



CENTERVILLE CITY

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

Incorporated in 1915

Mayor

Paul A. Cutler

City Council

Tamilyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Tuesday, February 28, 2017, 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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5:00 A. BUSINESS

1. **Minutes Review and Acceptance** – January 31, 2017 meeting minutes
2. Erin and Brian Redd. ...Community garden report
3. Whitaker Policy work meeting
4. Next Meeting _____

B. ADJOURN

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

NOTE: Please remember to enter building through the north door and go up the stairs to the conference room.

PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Tuesday, January 31, 2017 at 5:00 p.m. at the Whitaker Museum, 168 North Main Street, Centerville, Utah, 84014.

PRESENT

Diane Chamberlain

Mel Miles

Spencer Packer, Chair

Nancy Smith

Paul Thomas Smith

Laura Toney, was excused at 7:05 p.m.

STAFF PRESENT

Stephanie Ivie, City Council Liaison

Lisa Linn Sommer, Museum Director

Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the December 6, 2016 meeting minutes were reviewed. Mel Miles made a **motion** to approve the minutes as amended. Laura Toney seconded the motion, which was passed by unanimous vote (6-0).

2017 GOALS AND PRIORITIES

Nancy Smith requested this item to be on the agenda. Chair Packer asked that she share what she had in mind. The following were mentioned as a beginning list of what needed to be prioritized and direction given.

- Policy and procedures for the Whitaker Museum Board.
- Remove flag pole.
- Museum brochure.
- Approval on work to be done at the Museum.
- Appraisals of artifacts and photos to be compiled.
- Story Telling emails to be controlled by the Board and not Jacob Smith.
- Facebook page for the Museum.
- Advertising to reach broader spectrum of people.
- Yard signs to advertise Story Telling events.
- Stove.
- Booklet describing procedures to be done monthly for events at the Museum for better efficiency.
- Docent training video.
- Editing of Story Night DVD's.

1 These items will be discussed at the next Whitaker Museum Board meeting. Nancy Smith
2 will send each Board member and the Director a list of items. They are to add any additional items
3 they seem appropriate and return the list to Nancy. She will compile a final list that will then be
4 mailed out for them to rank in order of importance, and return once again to compile for the next
5 meeting.

6 **DIRECTOR'S REPORT**

7
8 Lisa Sommer, Museum Director, reported it is time to visit the elementary schools to
9 educate them on the opportunities the Museum has to offer, and invite the teachers to calendar a
10 class fieldtrip at the Museum. Laura Toney volunteered to oversee visits to Centerville elementary
11 schools concerning Museum tours for students. Lisa also reported there have been no DUP or
12 SUP group tours at the Museum this past year. This is due in part to new Camp Leaders and lack
13 of Museum knowledge, as well as time to schedule outside of Tuesdays. Letters will be sent to
14 each of the DUP and SUP camps with a calendar of events, and an invitation to tour the Museum.
15 A monthly newsletter will be emailed to Board members and volunteers with a calendar of events
16 to show the volunteer schedule.

17
18 Lisa displayed a proposed yard sign that would advertise the Story Telling events.
19 Alphagraphics quoted around \$8.70 for a typical yard sign, one sided. Lisa displayed a chart for
20 the past three years that shows the number of volunteer hours, and the number of guests that have
21 attended tours and events at the Museum. There has been a steady increase each year. It was also
22 discussed and agreed upon by the Board, that there will be fewer columns in the Mayor's Quarterly
23 Report. Total visitors to the Museum, total volunteer hours and total event guests per quarter.

24
25 **BOARD MEMBER REPORTS**

26
27 Chair Packer reported he met with Don Hartley, Utah State Office of Historic Preservation,
28 who toured the Museum. Mr. Hartley viewed the archive room, and said the CLG grant portion
29 that was intended for the upstairs sink can be used to further fund the downstairs office/Carriage
30 House if the Board chooses to not use it for the sink during this cycle. Chair Packer explained that
31 floor coverings and lighting for the downstairs remodel are not held to the same standards because
32 it is an office.

33
34 Chair Packer distributed bids from FoxWood Construction and ALCO Construction
35 Companies on the demolition, clean-up, and completion of the downstairs office/Carriage House
36 for the CLG grants. FoxWood is asking \$18,961, and ALCO is asking \$15,595. Chair Packer and
37 Nancy Smith will review the line items of each bid.

38
39 Chair Packer made a **motion** to award FoxWood Construction the bid for the archive room,
40 and to re-allocate CLG money for the upstairs sink to go towards the downstairs remodel, which
41 is consistent with Don Hartley's explanation of the CLG money, noting that FoxWood
42 Construction included the upstairs items in their bid. Mel Miles seconded the motion, which was
43 passed by unanimous vote (6-0).

1 Chair Packer reported he met with Kevin Campbell, City Engineer, and Steve Thacker,
2 City Manager, regarding the construction and lighting of the Museum parking lot, where patrons
3 currently park. He also met with Wally Cooper on the paving of the Museum parking lot, but the
4 City Council will need to approve the plans before the lights and pavement can begin.

5
6 Mel Miles reported he met with Steve Thacker, City Manager, Lisa Sommer, Museum
7 Director, and Nancy Smith regarding adjustments to be made to the budget and how it should be
8 reported. Nancy's recommendations in an email to Steve Thacker on the Museum budget were
9 accepted. This will, hopefully, give better understanding on how reserve accounts are handled.
10 The City has committed to quarterly budget meetings with Mr. Thacker for the Museum.

11 Laura Toney reported she is involved with the 4th of July activities this year. She suggested
12 some of the elderly citizens in the community be asked to tell stories of Centerville in the meeting
13 room at the Museum, or show the short Centerville City DVD. This will allow more people to
14 come to the Museum on July 4th, instead of allowing tours that would risk damage to the artifacts.
15 Lisa Sommer shared her concerns on having storytellers in the Museum that day, because many
16 of the Board will not be available to oversee the care of the building. Instead it was suggested that
17 the gathering room be available to show the Centerville, Centennial DVD, and close off the rest of
18 the Museum, inviting guests to return on a Tuesday for a formal tour. The Museum will be open
19 from 11:00 a.m. to 1:00 p.m. on July 4th. Laura also reported several citizens have told her the
20 parade is becoming more commercialized each year. The Davis High School Band told Laura they
21 will no longer be marching in the Centerville parade. She asked Board members for ideas for the
22 parade that are non-commercial, such as walking in the parade wearing pioneer period clothing.
23 Laura Toney suggested riding in antique cars to which Chair Packer said he would ask his friends
24 with antique cars if any of them might be interested in participating.

25
26 Paul Thomas Smith reported it cost \$4,200 to publish the book he wrote on Thomas
27 Whitaker. He has now satisfied the publishing costs, and all proceeds from the book will now be
28 given to the Museum. There are eight books available for sale. The Board thanked Mr. Smith for
29 his work on the book. Mr. Smith distributed an outline of biographies of early Centerville pioneers
30 and their contributions to be used in the documentary he is currently producing for the City.

31
32 Nancy Smith reported the LDS Church has launched a new program in Utah entitled "Just
33 Serve." This program is for anyone that is non-profit based, regardless of religion, to sign up for
34 needs and for volunteers to serve. The intent is community based. An example was shown online
35 of the Bountiful Food Bank, schools, etc. Nancy suggested the Whitaker Museum could also be
36 added to the list of places where citizens can serve, and asked for permission to move forward in
37 submitting several areas of volunteering needed. The Board was grateful for the opportunity to list
38 items on the site.

39
40 At 7:05 p.m., Laura Toney was excused from the meeting.

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NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, February 28, 2017 at 6:30 p.m. at City Hall.

ADJOURN

At 7:10 p.m., Chair Packer made a **motion** to adjourn the meeting. Mel Miles seconded the motion, which was passed by unanimous vote (5-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary