



CENTERVILLE CITY

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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, August 7, 2013, 6:30 p.m.
Administrative Conference Room at City Hall
250 North Main, Centerville, UT**

6:30 A. BUSINESS

1. Director's Position
2. Board Reports
3. Minutes review and acceptance – July 17, 2013 meeting
4. Miscellaneous Business as time permits
5. Closed meeting, if necessary, as allowed by state law
6. Possible action following closed meeting, including appointments to committees and docents
7. Next meeting

B. ADJOURN

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

PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Wednesday, July 17, 2013 at 6:30 p.m. in the Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Bridget Lee, was excused at 8:00 p.m.
Spencer Packer, Chair
Bruce Powell, was excused at 8:25 p.m.
Nancy Smith
Paul Thomas Smith
Lisa Sommer

VISTORS

Larry Wright, City Council Liaison
Connie Larson, Recording Secretary

MINUTES REVIEW AND ACCEPTANCE – MAY 30, 2013 MEETING

Bruce Powell made a **motion** to approve the May 30, 2013 meeting minutes as amended. Chair Spencer Packer seconded the motion, which was passed by unanimous vote (6-0).

DIRECTOR/INTERIM COORDINATOR (JOB DESCRIPTION FOR POSTING)

Nancy Smith distributed a proposed job description for the Whitaker Museum Director that was reviewed by the Board. Paul Thomas Smith will write a description of the visual narrative for the Museum branding that the Board would like to see occur at the Museum. Over 1,500 people have visited the Museum since the re-opening representing ten states throughout the Country.

MUSEUM SIGNAGE

Chair Packer reported he was in Boise recently, and saw a wooden sign for a law office that was sandblasted which had an old fashion look to it. He suggested this type of sign for the Whitaker Museum. A sign company will be asked to give suggestions and ideas.

BOARD REPORTS

Bruce Powell reported on forthcoming Eagle Scout projects. Jared Wentworth will be realigning the pathways in the rear of the home. Talon Gamble will be doing landscaping by the bay windows. Tyler West will be working on the sprinkler system.

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

Lisa Sommer will call Bob West from the Rotary Club regarding the period stove that is available. The docents are doing a wonderful job at the Museum. The docents will be encouraged to wear period costumes when working at the Museum, even though it is not required at this time.

PRELIMINARY DRAFT

Centerville City Whitaker Museum Board
Minutes of meeting
July 17, 2013

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1 There are concerns that the Museum property is not being completely taken care of. For
2 example, when the Parks Department did the weeding, the weeds were not taken away. The
3 handcart entry from the Whitaker Museum at the July 4th parade went very well, and there were
4 no problems. AAA Magazine called Lisa recently, and informed her the Whitaker Museum will
5 be featured in their fall travel magazine. AAA Magazine learned about the Whitaker Museum from
6 a video clip that was on the internet.

7
8 Lisa also reported that Kathy Dalrymple told her there is a newspaper article in the Museum
9 records. The Board will inform Kathy that they are not aware of any newspaper articles on Luther
10 Dalrymple. The laptop at the Museum is difficult to work with and there is no printer. The Board
11 agreed there needs to be a new computer and printer at the Museum. Larry Wright, City Council
12 Liaison, will talk with Blaine Lutz about a computer that will include Microsoft Office
13 Professional loaded on it.

14
15 Nancy Smith reported the Farmer's Market that is held before the Movies in the Park is too
16 much work for the amount of money that is being received. Nancy suggested the Farmer's Market
17 be stopped after this Friday, as it consumes an entire day with little monetary benefit to the
18 Museum. The "branding concept" is not helping the Museum, and the Museum represents the
19 cottage and pioneer period time frame. It was discussed and recommended for next year, that a
20 Farmer's Market be held on Tuesday's on the Museum grounds with home baked food and other
21 homemade items to sell.

22
23 Bruce Powell made a **motion** to cancel the Farmer's Market after this Friday, July 19th,
24 and refund the unused money back to the vendors. Chair Packer seconded the motion, which was
25 passed by unanimous vote (5-0).

26
27 At 8:25 p.m., Bruce Powell was excused from the meeting.

28
29 Nancy Smith reported Shauna Essig and a group of young women in the area will do the
30 next two Story Telling Nights at the Museum. These young women will gather stories of ancestors,
31 and then "share a talent" by learning to tell those stories to a group of people. These events will
32 be held on August 12th and September 9th outside on the Museum grounds. She reported the July
33 Story Telling Night had about 85 people in attendance, and those that came enjoyed it, both young
34 and old.

35
36 Paul Thomas Smith expressed appreciation to Lisa Sommer and Nancy Smith on their
37 efforts at the Museum. Mr. Smith announced that he and his wife will be serving a mission to
38 Reno, Nevada beginning in November. He said he would be willing to tell "ghost stories" to adults
39 at the Museum in October. The painting on the soffit and rain gutters needs to be completed before
40 winter.

41
42 City Councilman Larry Wright thanked Chair Packer for his work on behalf of the
43 Museum. The Board appreciates the efforts of the City Council on behalf of the Museum.

MISCELLANEOUS BUSINESS AS TIME PERMITS

Nancy Smith reported Chair Packer received a letter from the Board of State History that the Whitaker Museum Board will receive the Outstanding Contribution Award from the Utah Division of State History. A formal presentation will be held on Thursday, September 5th, at 7:00 p.m. at the Salt Lake City Public Library. This event is part of the Utah State History Conference. Chair Packer and Paul Thomas Smith will attend this event.

Chair Packer will ask about the rebates that Blaine Lutz completed for the insulated windows, furnace and heater installations, and the nonprofit status filing for the Museum.

NEXT MEETING

This next two Whitaker Museum Board meetings will be held on August 7th, and September 4th at 6:30 p.m. in the conference room at City Hall.

ADJOURN

At 8:45 p.m., Chair Packer made **motion** to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary

Job Description

Position Title:	Director, Whitaker Museum
Reports to:	The Whitaker Museum Board and the City Manager
Department:	Whitaker Museum
Primary Work Location:	Whitaker Museum
Salary	Up to \$1,500/month
FT/PT/Limited	Limited Employee (no benefits)
Major Function	Under the general supervision of the Whitaker Museum Board, the Director manages the basic operations and programs of the Whitaker Museum and promotes the Museum branding.

Essential Responsibilities and Duties

1. Directs curating activities of the Whitaker Museum. These include but are not limited to: collections, exhibits, wall labels and signs, historical documentation, digitization, art preservation, artifact displays, develops exhibits, etc.
2. Recruits and assists in training volunteer docents in the overall operations of the museum. This includes caring for artifacts, preparing for and conducting museum tours, and ensuring the museum is clean in accordance with the Whitaker Museum Board and commonly accepted small museum standards.
3. Schedules the use of the facility based on availability of docent volunteers or qualified personnel for activities as authorized under the guidelines of the Whitaker Museum Board. Current 'Open' schedule is every Tuesday 10:00 am to 6:00 pm.
4. Proactively identifies, seeks, plans and implements all Whitaker events to ensure a professional result. Current Whitaker events are: Monthly Storytelling evenings, Mother's Day Tea, and the Haunting at the Whitaker. Director will coordinate with Board liaison and provide the necessary support for successful events.
5. Assists with managing the Whitaker Museum budget. This includes coordinating with Centerville City Staff in the payment of accounts and reporting to the Whitaker Museum Board on the status of the budget at all Board meetings.
6. Supports the Whitaker Museum Board by attending Board meetings, providing administrative support, and professional expertise.
7. Ensures approved administrative functions are completed. This may include; writing grants, thank you notes, maintaining records, submitting rebates, website maintenance, Eagle Projects and/or other volunteer projects, current records keeping and etc.

- Education and Experience:
1. High School Graduate/or GED required. Bachelor's Degree desired. Masters Degree preferred.
- Knowledge and Skills:
1. Demonstrated skills in the use of Word, PowerPoint, Access, and Outlook.
 2. Demonstrated skills in letter writing, writing procedures and training aids, creating agendas, and managing email.
 3. Experience in Past Perfect or willingness to learn.
- Desired Attributes:
1. Appreciation for the history of Centerville and the mission of the Whitaker Museum.
 2. Ability to train and manage people with an uplifting attitude and demeanor.
 3. Desire to engage in professional development training and to attend training as approved by the Whitaker Museum Board.
 4. Museum experience and/or knowledge preferred.