



CENTERVILLE CITY

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

Incorporated in 1915

Whitaker Museum Board Meeting Agenda

**Wednesday, February 4, 2015, 6:30 p.m.
Administrative Conference Room at City Hall
250 North Main, Centerville, UT 84014**

Mayor

Paul A. Cutler

City Council

Ken S. Averett

Tamilyn Fillmore

John T. Higginson

Stephanie Ivie

Lawrence Wright

City Manager

Steve H. Thacker

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** – January 7, 2015 meeting minutes
2. Annual election for Whitaker Museum Chair and Vice Chair
3. Review of FY 2014-2015 Budget
4. Budget revision draft for 2015-2016 fiscal year
5. Whitaker Centennial events overview for 2015
6. Board Member Reports
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 Wednesday, January 7, 2015 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

Bruce Powell, was excused at 8:20 p.m.

Nancy Smith

Paul Thomas Smith

Abigail Hodgson, Youth Council Liaison

Lyndsey Kunzler, Youth Council Liaison, was excused at 6:50 p.m.

STAFF PRESENT

Lisa Linn Sommer, Whitaker Museum Director

Connie Larson, Recording Secretary

YOUTH COUNCIL LIAISON REPORT - GEOCACHING

Lyndsey Kunzler, Youth Council Liaison, reported on the geocaching for the Whitaker Museum. Lyndsey will get the coordinates for the box. The Board agreed the geocache box will be on the Museum property.

At 6:50 p.m., Lyndsey Kunzler was excused from the meeting.

Lisa Linn Sommer asked Abigail Hodgson to report on the Santa Claus Christmas Letter project. Children sent letters to Santa Claus, and the Youth Council responded to the letters from the children. It is estimated there were 150 letters written at the Museum. Lisa Linn Sommer reported that the Museum received emails from several parents indicating their appreciation for this activity. Lisa Linn Sommer asked the Youth Council liaisons to inform the Youth Council at their next meeting, how excited the children were with their letters from Santa. The Youth Council enjoyed this project, and would like to do it next Christmas.

UPDATE ON CLG BIDS FOR PROJECTS/2014 BUDGET REPORT

Lisa Linn Sommer, Museum Director, reported she contacted Guy Carpenter, and she will be meeting with him this Friday to discuss the CLG bids. Steve Thacker, City Manager, told Lisa that the CLG projects fell below the amount of \$20,000 dollars; therefore, no formal bid was needed for City approval. However, the State Historical Department requests two formal bids for projects unless Don Hartley has given a letter of exception. There must be a minimum of two bids per project.

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OVERVIEW OF STORY TELLING FOR THE CENTENNIAL YEAR

Paul Thomas Smith reported on the Storytelling schedule for 2015, and he distributed a list of the planned events to the Board. The Storytelling event is held the second Tuesday of the month at 7:00 p.m. These events will focus on the presentation of people and events that are pertinent to Centerville and will be Centennial events. Mr. Smith is trying to contact Clive Romney to see if he will come on one of the open days to give a concert with his musical group.

The Board discussed the possibility of having a "Centerville Country Fair" at the Museum in August. There would be farm animals for the children to see, and storytelling from some of the elderly citizens of Centerville, old fashioned yard games for example. Chair Packer made the suggestion of serving simple refreshments at the storytelling events in celebration of the Centennial this year.

TRAFFIC SIGN NOTICES FOR THE MUSEUM

Bruce Powell said he researched the rules for having a sign placed on the freeway off ramp directing people to the Whitaker Museum. Main Street and Parrish Lane are State controlled roads. There are several items that are necessary to have a sign, but the Whitaker Museum is not able to comply with some of the regulations. The State sent Bruce the guidelines, and there are some areas that are not in compliance. The State requires the Museum be open 8 hours a day/7 days a week, and to have a working restroom in the Museum, which is not feasible at this time. It was noted that we could meet those requirements with the City being open 7 days a week. This will be looked into more fully at a later time.

Bruce Powell reported his term on the Whitaker Museum Board is ending, and this will be his last meeting. The Board expressed appreciation to Mr. Powell for his service on behalf of the Museum.

ROTARY GRANT UPDATE

Bruce Powell reported there are 50 Rotary Clubs that receive grants annually, and Centerville received one of the grants. He announced that a check for \$1,622 will be given to the Museum to be used for the sign on the Museum grounds.

IDEAS FOR "THE WHITAKER", CENTENNIAL GENEALOGY

Diane Chamberlain distributed genealogy fans of the Thomas Whitaker descendants that she pulled from the LDS Church puzilla.com website. The Board reviewed the fans, and agreed to move forward with the design of the fans. Abigail Hodgson will ask members of the Youth Council if someone on the Youth Council would be able to design a chart advertising the genealogy fans.

WOODEN NICKELS/LETTERS AND POTENTIAL PROJECT LIST FOR YOUTH GROUPS

Bridget Lee distributed a copy of the logo that will be used for the Centerville Centennial. She also distributed a wooden nickel the Board had previously discussed giving away for geocaching and tour visits. The Board agreed to order 2,000 wooden nickels at a cost of no more than \$300.

Chair Packer made a **motion** to approve the amount of \$300 for the purchase of 2,000 wooden nickels. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

CENTERVILLE CENTENNIAL AT "THE WHITAKER: UPDATE/NAME TAGS

Nancy Smith asked Abigail Hodgson to report on her latest meeting on the Centennial. May of 2015 begins the Centennial Celebration of Centerville's incorporation. They are excited to do the geocaching activity. In celebration of the Centennial, 100 different pins for the 100 different activities can be earned by going to different businesses and locations throughout the city, including Museum activities throughout the year.

Nancy Smith followed up on an earlier assignment by displaying examples of name tags that could be used for the docents, volunteers, and Board members at the Museum. At the suggestion of the Chair, she met with Syl Turnbloom regarding laser wood name tags. The various types and content were discussed and the Board favored the laser wood engraved tags as the cost was less and it fits the historic feel of the Museum.

At 8:20 p.m., Bruce Powell was excused from the meeting.

Nancy Smith reported McGee's has a special of 1,000 plastic coated double-sided business cards for \$49.95. This would include the Museum information on the front and the activities on the back. The Board agreed to purchase 1,000 business cards.

Nancy Smith reported on the status of the Policy and Procedures Guidelines. It was noted that Steve Thacker is requesting these by February 15th in order to have them ready for Council review. The Administrative Plan and the Collections Management Policy drafts have been completed, and were distributed to the Board for their review.

The Board discussed possible names for the two seats on the Museum Board. Nancy requested that a list of possible Eagle Scout Projects be compiled and have ready for Eagle Projects. The Centennial 100 Eagle Scout activity is being handled by the Buchanans, and the Museum asked the Director to make contact and work with them. The Museum has many projects that could be completed by perspective Eagle Scouts allowing for in-kind and donation CLG matches. It will also allow the scouts to participate in a city-wide Centennial Court of Honor.

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MUSEUM SIGN/CLOSET DOOR

Chair Packer reported he has not worked on the sign and door. Lisa Linn Sommer will remind Chair Packer during the week to follow on the Museum sign and door.

MISCELLANEOUS

Lisa Linn Sommer reported May 30th is the date for the Museum's 3rd annual Victorian Tea. At least 24 volunteers are needed to help serve tables at the two seating's during this event. String instruments are played during the Victorian Tea. Lisa Linn Sommer requested of Abigail Hodgson to take this information to the next Youth Council meeting, and ask if any of the Youth Council members would like to play their string instruments or act as table servers during the event. There was discussion of raising the event price from \$14 to \$15 charge per person for this event. A decision was not made at this meeting.

Lisa Linn Sommer contacted the Viewmont High School Cross Country Track Team coach who has agreed to provide the "zombies" for the 2nd annual Zombie 5k Run to be held in October. The Viewmont team is excited to participate in this race. Davis High School served in this capacity last year.

Lisa Linn Sommer distributed a list of expenses and income earned from the events held at the Museum during the 2013-2014 fiscal year. The report shows success for the first and second year of holding these events. It was decided that the Heritage Market would be struck from the events for the present time. Weather was not compatible to allow for success of this event. It may be reinstated in future years.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, February 4, 2015 at 6:30 p.m.

ADJOURN

At 8:45 p.m., Diane Chamberlain made a **motion** to adjourn. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (6-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary

