

1 Minutes of the Whitaker Museum Board meeting held Tuesday, February 28, 2017 at the Whitaker
2 Museum, 168 North Main Street, Centerville, Utah, 84014.

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4 **MEMBERS PRESENT**

5 Diane Chamberlain

6 Mel Miles

7 Nancy Smith, Vice Chair

8 Paul Thomas Smith, arrived at 6:58 p.m.

9 Laura Toney

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11 **MEMBERS ABSENT**

12 Spencer Packer, Chair

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14 **STAFF PRESENT**

15 Stephanie Ivie, City Council Liaison

16 Lisa Linn Sommer, Museum Director

17 Connie Larson, Recording Secretary

18
19 **VISITOR**

20 Erin Redd

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22 **ERIN REDD – COMMUNITY GARDEN REPORT**

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24 Erin Redd distributed a cost analysis report for the Community Garden for the year 2016.
25 Erin reported that last year, all of the garden plots were rented, with two plots being free. The
26 garden made \$1,260 last year, and a total of \$116.78 was spent on garden tools and the annual
27 barbeque. Thomas & Sons charged \$60 for signage that was placed on the back side advertising
28 Oakdell as a sponsor for compost. This charge will come out of the garden expense account. There
29 is a need for two garden carts for this year at a cost of \$60, and \$150 for the end of season barbeque.
30 Oakdell Farms has agreed to donate the compost again this year. There are 12 large plots and five
31 small plots still available for rent. Erin asked that a tweet be sent out by the City advertising the
32 plots, and the next City newsletter will have an article about the garden plots. The Davis Clipper
33 will also have an insert advertising the plots. Nancy Smith referenced the email sent by Steve
34 Thacker, City Manager, from the County stating the benefits and statistics of communities offering
35 garden plots and asked Lisa Sommer, Museum Director, to forward a copy to Erin Redd. Nancy
36 Smith asked that a letter be prepared for Spencer to sign to be sent to Oakdell on behalf of the
37 Museum Board and the Redds expressing appreciation for their generous and continued donation.
38 A garden Orientation meeting will be on April 18th at City Hall. Appreciation was expressed to
39 Erin Redd for her continued work and well run event that benefits so many in the community.

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41 Mel Miles made a **motion** to approve the budget garden request for the 2017 garden season
42 in the amount of \$230. Diane Chamberlain seconded the motion, which was passed by unanimous
43 vote (4-0).

1 Lisa Sommer mentioned that Carrie Briscoe will be doing bees this year for the garden
2 with a new Plexiglas viewing hive. There will be two demonstrations on bees in March and
3 September.

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5 **MINUTES REVIEW AND APPROVAL**
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7 Minutes of the January 31, 2017 meeting minutes were reviewed. Laura Toney made a
8 **motion** to approve the minutes as amended. Mel Miles seconded the motion, which was passed by
9 unanimous vote (4-0).

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11 At 6:58 p.m., Paul Thomas Smith arrived at the meeting.

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13 **WHITAKER POLICY WORK MEETING**
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15 Lisa Sommer, Museum Director, reported that she and Nancy Smith, Spencer Packer, Lisa
16 Romney, City Attorney, and Steve Thacker, City Manager, met recently to discuss the Collections
17 Management Policy. From that meeting there were a few areas that the Museum needed to further
18 discuss and clarify. The Board discussed the collections portion with direction for Lisa Sommer,
19 Museum Director, to highlight and notify Lisa Romney, City Attorney, of their recommendations.

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21 Lisa Sommer, Museum Director, will review the remaining portions of the entire
22 recommended Operating Procedures, and give her opinion and findings at the next meeting. It was
23 recommended earlier by Lisa Romney, City Attorney, that we might consider adding a chapter for
24 definitions. Mel Miles recommended to rename the entire document "Recommended Operating
25 Procedures for the Whitaker Museum" until the time is ready to make recommendations into actual
26 policies to avoid legal problems. Nancy Smith asked Board members to read and come prepared
27 for a review of the Values, Vision, History, General Operations, Building Use Agreement, and
28 Research Policy Sections of the newly named recommended Operating Procedures document at
29 the next meeting.

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31 **BOARD MEMBER REPORTS**
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33 Nancy Smith reported Neil Blackburn has written a book about the floods in Centerville.
34 Mr. Blackburn is proposing if the book is sold at City Hall or the Museum, he would give \$2.00
35 to the Museum. This is a nonprofit venture, and he is not seeking to make money from the book.
36 She asked the Board to give direction for the Director if this is a policy that could work and benefit
37 the Museum, and what criteria should be followed to be fair to anyone that has a book to sell and
38 desires it to be available at the Museum. Lisa Sommer, Museum Director, mentioned that in the
39 past, the arrangements haven't worked out very well due to the way the money is collected at City
40 Hall. Any money collected from the sale of the book at the Museum would have to be taken out
41 before the remaining money is given to City Hall. The Board agreed from previous experience
42 with books that were sold at City Hall or the Museum, that the Museum has not received any
43 proceeds. The Board is agreeable to selling books at the Museum, if the Museum receives the
44 proceeds from the books. It was recommended that a copy of the book be displayed at the Museum
45 with information on where to buy the books directly.

Stephanie Ivie, City Council Liaison, reported the City Council has discussed allowing advertising through the City, but they did not specifically discuss the Museum receiving money. Mel Miles expressed concern if the Board agrees to accommodate people who want to sell items, it will take time and resources away from the true purpose of the Museum. The Board discussed Royce Allen's book that the Board agreed to sell at the Museum, but the Board has never received any proceeds. The Board discussed having a written agreement for book authors to sign if books are to be sold at the Museum.

Lisa Sommer reported on the following:

- A person is interested in making a donation box at the Museum for an Eagle Scout project, which was a result of the JustServe.org website.
- Guy Carpenter would like to begin working on the CLG projects as soon as possible.
- A couple is requesting to be married at the Museum on March 30th. There will only be 12 guests, but there are concerns that the Museum is not set up to rent at this time. Lisa also questioned what her responsibilities are when weddings are held at the Museum. The Board indicated that this falls under a contract agreement as currently written, and could not be part of the director's normal hours. If she desires to put in the time under separate agreement with the City, then she can make that decision. This availability should have been removed from the website and will be taken off.

Nancy Smith reported she has been in touch with Ruth Tingey, who is very interested in being a docent at the Museum.

Paul Smith was contacted by the LDS missionaries who would like to give service at the Museum.

Laura Toney will be distributing letters to the school principals on the Whitaker Museum School Tours. A card advertising the Story Telling events, and other activities at the Museum during 2017 were given to each Board member.

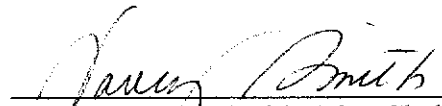
NEXT MEETING

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

ADJOURN

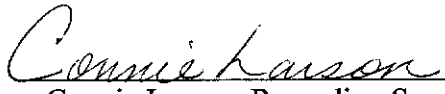
At 8:25 p.m., Mel Miles made a **motion** to adjourn. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

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Nancy Smith, Vice Chair

3-28-2017
Date Approved



Connie Larson, Recording Secretary

