Each Board member will
31 take turns attending City Council meetings throughout the year to report on events at the Museum.

32
33 **ARCHIVE RECORDS (ACCESS, LOCATION)**

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35 Nancy Smith reported that Steve Thacker was contacted by Bryan Espenschied who has a
36 1915 Roadster he would like to donate to the City. The Board discussed moving the Museum
37 records from the garage to the Gathering Room and storing them below the television. Natural
38 looking wood file cabinets could be constructed to store the files. This would allow the car to be
39 stored in the Carriage House. The Board will review the filing system first to determine how much
40 storage space is required for the files before any decision is made on accepting the car. There was
41 some concern expressed about making this area look too busy.

4
5 **YARD CARE AND HOUSE CLEANING NEEDS**
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7 Nancy Smith reported the City custodian will come once a week to do vacuuming and
8 mopping at the Museum. He will also wash the windows twice a year. The Board will be
9 responsible for dusting and keeping items picked up. A long term plan for overall yard care and
10 maintenance needs to be determined before talking with Bruce Cox, Parks and Recreation Director.
11 Chair Packer will visit with Bruce Cox about the watering needs for the flower beds adjacent to
12 the house.

13
14 **BOARD MEMBER REPORTS**
15

16 Bruce Powell reported a scout Brendon Rappleye will be making shelves in the closet, and
17 he will also finish the wood floor in the attic for his Eagle Scout project. Talon Gamble will be
18 designing and planting flower beds with pioneer period flowers on the south side of the Museum.
19 He will also weed the flower beds and trim the rose bushes.

20
21 Other possible Eagle Scout projects:

- 22 • Earning money for fruit trees and planting them on Museum grounds.
- 23 • Earning money for Museum signage.
- 24 • Installing rain gutters on the outside of the Museum.
- 25 • Leroy Peck has offered to do the exterior painting, and a scout could earn the money
26 for the paint supplies.

27
28 Lisa Sommer reported the tour guides have been doing a great job and seem to be enjoying
29 themselves. The Mother's Day Tea will be held on May 11th. There are 28 women who have
30 registered to attend this event at this time, and at least 45 more people are needed to attend to break
31 even on the expenses for this event.

32
33 At 8:00 p.m., Bridget Lee was excused from the meeting.
34

35 Chair Spencer Packer made a **motion** to move forward with the Mother's Day Tea on May
36 11th, regardless if there are not enough people to meet the planned budget for this event. Bridget
37 Lee seconded the motion, which was passed by unanimous vote (5-0).
38

39 Nancy Smith reported on individuals and businesses who have given donations to the
40 Museum during the past month, and had thank you letters to sign and go out. Bob West has an old
41 stove valued at \$10,000 he is willing to donate to the Museum. Stana Kjar has asked the Board to
42 have a float or entry for the July 4th Parade. The Rotary has offered a booth space in the park if the
43 Board would like one. The wagon needs to be moved to where the sprinklers do not continue to
44 rot the underside.

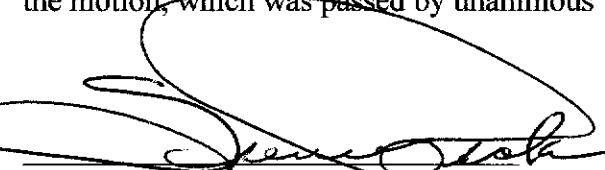
There is \$460 that has been received to date for the Farmer's Market, and nine vendors have committed for the Farmer's Market that will be held prior to the Movie's in the Park this summer. Chair Packer reported he will be able to repair the toilet at the Museum. The hardware is brass and not nickel as originally thought. Lisa Sommer will check on the original order and report back to Chair Packer as to whether the wrong hardware was sent. Chair Packer and Bruce Powell will determine the best location to put the wagon and get with Bruce Cox. Chair Packer will design the sign for the front of the Museum that will be interchangeable to advertise different events. Great progress is being made at the Museum, and many compliments have been received on the work that has been done at the Museum, and on the work the Board has completed. Chair Packer reported the bathroom door is installed, and Bruce Powell will follow up with Guy Carpenter for the invoice.

NEXT MEETING

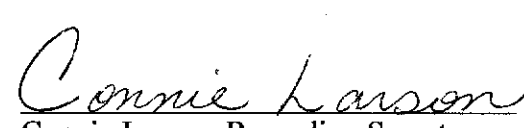
The next Whitaker Museum Board meeting will be held on June 6th at 7:00 p.m. at the City Hall Conference Room. The meeting in July needs to be changed to either the 10th or 17th if available at the City Hall Conference Room.

ADJOURN

At 8:15 p.m., Bruce Powell made a **motion** to adjourn the meeting. Lisa Sommer seconded the motion, which was passed by unanimous vote (4-0).


Spencer Packer, Chair

5/30/13
Date Approved


Connie Larson, Recording Secretary

