



CENTERVILLE CITY

250 North Main • Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor

Paul A. Cutler

City Council

Ken S. Averett

Tamilyn Fillmore

John T. Higginson

Stephanie Ivie

Lawrence Wright

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

**Wednesday, March 5, 2014, 6:30 p.m.
Administrative Conference Room at City Hall
250 North Main, Centerville, UT**

6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – February 6, 2014 meeting
2. Finalize budget proposal for 2014-2015 year
3. Review and vote on Building Use Policy
4. Board Member Items of Business
5. Miscellaneous Business
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 Centerville City Whitaker Museum Board meeting held Thursday, February 6, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

PRESENT

Diane Chamberlain
Bridgett Lee
Spence Packer, Chair
Bruce Powell
Nancy Smith

STAFF PRESENT

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

VISITORS

Brian Redd
Erin Redd
Lisa Buckmiller

NEW MEMBER

The Board welcomed Diane Chamberlain. She was appointed by the City Council as a new member of the Whitaker Museum Board at their February 4, 2014 meeting. She has served as a volunteer at the Whitaker Museum for one year. She was raised in Los Angeles, but moved to Provo in 1966 to attend Brigham Young University. She worked at Brigham Young University in physical education until her retirement, and the Whitaker's are her great grandparents.

WHITAKER COMMUNITY GARDEN

Report by Erin Redd on the 2013 Whitaker Community Gardens

Erin Redd reported there were 34 large plots rented during the 2013 season. Twenty-nine plots were paid for a total of \$1,015. Two plots were not paid for. Eight small plots were sold, and four were sold at half price. Total money collected on the plots was \$1,190. Total money spent on compost was \$409. The end of season barbeque cost \$123. There was no money spent on tools. A total of \$532 total was spent on the garden last year.

Budget request for 2014:

- End of season barbeque: \$125
- New garden cart: \$100
- New shovel: \$30
- Stir-up hoe: \$25
- Rake: \$25
- Soil Test: \$14

Total budget request is \$339

1 Erin explained she would like to not have the responsibility for the compost this year. The
2 compost is expensive, and difficult to pick up and deliver. Oakdell Farms wanted the City to have
3 an article in the newsletter on the garden last year, but it was never printed. In previous years, the
4 compost was free, but the owner of Oakdell Farms wasn't happy about the newsletter oversight,
5 and is now charging for the compost. The Museum Board was not responsible for the gardens at
6 that time, but agrees that Oakdell should be recognized and will make sure it gets put in as a
7 recognition in an upcoming City Newsletter. This year, each gardener will be expected to bring
8 their own compost. Utah State University said they would do a soil test for \$14 to see what
9 amenities the soil needs.

10
11 Last year, there were concerns with the possibility of cross pollination on a certain variety
12 of corn that one of the gardeners was growing. Erin talked with other garden centers, and there
13 does not seem to be a significant concern about having different types of corn, so they will
14 recommend a preferred choice, but allow any type of corn. Erin will ask Jacob Smith to advertise
15 the community garden on the City website and in the newsletter. The Board asked Erin to reach
16 out to the gardener who grew the corn and invite him to participate again this year. He was an
17 excellent gardener, and the other gardeners learned a lot from him.

18
19 There will be a pre-garden meeting on April 3 at 7:00 p.m. at the Museum for those people
20 who will be using the garden this year. If 30 people will commit to attend a free Utah State
21 University course, they will teach a basic gardening class at the Museum. No plot revisions for
22 2014 are planned. A list of rules and policies was distributed for review by the Board. Any
23 changes to the rules and policies should be given to Erin. Erin will implement a required signed
24 contract this year. A contract for each gardener will be given at the time of payment. The glean
25 date is scheduled for October 25th. The Board thanked Erin for her thoughtful and well planned
26 presentation and her volunteer work.

27
28 Bruce Powell made a **motion** to accept the proposed garden budget of \$339 for the year
29 2014. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

30
31 **MINUTES REVIEW AND ACCEPTANCE**

32
33 Minutes of the January 15, 2014 Whitaker Museum Board meeting were reviewed.
34 Bridgett Lee made a **motion** to approve the minutes as amended. Diane Chamberlain
35 seconded the motion, which was passed by unanimous vote (5-0)

36
37 Minutes of the January 15, 2014 closed Whitaker Museum Board meeting were reviewed.
38 Bruce Powell made a **motion** to approve the minutes as written. Nancy Smith seconded the
39 motion, which was passed by unanimous vote (5-0).

40

**REVIEW 2014 BUDGET AND DISCUSS CHANGES AND NEEDS FOR THE 2015
WHITAKER MUSEUM BUDGET**

Lisa Linn Sommer, Whitaker Museum Director, met previously with Steve Thacker about the 2014 Museum Budget. The Museum has a carry over budget of \$14,854. The Board would like the City to leave as an earmark the fundraiser money, book donations, and contributions without zeroing that money out and leave it in a revenue account. Donations and fundraisers have specific purposes for which they were obtained, and should be used for those specific purposes. An accounting process must be made to show how those monies are spent.

The Board discussed the following changes for the 2014 Budget:

Utilities

- Deuel Creek Irrigation be added as an expense for \$200, as the Board is being charged for irrigation water.
- UP&L increase from \$400 to \$700 based on actual monthly expenses being incurred.
- Remove phone charge of \$200.
- Other items under utilities shown remain the same as last year.

Total Request: \$2,160

Maintenance

The Museum is not being charged for the weekly (mopping, bathroom, sweeping, vacuuming and garbage removal) cleaning. Expenses exceeded the budget given in this category. Justification for raising the budget from \$500 is the critical nature of the artifact, and the need for cleaning of air ducts from the construction and replacing quarterly the furnace filters, which are expensive. This fund also needs to calculate future repairs and replacement of equipment that inevitably will be needed (floor refinishing, rug replacement and/or padding, upholstery cleaning, etc.).

Total request: \$1,400

Supplies

An increase of \$1,000 for a total of \$3,000 will be requested for supplies, as the Board has not been able to get grant requests. It is essential for the Museum to look professional as they seek for grants in the future, meet with the Legislature, and other professionals. A brochure and business cards are a must.

Total request: \$3,000

Professional & Technical Services

Last year we were in the red of \$393.28 for recording secretary fees, and \$397.81 for background checks. To be more in line with actual expenses, this needs to increase from \$2,000 to \$2,500. This includes background checks for fundraisers, and recording secretary fees.

Total Request, \$2,500

Director Stipend & Grant Writing

Total Request \$16,500

Essential Preservation and Safety Hazard Projects

Weather tight the building for winter. Finish the south walk to the back door, and install the north walk to the archive room for safety reasons, as there have already been people who have tripped and fallen because there is not a completed sidewalk. The gravel has shown to be hazardous for the elderly and women in heels. Chair Packer will review the costs associated with the listed items and present it at the next meeting.

Special Projects

Educational DVD, book signing event, special exhibits, etc. for the Centennial Celebration.

Centennial Celebration

Several ideas were discussed on how to participate in the Centennial Celebration for 2015. Special exhibits could be held at the Museum in conjunction with Centerville's Centennial Celebration, as noted above. The Board discussed meeting with docents and inviting citizens in the community to help plan exhibits and activities at the Museum for the Centennial Celebration.

Bruce Powell volunteered to form a group of volunteers to help plan activities at the Museum for the Centennial Celebration.

2014-2015 Total Budget Request \$25,560

This does not yet include "Special Projects."

MISCELLANEOUS BUSINESS

Lisa Buckmiller reported she works for the Utah State Historical Society, and a festival celebrating the music and arts of China began on January 31st and will continue until April 22nd. The Museum Board is invited to attend this event on April 12th at the Utah Opera Production Studios. Elizabeth Whitaker's silk wedding dress will be displayed at this event. Ticket sales from the April 12th event are \$5 each, and one-half of the sales will be given to the Whitaker Museum Board.

Nancy Smith acknowledged Lisa's expertise and care in knowing how to properly wrap the dress for moving, and made a **motion** to allow Lisa Buckmiller to take the silk wedding dress that belonged to Elizabeth Whitaker to be loaned for the Cultural Festival Celebrating the Music and Arts of China on April 12, 2014. Bruce Powell seconded the motion, which was passed by unanimous vote (5-0).

Larry Wright, City Council Liaison, suggested the Whitaker Museum docents be featured in the City newsletters. The Board agreed with this suggestion.

The City Council will be invited to visit the Museum in March, and have a presentation on the accomplishments of the Board during the past year. The City Council will also be invited to the Cultural Festival Celebrating the Music and Arts of China on April 12th.

1 Ben Toone, who is donating the stove to the Museum, just recently read the letter from the
2 Board that was sent to him several months ago stating that the Board would like the stove. His
3 wife had not read the letter to him until a few days ago. Mr. Toone said the stove can be picked up
4 anytime.

5
6 Story Telling will begin in March, and Margot Thompson has volunteered to chair the story
7 telling. Cemetery tours will be conducted by Julie Barnson. This is an historical tour that is done
8 in a play format. Julie is requesting \$300 for two tours.

9
10 Bridgett Lee made **motion** to approve the amount of \$300 to Julie Barnson to conduct the
11 cemetery tours. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

12
13 The Museum Board will ask City staff to provide the Museum Board with a list of grants
14 that the Board can apply for.

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16 **NEXT MEETING**

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18 The next Whitaker Museum Board meeting will be held on Wednesday, March 5, 2014 at
19 6:30 p.m.

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21 **ADJOURN**

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23 At 9:05 p.m., Nancy Smith made a **motion** to adjourn the meeting. Chair Packer seconded
24 the motion, which was passed by unanimous vote (5-0).

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30 Spencer Packer, Chair

Date Approved

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Connie Larson, Recording Secretary