



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, October 1, 2014, 6:30 p.m.

Administrative Conference Room at City Hall

250 North Main, Centerville, UT 84014

Meetings of the Whitaker Museum Board of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

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6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – September 3, 2014 meeting
2. Review and discuss bylaws, ordinances and Museum policies
3. Board Member Reports
4. Discuss calendaring
5. Closed meeting if necessary, as allowed by state law
6. Possible action following closed meeting, including appointments to committees and docents
7. Next Meeting

B. ADJOURN

Marsha L. Morrow, MMC
Centerville City Recorder



PRELIMINARY DRAFT

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

PRESENT

Spencer Packer, Chair

Diane Chamberlain

Bridget Lee, was excused at 8:30 p.m.

Nancy Smith

ABSENT

Bruce Powell

STAFF PRESENT

Lisa Linn Sommer, Whitaker Museum Director

Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the August 6, 2014 meeting minutes 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).

BOARD MEMBER REPORTS

a. Museum walkthrough with Don Hartley/CLG approvals

Chair Packer reported he met with Don Hartley from the State History Department, and they discussed the CLG Grant for the Museum. Mr. Hartley is in favor of applying the grant money wherever it is needed, and not just for specific projects. Chair Packer received direction from Mr. Hartley on how to repair exterior dormers, and how to do the barrier to prevent moisture from entering the ceiling. Gutters are needed on the exterior for preservation. Copper gutters would be authentic period, but they are expensive. The attic in the rear is not vented, and he learned how to vent using aluminum soffit vents that can be stapled in, which are effective and would be approved. The attic must be vented to reduce the risk of ice damage and reduce the need for the ice cable. If there is extra funding, key pad entrances could be installed. There is flexibility on the scope of the projects, which would allow extra money left over to be applied to other projects. Mr. Hartley said the CLG Grant must be used by August 31, 2015.

b. Submission of Museum names

The Board discussed possible Museum names, which are as follows:

1. Whitaker Historic Site – “Telling Centerville’s Stories/History.”
2. Centerville History and Cultural Center – “keeping Centerville’s History Alive Past and Present.”

3. The Whitaker Historic Home.
4. Heritage Center and Whitaker Museum.
5. Centerville's Story, Past and Present, Whitaker Center.
6. Museum and Cultural Center, the Whitaker, "Keeping Centerville's Stories Alive, Past & Present."
7. The Whitaker Museum and Cultural Center.
8. Centerville and Whitaker Heritage Center.
9. Whitaker Community Museum.
10. The "Whitaker" Museum and Cultural Center.
11. Centerville's Heritage Museum – "The Whitaker"
"Keeping Our Stories Alive"

Bridget Lee made a **motion** to call the Museum: The Whitaker: Centerville's Heritage Museum, with the tag line "Keeping Our Stories Alive." Sign companies will be contacted for proposals, and bids will be reviewed at a future Board meeting. Iron and wood like products were suggested as the materials to be used for the sign. Nancy Smith seconded the motion, which was passed by unanimous vote (4-0).

c. Discussion and approval of Museum sign design by the Museum Board

The Board discussed signage for the Museum. Chair Packer did a sketch of a possible Museum sign. Nancy Smith showed a picture of a sign taken from a historic museum in New York. The sign will be a maximum of four feet by six feet.

d. Discussion on possible Eagle Scout project

Nancy Smith and Lisa Linn Sommer met with a Boy Scout for an Eagle Scout project of constructing a donation box at the Museum. A picture of a wood and glass donation box was viewed by the Board, and sketches of donation boxes were viewed. Chair Packer said he will meet with the Boy Scout to give him directions for constructing the donation box.

Another possible Eagle Scout project would be to create a landscape on Google for the Museum.

**BOARD MEMBER REVIEW AND VOTE ON ORDINANCES AND BYLAWS
OF WHITAKER MUSEUM**

The Board discussed changes to the Whitaker Museum Ordinance. A procedures and practices will be noted to the Ordinance that will keep a listing of all motions passed regarding general policies and practices for future reference and board members. The approved new name, The Whitaker: Centerville's Heritage Museum, with the tag line "Keeping Our Stories Alive" will also be added to the Ordinance.

At 8:30 p.m., Bridget Lee was excused from the meeting.

PRELIMINARY DRAFT

Centerville City Whitaker Museum Board
Minutes of meeting
September 3, 2014

Page 3

Chair Packer made a **motion** to table approval of the changes to the Whitaker Museum Ordinance at this time. Diane Chamberlain seconded the motion, which was passed by unanimous vote (3-0).

MISCELLANEOUS

Lisa Linn Sommer reported several months ago, the Young family said they would donate a picture of Brigham Young, but that picture has not been donated yet. Leroy Peck has volunteered to paint the exterior of the Museum if the City will donate the supplies.

Brandon Smith, Paul Smith's son, sent an invoice to Jeannine requesting \$275 for 50 DVD's, and 30 digital pictures of Thomas Whitaker at \$2.50 a piece without Board approval. This item will be discussed at the next meeting.

The Board discussed whether they would do a separate thank you dinner for the volunteers still. A request was made to the Director in her meeting with Steve Thacker to determine who would be invited to the City Volunteer Dinner. It was suggested that birthday cards be purchased to give to the docents on their birthday signed by the Board. A possible thank you dinner provided by the Board for the docents and volunteers will be held in February 2015, depending on information received back from the Director and Steve Thacker.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, October 1, 2014 at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 9:05 p.m., Chair Packer made a **motion** to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (3-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary