



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, March 18, 2015, 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** – February 4, 2015 meeting minutes
2. Report on the Whitaker Community Gardens - Erin Redd
3. Report on last year's Victorian Tea Party and plans for this year - Lori Henderson
4. Budget overview for 2015-2016 fiscal year
5. Board Member Reports
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, February 4, 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, arrived at 7:17 p.m.

Nancy Smith, Vice Chair

Paul Thomas Smith

Abigail Hodgson, Youth Council Liaison, was excused at 8:06 p.m.

STAFF PRESENT

Lisa Linn Sommer, Whitaker Museum Director

Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the January 7, 2015 meeting minutes were reviewed. Diane Chamberlain made a **motion** to approve the minutes as amended. Bridget Lee seconded the motion, which was passed by unanimous vote (4-0).

ANNUAL ELECTION FOR WHITAKER MUSEUM CHAIR AND VICE CHAIR

Nancy Smith made a **motion** to nominate Spencer Packer as Chair of the Whitaker Museum Board for the year 2015. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (4-0).

Bridget Lee made a **motion** to nominate Nancy Smith as Vice Chair of the Whitaker Museum Board for the year 2015. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

YOUTH COUNCIL LIAISON REPORT

Abigail Hodgson, Youth Council Liaison, reported that Lyndsey Kunzler is still working on the exact coordinates for the geocaching box. A location will be determined in the next few weeks for the box, which will be placed on the Museum grounds.

REVIEW OF FY 2015-2016 BUDGET

Lisa Linn Sommer, Museum Director, distributed the FY 2015-2016 Museum budget to the Board. The Board discussed the budget, and it was discussed that an Acquisition Fund may possibly be started for the special museum projects that take longer than a fiscal year to collect the funds, such as digitization of Museum records.

At 7:17 p.m., Chair Spencer Packer arrived at the meeting.

BUDGET REVISIONS DRAFT FOR 2015-2016 FISCAL YEAR

The Board reviewed budget revisions draft for FY 2015-2016. Lisa Linn Sommer, Museum Director, will ask Steve Thacker, City Manager, if a budget amendment can be done on the Museum utilities, which have exceeded the budget in the 2013-2014 fiscal year and will do the same in the 2014-2015 fiscal year. Clarification needs to be given if there can be a budget amendment on items that the Museum Board has no control over. The purchase of three fire extinguishers in the amount of \$125 each will be added to the budget under the Safety category. Chair Packer will verify with Mr. Thacker what type of insurance the City has for the Museum in case of fire or theft, and if it covers the contents of the Museum.

At 8:06 p.m., Abigail Hodgson was excused from the meeting.

WHITAKER CENTENNIAL EVENTS OVERVIEW FOR 2015

Paul Thomas Smith reported on Keeping Centerville's Stories Alive, which he will be doing beginning March 10th. He would like to have top quality recording equipment for these events. The Museum will use the Landmarks video equipment. The conference room in the basement of City Hall, has been reserved in case of large numbers or inclement weather. Otherwise, the events will be held at the Museum or on location as stated in the information. There is concern about being able to reach the intended audience for this activity, since there are many ways to advertise, and not everyone sees the same advertisements. He would like to have flyers given to the Daughters of Utah Pioneers, Sons of Utah Pioneers, and other special interest groups who would be interested in this type of event. Photographs of the people who will be featured in the stories need to be obtained. Bridget Lee will contact the CenterPoint Legacy Theatre to ask if the Museum can borrow period military uniforms and mannequins for these presentations.

The Board discussed the Whitaker Museum Board pins that will be used for the Centennial Celebration. The Board agreed the pins will have a picture of the Museum on them with the year 2015 printed under the picture.

BOARD MEMBER REPORTS

Chair Spencer Packer reported the Policy and Procedures Manual has been submitted to the City Council for their review approval. Nancy Smith was commended for her efforts on compiling and researching the policies needed.

Nancy Smith will begin work on the timeline in March entitled, "Through the Decades" featuring events of each decade in the City, the State and the Nation. This will be displayed at the Museum, and possibly a portion at the May 17th celebration.

Diane Chamberlain reported her niece will be making four genealogy charts to display at the Museum that will include Thomas Whitaker and his four wives and their descendants.

1 Chair Spencer Packer talked with Don Hartley, State Historical Society, on the CLG Grant
2 for the Museum. Mr. Hartley said if a project takes less money than what was expected, the extra
3 money can be used for other projects already approved by the State, but exceeding the grant funds,
4 at the Museum. The bids for the first CLG Grant projects has been submitted, and will be used for
5 the leaded window, the dormer on the southeast window, the fascia and soffits, and the venting of
6 the roof of the Museum. It is not known on how the gutters will be done at this time. Copper gutters
7 are very expensive. Aluminum gutters are less costly, and they can be treated to look and age as
8 copper. Chair Packer has treated his father's home with this procedure, and it looks authentic and
9 has weathered well.

10
11 Chair Packer received an email today informing him that the modifications for the outdoor
12 sign at the Museum have been made. Allied Sign in Ogden will be making the sign. The sign will
13 be placed on the north lawn of the Museum grounds. Mr. Hartley told Chair Packer that the
14 entrance steps that are currently wood can be redone in concrete. This will prove to be safer, and
15 can be colored to look appropriate to the time period of the building.

16
17 Lisa Linn Sommer distributed a project list for Eagle Scout and Young Women
18 Value Projects. Lisa will be contacting Weber State University to ask for a representative to give
19 an assessment of what it will cost to digitize the Museum archival records. It must be decided if
20 the public will have free access to the records, or will there be a charge to view the records. Lisa
21 will contact Utah State University to enquire about the possibility of their Agriculture Department
22 planting the gardens and trees at the Museum for their Master Gardner Project, similar to what was
23 done at the Kaysville Home in Kaysville.

24
25 Paul Thomas Smith reported that Thomas Whitaker's 200th birthday is next year. He would
26 like to do a definitive biography and upgrade the DVD with new material he has found. He asked
27 if there is something special that could be done to the home for his birthday. He suggested a
28 Whitaker Family Reunion, and planting of period flowers, herbs, and trees that were in the garden
29 when Thomas was alive. He would like to have walking tours on the grounds showing the native
30 trees and vegetation. The Board discussed using one of the Museum garden plots to plant herbs
31 and flowers from the time period of Thomas Whitaker.

32
33 Bridget Lee reported the wooden nickels for the Centennial activity have been ordered. A
34 draft letter to the LDS Bishop's in Centerville was reviewed that discusses service activities for
35 Eagle Scouts/Personal Progress projects for Young Men and Young Women.

36
37 Nancy Smith displayed samples of letterhead for the Museum Board to use in their
38 correspondence.

39
40 Chair Packer will plan to meet with the City Council at their next meeting to inform them
41 of the work Lisa Bednarz did in recovering 6,000 artifacts and historical files on the Past Perfect
42 computer program for the Museum.

43

PRELIMINARY DRAFT

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NEXT MEETING

The next Whitaker Museum Board meeting will be held on **Wednesday, March 18, 2015** at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 9:05 p.m. Nancy Smith made a **motion** to adjourn the meeting. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary