

1 Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, January 6,
2 2016 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 Spencer Packer, Chair

8 Nancy Smith

9 Paul Thomas Smith, arrived at 6:40 p.m.

10
11 **ABSENT**

12 Laura Toney

13
14 **STAFF PRESENT**

15 Stephanie Ivie, City Council Liaison

16 Lisa Linn Sommer, Whitaker Museum Director

17 Connie Larson, Recording Secretary

18
19 **MINUTES REVIEW AND APPROVAL**

20
21 Minutes of the November 4, 2015 meeting minutes were reviewed. Chair Spencer Packer
22 made a **motion** to approve the minutes as amended. Nancy Smith seconded the motion, which was
23 passed by unanimous vote (3-0).

24
25 **2016-EVENT CALENDARING**

26
27 The Board acknowledged Councilwoman Stephanie Ivie and thanked her for attending and
28 expressed appreciation for her serving as City Council Liaison for the Museum Board. The Board
29 meetings will continue to be held on the first Wednesday of each month until arrangements can be
30 made for another recording machine. Lisa Linn Sommer, Whitaker Museum Director, distributed
31 the fiscal budget for the fiscal year 2015.

32
33 At 6:40 p.m., Paul Thomas Smith arrived at the meeting.

34
35 The Board reviewed the yearly events that are held at the Museum. The Stories at the
36 Museum activity will be held only from April through November this year, instead of each month.
37 Christmas at the Whitaker in December will include Santa Claus this year, and Ross Smedley has
38 already committed to be Santa Claus. The Haunting at The Whitaker, and the Heritage Market in
39 October will be put on hold for 2016.

40
41 Nancy Smith made a **motion** to approve the 2016 Calendar of Events for the Whitaker
42 Museum. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

43
44 **RAP TAX PROJECTS DISCUSSION**

45
46 The Board reviewed the RAP Tax Project List for the Whitaker Museum for 2016. (See
47 attached list).

The Whitaker Museum Board expressed their appreciation to Lisa Linn Sommer, Museum Director, for her work and efforts at the Museum during the past year.

The next Whitaker Museum Board meeting will be held on Wednesday, February 3, 2016 at 6:30 p.m. in the Administrative Conference Room at City Hall.

At 9:00 p.m., Diane Chamberlain made a **motion** to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

2-3-2016
Date Approved

Connie Larson
Connie Larson, Recording Secretary



WHITAKER MUSEUM BOARD PROJECTS

Miscellaneous Interior

Building:

- Electrical outlet brass plat
- Paint interior windows
- Refinish wood flooring in original structure
- Shelves in attic
- Shelves in basement

Other:

- Security cameras
- Phone system
- Website
- Business cards
- Name tags
- Recording device for board meetings
- Appraisal of museum artifacts/insurance rider
- Edit past story telling lectures for future viewing
- Documentary DVD "The story begins here"
- Time period furniture
- Signs (do not touch, watch your step)
- Laptop for handicap patrons to view DVD's of museum
- Territorial map
- Portrait of Brigham Young
- Major donor plaque

Miscellaneous Exterior

Building:

- Rock work on foundation (new addition)
- Barn/storage (for wagons, etc.)
- Exterior lighting
- Re-point/seal

Landscape:

- Accurate existing site plan
- Elevation/survey plan
- Complete landscape plan
- Driveway and parking
- Sprinklers
- Level north grass
- Remove ground cover under trees
- North flower bed planted
- West flower bed planted
- Tree replacement
- Plant identification plaques

Other:

- Metal exterior display of events (pole in flower bed)
- Outdoor drinking faucet hand pump
- Hooks on building to hold "story telling sign"
- Outdoor picnic table
- "Park at City Hall" sign for snowy days

Kitchen Building

Building:

- Functioning period kitchen faucet, sink
- Time period outside door

Grand Room

Building:

- East door restore/period screen door/threshold

Other:

- Display cabinet in Grand Room for temporary exhibits

Parlor

Building:

- Functional fireplace
- Barrel vault ceiling
- Repair concrete crack in entryway
- Restore entry wood trim
- Handicap ramp
- Front rain gutters

Other:

- Area Rug
- Donation box

Upstairs

Building:

- Bathroom light fixture
- Hallway alcove completed with door and shelves

Other:

- Wedding dress in protective glass

Carriage House/Office

Building:

- Ceiling/lighting/heating/bathroom, etc.
- Carriage doors
- Driveway to carriage doors
- Move gas meter

Other:

- Digitize archival records
- Office furniture (desk, chair, shelves)
- Table for patrons researching archive records
- Locked file cabinets

School House

Building:

- Windows
- Door
- Sealant to cedar shingles