



CENTERVILLE CITY

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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, May 7, 2014, 6:30 p.m.
Administrative Conference Room at City Hall
250 N Main, Centerville UT

6:30 A. BUSINESS

1. **Minutes and Review Acceptance** – March 5, 2014 meeting
2. Budget Update
 - i. Lisa Sommer will report on the 2014 - 2015 Whitaker Budget proposal from Steve Thacker to City Council.
3. Review and Vote on the Whitaker Museum Building Use Permit
4. Eagle Project Ideas
5. Calendar the remaining 2014 museum events
6. Museum Director report on guests, volunteers and Silk and Spice event
7. Board Reports
8. Miscellaneous Business
9. Closed Meeting if necessary, as allowed by state law
10. Possible action following closed meeting, including appointments to committees and docents.

B. ADJOURN

Marsha L. Morrow, MMC
Centerville City Recorder

PRELIMINARY DRAFT

Minutes of the Centerville City Whitaker Museum Board meeting held Thursday, March 5, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

PRESENT

Diane Chamberlain
Bridget Lee
Spencer Packer, Chair
Nancy Smith

ABSENT

Bruce Powell

STAFF PRESENT

Larry Wright, City Council Liaison, was excused at 8:10 p.m.
Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the February 6, 2014 meeting were reviewed. Nancy Smith made a **motion** to approve the minutes as amended. Bridget Lee seconded the motion, which was passed by unanimous vote (4-0).

FINALIZE BUDGET PROPOSAL FOR 2014-2015 YEAR

The Board reviewed the Whitaker Museum 2014-2015 budget goals and made corrections.

Diane Chamberlain made a **motion** to approve the Whitaker Museum Budget for the year 2014-2015 in the amount \$35,260. This does not include the \$7,800 grant award that will be forthcoming. Nancy Smith seconded the motion, which was passed by unanimous vote (4-0).

REVIEW AND VOTE ON BUILDING USE POLICY

Chair Spencer Packer reported that Lisa Romney, City Attorney, has requested to review the By-Laws Policy with the Museum Board at a future meeting. Staff is suggesting the Whitaker Museum have a security deposit as a reserve in case the building or artifacts are damaged. The Board made the request that Lisa Linn Sommer ask staff if a group goes over on their rental time, how will the extra money be collected since the deposit and rental fees will have been paid up front.

Nancy Smith made a **motion** to adopt the Building Use Policy for the Whitaker Museum with the changes noted, including a \$100 refundable Security Deposit, and incorporate a fee schedule chart showing as Exhibit A, and request that Lisa Linn Sommer follow up with staff for the protocol on how to handle this as a contract payment for the \$15 an hour supervision of the building. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

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BOARD MEMBER ITEMS OF BUSINESS

Bridget Lee reported the article of past years' events at the Whitaker Museum was submitted to Jacob Smith for the newsletter. On Tuesday, April 1st, the Whitaker Museum Board will host a dinner/work session for the City Council at the Museum prior to the City Council meeting. Chair Packer and some docents will give a short presentation on the accomplishments at the Museum during the past year.

At 8:10 p.m., Larry Wright, City Council Liaison was excused.

Diane Chamberlain displayed a box of period coins she found in the attic of the Museum. Diane had Rust Coin Collectors in Provo appraise the coins, which are worth \$48. The Board agreed to keep the coins and come up with an educational display.

Lisa Linn Sommer reported the gardens will start taking reservations on Monday, March 10th. The Story Telling is ready to begin on March 11th, and a poster was displayed listing the storytellers, topics and dates. These posters have been placed at the elementary schools and library in Centerville. The Victorian Tea Party is ready and reservations will begin April 1st and continue through May 1st (firm). The Board is looking for musicians to perform at the Tea Party. Docent spotlights will be on the City website. Lisa asked if docents should wear their costumes for special events, or all the time. The Board agreed pioneer period costumes will be encouraged to be worn all of the time, and they should be worn for special events.

Nancy Smith will check into badges for docents.

MISCELLANEOUS BUSINESS

There was no miscellaneous business discussed.

NEXT MEETING

The next Whitaker Museum Board meeting will be the dinner held with the City Council on April 2nd tentatively at 6:00 p.m.

ADJOURN

At 8:20 p.m., Bridget Lee made a **motion** to adjourn. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary