

1 Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, January 15,
2 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street,
3 Centerville, Utah.

4
5 **PRESENT**

6 Bridgett Lee
7 Spencer Packer, Chair
8 Bruce Powell
9 Nancy Smith

10
11 **STAFF PRESENT**

12 Larry Wright, City Council Liaison
13 Lisa Linn Sommer, Whitaker Museum Director
14 Connie Larson, Recording Secretary

15
16 **CALENDAR 2014 YEAR**

17
18 Lisa Linn Sommer distributed a calendar of events that are scheduled at the Museum for
19 2014.

20
21 May 17th: Mother's Day Tea - Museum grounds at 11:30 a.m.

22
23 July 3rd: Independence Day - Museum will be closed, but ice cream and root beer will be
24 sold. Judy Gunn said she would check to see if the spinning guild might come.

25
26 October 24th & 25th: Cemetery Tour - Julie Barnson will research and lead the tours. There
27 will be a charge for the tours, as it will be a fundraiser, not geared for children under the
28 age of 12 years.

29
30 October 25th: Zombie Family Fun Run - City Hall at 8:00 a.m. This will also be a
31 fundraiser.

32
33 October 30th: Haunting at the Whitaker - It will be the same night as the Pumpkin Walk
34 from 7:00 p.m. - 8:30 p.m. No charge. Family friendly stories and hot drink for free.

35
36 December 2nd, 9th & 16th: Christmas at the Museum. This will be better advertised, and the
37 Board agreed they would like to have pictures with Old Saint Nicholas.

38
39 August 2nd to October 25th: Whitaker Heritage Market. This will be an artisan market on
40 the same day the Museum is open—August through October, 2:00 p.m. to 6:00 p.m. at the
41 Museum. Lisa will obtain information from the County on the laws for proper handling
42 and packaging of food for this event.

43
44 October 25th: Gleaning of the Garden. Picking of produce that remains from the growing
45 season. No charge.

1 **BOARD REPORTS**

2
3 Nancy Smith reported the wagon was not covered before the snow came. She asked about
4 the status of the toilet for the docents.

5
6 Chair Packer explained the pipe was too long. When Public Works was working on it, it
7 created a pinhole leak. The part to fix the toilet is on Blaine Lutz's desk, and it will be installed
8 tomorrow. Lisa Sommer reported a discreet place for the computer would be in the archive room
9 Larry Wright, City Council Liaison, asked that, in the future, a list of items that are not completed
10 be given to him.

11
12 Chair Packer made a **motion** to appropriate the funds for Bridgett Lee to purchase a heater
13 from COSTCO for the archive room at the Museum. Bridgett Lee seconded the motion, which was
14 passed by unanimous vote (4-0).

15
16 Bruce Powell made a **motion** to approve the name of Lisa Linn Sommer to be able to
17 approve reimbursement request forms for "Check Requests" and "invoice payments" for the
18 Whitaker Museum up to \$500. If Lisa has a personal receipt that needs to be authorized, it will
19 need to be approved by the Chair or Vice Chair of the Whitaker Museum Board. Bridgett Lee
20 seconded the motion, which was passed by unanimous vote (4-0).

21
22 Nancy Smith reported that when Gary Evensen, Ornamental Iron Works, made the front
23 replacement gate, there was a section of fencing material left over. Mr. Evensen suggested making
24 a small gate for the side walk from this section that was left over. Mr. Evensen said he would do
25 this free of charge. Paul Thomas Smith will be sent an email message for his opinion on this issue.

26
27 Nancy Smith suggested that Lisa see if staff is willing to help with designing letter head
28 for the Museum Board, taking the original video clips from the grand opening last March, and
29 have them placed on the City website, contact the Museum volunteers and gather their biography
30 to also put on the website.

31
32 Chair Packer said he will meet with Mayor Paul Cutler to give an update on the Board
33 activities. The Board agreed that all of the Board members do not need to attend all of the activities
34 at the Museum. One board member will be assigned to attend the functions.

35
36 Lisa Sommer reported on the nonprofit issue. The Board was requesting grants, but did not
37 realize the Board was nonprofit and not technically qualified.

1 Lisa Linn Sommer reported she had a mother call her about an Eagle Scout project for her
2 son. Nancy Smith recommended a Plexiglas contribution box for donations. There has been \$490
3 donated the last three months. Bruce Powell will contact the Boy Scout for this project. Signs for
4 the garden could also be made for an Eagle Scout project. Chair Packer reported water is leaking
5 on the south wall where the piano room is located. Water drips off the wall and then "bleeds"
6 through the wall. The ground around the perimeter where the floor and soil level is located could
7 be excavated and the wall power washed for an Eagle Scout project. A subcontractor could then
8 come and apply the sealant. Continuation of the of brick pavers from the existing back wall to the
9 door would be another Eagle Scout project, and construction of a pole barn for the wagon and
10 handcart and other tools to be stored in the winter could also be an Eagle Scout project.

11 GRANT IDEAS

12
13 The Board discussed projects at the Museum that grants could be applied for. Chair Packer
14 suggested the following items for grants could be:

15 Potential Hazard and Preservation Items

16 Brick walkway on south and north side. (Labor source: Eagle Scout project, \$1,500).

17 Dormer on southeast side above bedroom window - (\$800).

18 Rain gutter system - (\$1,200).

19 Soffit and fascia on north side - (\$1,200).

20 Heat cable - (\$300).

21 Exterior stone sealing - (\$500).

22 Construction of pull barn to cover wagon - (\$3,000).

23 Exterior painting (\$3,800)

24 MISCELLANEOUS BUSINESS

25
26 Chair Packer made a **motion** to authorize the purchase of 50 DVDs on Thomas Whitaker
27 at a cost of \$4.00 each (\$200) to sell at the Museum. The money for this purchase will come out
28 of the donation of \$490, as mentioned earlier. Bruce Powell seconded the motion, which was
29 passed by unanimous vote (4-0).
30
31
32

33 Erin Redd will be coming to the February meeting to discuss the garden plots behind the
34 Museum. The Board must decide if Erin should provide the mulch as a service, and the Board
35 could be the funding vehicle on a short-term basis. This would be for a one time delivery of the
36 mulch. There was abuse of the irrigation watering rules last year, and three warnings were issued.
37 Watering laws must be clarified this year.
38

39 Lisa Linn Sommer is working with Jeannine Teel and Steve Thacker on reviewing the
40 Building Use Policy for the Museum. Spencer Packer recommends a nonrefundable reservation
41 fee for when groups want to use the Museum. This means a deposit there will be no refunds when
42 groups cancel.

The Board discussed if Story Telling should continue to be held. Lisa Buckmiller has been directing this event, but it has not been well advertised or attended.

Lisa Romney, City Attorney, will be coming to the April meeting to discuss the City by-laws and regulations.

CLOSED MEETING IF NECESSARY, AS ALLOWED BY STATE LAW

At 8:15 p.m., Spencer Packer made a **motion** to go into a closed meeting to discuss the character and competency of an individual. Bridgett Lee seconded the motion, which was passed by unanimous vote (4-0). In attendance were: Chair Spencer Packer, Bridgett Lee, Bruce Powell, Nancy Smith, Lisa Linn Sommer, Larry Wright, and Connie Larson.

RETURN TO OPEN MEETING

At 8:20 p.m., Nancy Smith made a **motion** to return to the open meeting. Chair Packer seconded the motion, which was passed by unanimous vote (4-0).

POSSIBLE ACTION FOLLOWING CLOSED MEETING

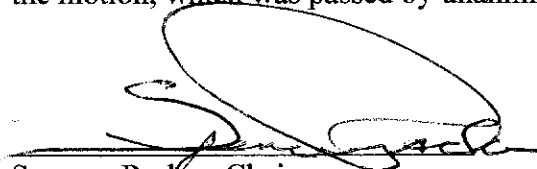
The Board discussed potential names for the Whitaker Museum Board. It was agreed that Diane Chamberlain will be asked for her input on certain details at the Museum. Spencer Packer was not in any hurry to completely fill all positions.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, February 5, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

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


Spencer Packer, Chair

2-6-2014
Date Approved


Connie Larson, Recording Secretary

