

1 Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, May 7, 2014
2 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street,
3 Centerville, Utah.
4

5 **PRESENT**

6 Diane Chamberlain
7 Bridget Lee
8 Spencer Packer, Chair
9 Nancy Smith
10

11 **ABSENT**

12 Bruce Powell
13

14 **STAFF PRESENT**

15 Larry Wright, City Council Liaison, arrived at 7:00 p.m.
16 Lisa Linn Sommer, Whitaker Museum Director
17 Connie Larson, Recording Secretary
18

19 **MINUTES REVIEW AND APPROVAL**
20

21 Minutes of the March 5, 2014 meeting were reviewed. Nancy Smith made a **motion** to
22 approve the minutes as amended. Diane Chamberlain seconded the motion, which was passed by
23 unanimous vote (4-0).
24

25 **BUDGET UPDATE**
26

27 **Report on Whitaker Budget Proposal for 2014-2015**
28

29 Nancy Smith reviewed the proposed changes to the 2014-2015 Budget for the Whitaker
30 Museum noting the changes being recommended by Steve Thacker, City Manager, to the City
31 Council. The Tentative Budget is scheduled to go to the City Council for approval on June 3rd.
32

33 Tentative Budget: \$25,660 is being recommended by the City as compared in the \$34,860
34 requested from the Museum Board. It is being suggested that the Museum Budget pledge \$3,900
35 from the overage in the Director's stipend to pay for part of the matching grant requirement, with
36 the Museum coming up with the difference to make the \$7,800 match.
37

38 At 7:00 p.m., Larry Wright, City Council Liaison, arrived at the meeting.
39

40 In two years, the CLG grant can be applied for, but there is maintenance work that needs
41 to be done immediately at the Museum. Larry Wright, City Council Liaison, asked the Board to
42 come to the City Council meetings and make comments at the public comment session to let the
43 City Council know of the budget concerns at the Museum. An email will be sent to Steve Thacker,
44 City Manager, informing him of the Tentative Budget concerns for the Museum. Chair Packer said
45 he will try to meet with Steve Thacker regarding the Tentative Budget.

1 The Museum Board members discussed its concerns of any future grant matches. Primarily
2 if the Board members and director, find the grant and administer the work for a City building, it is
3 felt the City should match the grant as a capital improvement. In two years, the CLG grant can be
4 applied for, but there is maintenance work that needs to be done immediately at the Museum.
5 Larry Wright, City Council Liaison, asked the Board to come to the City Council meetings and
6 make comments at the public comment session to let the City Council know of the budget concerns
7 at the Museum. An email will be sent to Steve Thacker, City Manager, informing him of the
8 Tentative Budget concerns for the Museum. Chair packer said he will try to meet with Steve
9 Thacker regarding the Tentative Budget.

10
11 **REVIEW AND VOTE ON WHITAKER MUSEUM BUILDING USE PERMIT**
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13 Lisa Linn Sommer reported the Museum is not large enough to hold a big event. A recent
14 event was held with 28 people, and it was too crowded with the additional tables and chairs. The
15 floor has been gouged from moving furniture around. It is not feasible at this time to hire a contract
16 employee. Jeannine Teel indicated they have to be an employee. It is not possible for Lisa Linn
17 Sommer to take on more hours without violating her contracted hours. Lisa also expressed concern
18 that when the building is rented for private events, it also involves coordinating extra time from
19 the Parks and Recreation Department, i.e., reschedule watering and mowing.

20
21 **EAGLE PROJECT IDEAS**
22

23 Lisa Linn Sommer reported that most of the boy scouts who are looking for projects call
24 Lisa Summers, Recreation Supervisor, for Eagle Scout projects. A list of possible Eagle Scout
25 projects at the Museum will be given to Lisa Summers. Projects that can be done at the Museum
26 are: brick pathway, garden signs, resealing of temporary wooden steps, Plexiglas donation box,
27 and a pole barn to cover the wagon.

28
29 **CALENDAR THE REMAINING 2014 MUSEUM EVENTS**
30

31 The Victorian Tea Party will be on Saturday, May 17th. There are 128 guests scheduled to
32 attend, with 28 of the guests being volunteers. Volunteers are needed on that morning to help set
33 up tables and chairs.

34
35 Heritage Market will be held every Tuesday from June through October on the Museum
36 grounds. A plan will be presented at the next meeting on the rules for the market, and the vendors
37 that will be allowed.

38 Bridget Lee made a **motion** to have the fees for the Heritage Market be \$5 to \$10 per day,
39 or \$25 to \$30 dollars per month as decided by the Chair. Chair Packer seconded the motion, which
40 was passed by unanimous vote (4-0).
41

**MUSEUM DIRECTOR REPORT ON GUESTS, VOLUNTEERS, AND SILK AND
SPICE EVENT**

Lisa Linn Sommer reported that Lisa Buckmiller did an amazing job with the Silk and Spice Event that was held with the Utah Symphony. This event will be featured in the next City Newsletter. There are three school tours scheduled for this week at the Museum.

BOARD REPORTS

Nancy Smith displayed pictures of possible designs and logos for name badges for the docents, and exterior sign at the Museum. Chair Packer will design a sign and bring it to the next meeting for the Board's approval.

MISCELLANEOUS BUSINESS

Larry Wright, City Council Liaison, reported there is very little information about the Museum in the Centennial Book, and the Centennial Committee should be collaborating with the Whitaker Museum Board to have more information about the Museum in the book.

Diane Chamberlain made a **motion** to approve \$150 for name badges for the docents at the Whitaker Museum. Bridget Lee seconded the motion, which was approved by unanimous vote (4-0).

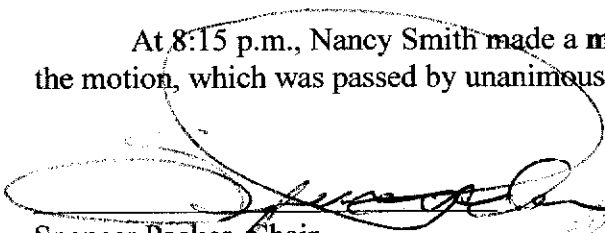
Diane Chamberlain **amended the motion** to approve \$300 for the cost of name tags and business cards. Bridget Lee seconded the motion, which was approved by unanimous vote (4-0).

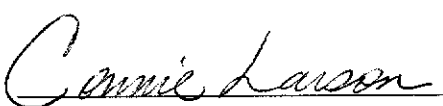
NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, June 4, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 8:15 p.m., Nancy Smith made a **motion** to adjourn the meeting. Bridget Lee seconded the motion, which was passed by unanimous vote (4-0).


Spencer Packer, Chair


Connie Larson, Recording Secretary

6-4-14
Date Approved

