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

MEMBERS PRESENT

Bridget Lee, was excused at 8:00 p.m.
Spencer Packer, Chair
Bruce Powell
Nancy Smith
Paul Thomas Smith, arrived at 7:00 p.m.
Lisa Sommer

STAFF PRESENT

Connie Larson, Recording Secretary

MINUTES REVIEW AND ACCEPTANCE

Minutes of the September 4, 2013 meeting minutes were reviewed. Chair Spencer Packer made a **motion** to approve the minutes as amended. Bruce Powell seconded the motion, which was passed by unanimous vote (5-0).

REVIEW USE AGREEMENT

Nancy Smith distributed a copy of the Whitaker Museum Use Agreement to the Board for review.

At 7:00 p.m., Paul Thomas Smith arrived at the meeting.

The Board was asked to review the changes during the coming month, and email changes to the other Board members for their review. The agreement will be reviewed for final approval at the next meeting.

REVIEW RECORDS REQUEST

Nancy Smith distributed a copy of the Records Request Order Form and Guidelines to the Board members for review.

WINTERIZING NEEDS

Chair Packer said he will talk with Bruce Cox, Parks and Recreation Director, and ask him to do a walk around the Museum, and suggest the winterizing needs for the Museum.

OUTLINE LANDSCAPING PROCESS

Chair Packer reported he talked with Kent Holbrook who did some drawings for the landscaping before leaving on his LDS mission. It would be helpful if volunteers, such as college interns, could create the hardscape plan. Perhaps the Master Gardner's Organization or the Utah State Extension Service could be asked to plan the flower beds using period flowers and shrubs. The Board will work during the coming month to find someone who could do the hardscape plan.

BOARD REPORTS

Lisa Sommer reported that some tour guides are coming to work in period costumes and others are not. It was agreed the tour guides will be asked to wear period clothing at the Museum. Volunteers with sewing skills will be asked to sew period costumes for the tour guides. Bruce Powell said he will try to find period costumes at the CenterPoint Legacy Theatre. Paul Thomas Smith reported Ron and Nancy Anderson are actors at the Heritage Park who could possibly obtain the needed clothing.

Chair Packer made a **motion** to authorize $150.00 for the purchase of period costumes for the volunteers to wear at the Museum. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (6-0).

Lisa Sommer reported the Haunting at the Museum is scheduled for October 24th at 7:00 p.m., and the plans are going well. Lisa would like to have a coffin on the piano with a hydraulic lift to slowly open the lid on the coffin with a skeleton inside. Chair Packer said he will get the hydraulic lift for the coffin. Starbucks will provide the hot chocolate for this event. Each Thursday in October from 3:00 – 6:00 p.m. will be the spooky storytelling. Paul Thomas Smith will be doing the storytelling. A flyer advertising the Haunting at the Whitaker was viewed by the Board. This flyer will be posted at City Hall, and it will be advertised in The Davis Clipper.

Nancy Smith went to the Centerville Landmarks Social on September 27th. The Social went very well. Nancy reported Brandon Toponce did a great job of planning this event.

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

Paul Thomas Smith discussed the driveway and garage at the Museum. He asked if the Board is interested in moving the carriage house, which would mean moving the archives out of the garage. If the Board chooses not to move the carriage house, then the front finish should be removed and bricked for an authentic look. The Board discussed this item, and agreed the garage should be cleaned before winter arrives.

Chair Packer said he will ask Bruce Cox if the archive cabinets could be stored at the Public Works Building for the long term while remodeling is done in the carriage house.

MISCELLANEOUS BUSINESS

Bridget Lee will ask Steve Thacker, City Manager, if it will be appropriate to create a letterhead and watermark for the Whitaker Museum. It was discovered that a printing bill of $50 has not yet been paid to Carr Printing that needs to be paid.

No applications have been received for the Museum Director position at this time.

Lisa Sommer reported Margot Thompson has requested to be a substitute tour guide at the Museum. She has been a tour guide at the LDS Church History Museum in Salt Lake City.

Chair Packer made a **motion** to approve the appointment of Margot Thompson as a substitute tour guide at the Whitaker Museum. Bruce Powell seconded the motion, which was passed by unanimous vote (5-0).

NEXT MEETING

The next Whitaker Museum Board meeting will be a field trip to be held on Wednesday, November 6th, at 6:00 p.m. at the Museum. This field trip will be used to assess the current and future needs of the Museum, and to do any necessary work that can be done.

ADJOURN

At 8:20 p.m., Chair Packer made a **motion** to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

Spencer Packer, Chair

11-7-13
Date Approved

Connie Larson
Connie Larson, Recording Secretary

CENTERVILLE CITY UT CORPORATE SEAL