



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, June 4, 2014, 6:30 p.m.

**Administrative Conference Room at City Hall
250 North Main, Centerville, UT 84014**

6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – May 7, 2014 meeting
2. Training for Board Members – Lisa Romney, City Attorney
Bylaws, Ordinances, Open Meetings, Conflict of Interest
3. Report of Budget meeting with Steve Thacker – Spencer Packer
4. Board Reports
5. Miscellaneous Business
6. Closed meeting if necessary, as allowed by state law
7. Possible action following closed meeting, including appointments to
committees and docents
8. Next Meeting

B. ADJOURN

**Marsha L. Morrow, MMC
Centerville City Recorder**

PRELIMINARY DRAFT

Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, May 7, 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, arrived at 7:00 p.m.
Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

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

BUDGET UPDATE

Report on Whitaker Budget Proposal for 2014-2015

Nancy Smith reviewed the proposed 2014-2015 Budget for the Whitaker Museum from her meeting with Steve Thacker, City Manager. The Tentative Budget is scheduled to go to the City Council for approval on June 3rd.

Tentative Budget: \$25,660 amount allocated from the City
Match from Director's stipend: \$3,900
Grants: \$7,800

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

In two years, the CLG grant can be applied for, but there is maintenance work that needs to be done immediately at the Museum. Money from capital improvements can be used for the matching fund. Larry Wright, City Council Liaison, asked the Board to come to the City Council meetings and make comments at the public comment session to let the City Council know of the budget concerns at the Museum. An email will be sent to Steve Thacker, City Manager, informing him of the tentative budget concerns for the Museum. Chair Packer said he will try to meet with Steve Thacker regarding the tentative budget.

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REVIEW AND VOTE ON WHITAKER MUSEUM BUILDING USE PERMIT

Lisa Linn Sommer reported the Museum is not large enough to hold a big event. A recent event was held with 16 people, and it was too crowded. The floor has been gouged from moving furniture around. It is not economically feasible at this time to hire a contract employee to set up tables and chairs, etc. at the Museum for special events. Lisa also expressed concern that the Parks and Recreation Department must be involved on specific days when there are outdoor events scheduled. The Parks and Recreation Department will not work on Saturday's because of overtime issues.

EAGLE PROJECT IDEAS

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

CALENDAR THE REMAINING 2014 MUSEUM EVENTS

The Victorian Tea Party will be on Saturday, May 17th. There are 112 guests scheduled to attend, with 28 of the guests being volunteers. Volunteers are needed on that morning to help set up tables and chairs. Bridget Lee said that four more servers are needed, and this would be a great Young Woman service project.

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

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

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

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1 Nancy Smith displayed pictures of possible designs and logos for name badges for the
2 docents at the Museum. The Board also discussed a metal sign for the front of the Museum. Chair
3 Packer will design a sign and bring it to the next meeting for the Board's approval.

4 MISCELLANEOUS BUSINESS

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6 Nancy Smith reported Lloyd Carr would like the copy rights to the Centerville Centennial
7 Book. Shauna Essig is on the Centennial Committee, and she did not know that Mr. Carr was
8 intending to do this. Larry Wright, City Council Liaison, reported there is very little information
9 about the Museum in the Centennial Book, and the Centennial Committee should be collaborating
10 with the Whitaker Museum Board to have more information about the Museum in the book.

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12 Diane Chamberlain made a **motion** to approve \$150 for name badges for the docents at the
13 Whitaker Museum. Bridget Lee seconded the motion, which was approved by unanimous vote (4-
14 0).

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

18 NEXT MEETING

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21 The next Whitaker Museum Board meeting will be held on Wednesday, June 4, 2014 at
22 6:30 p.m. in the Administrative Conference Room at City Hall.

23 ADJOURN

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

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33 Spencer Packer, Chair

Date Approved

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Connie Larson, Recording Secretary