

1 Minutes of the Whitaker Museum Board meeting held Tuesday, October 22, 2019 at 5:00 p.m. in
2 the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

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4 **MEMBERS PRESENT**

5 Diane Chamberlain
6 Debbie Dahl
7 Spencer Packer, Chair
8 Nancy Smith
9

10 **MEMBERS ABSENT**

11 Jim Morgan
12 Robin Jensen
13 Carol Bake
14

15 **STAFF PRESENT**

16 Lisa Linn Sommer, Museum Director
17 Connie Larson, Recording Secretary
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19 **STAFF ABSENT**

20 Stephanie Ivie, City Council Liaison
21

22 **VISITOR**

23 Susan Mowry
24

25 **MINUTES REVIEW AND APPROVAL**

26
27 Minutes of the September 24, 2019 meeting were reviewed. Diane Chamberlain made a
28 **motion** to approve the minutes as amended. Nancy Smith seconded the motion, which was passed
29 by unanimous vote (4-0).
30

31 **DIRECTOR'S REPORT**

32
33 Volunteer Update

34 Pamela Sessions has attended Keeping the Stories alive at the Museum and has expressed
35 an interest in becoming a docent at the Museum.
36

37 Keeping the Stories Alive

38 Will be discussed at the next meeting.
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40 Cemetery Tour – October Report and Discussion

41 The Cemetery Tour was successful. There were 68 people in attendance at the October 8th
42 tour, and 32 people in attendance at the October 12th tour. The Board discussed future Cemetery
43 Tours and agreed there should be more content in the stories about the individuals rather than
44 statistical information.

Calendar of Events – Three Month Outlook

• November – Plan 2020 Events and Project Dates for the Whitaker

Lisa Linn Sommer reported people have told her they would like to have a Fun Run again. Lisa suggested a “stage coach run” or “pony express run” where runners would run to historical sites within the City collecting items, similar to a scavenger hunt. The Board discussed the possibility of this event and if it would bring awareness to the Museum and whether it could be a positive public relations event; focusing on the heritage of Centerville.

• December – Christmas at the Whitaker

There were 600 guests at the Whitaker Pioneer Christmas events last year at the Whitaker. The events this year will be on December 3rd, 10th, and 17th.

• January – Potluck Lunch with Volunteers and Board Members

The Potluck Lunch with volunteers and Board Members is tentatively scheduled for January 15, 2020 at City Hall. This event will be discussed at the next meeting.

• January/February-Focus on Storage of Artifacts and Archives

The archives stored in metal file cabinets, will be placed in acid free storage boxes, and placed in their permanent home in January. The boxes of artifacts will begin to be digitized and archived in February. The parlor flooring will be restored in January with RAP Tax money budgeted for FY20.

DONATION BOX RECEIPTED

There was a donation of \$5.00 and a DVD sale of \$11.00 in October.

WILLOW TREE UPDATE

The funds for the tree removal will come from the General Fund, with approval of City Manager, Brant Hanson, as the tree is a safety hazard to the public. The tree removal will be scheduled through Bruce Cox; three bids have been received.

PUTTING GARDEN AND YARD TO SLEEP

The only items remaining in the vegetable garden are root vegetables. All the cages and items must be removed by October 26th. The Parks Department will plough the garden after November 1st. Nancy Smith reported she called the Agriculture Department at Utah State about the possibility of doing a Farmer’s Market. They were impressed with the garden, and that Oakdell Farms were donating mulch for the garden. They recommended that the mulch should be placed in the soil at least six months prior to any harvesting of produce.

1 **HERITAGE DAYS**
2

3 The Board discussed the possibility of having Heritage Days at the Museum. There could
4 be gardening classes, a scavenger hunt, a farmer's market, and a fun run around historical sites in
5 the City. There could be a blacksmith doing demonstrations, and children would be allowed to
6 pound nails into a log. The events would need to be self-sustaining. Susan Mowry, sister of Diane
7 Chamberlain, has been a docent at the Hearst Mansion in California. She talked about volunteering
8 at events where quilters demonstrated quilting, and bread and butter making. Doll size quilts were
9 made, and children drew raffle tickets to win a doll quilt. Their market was held at the beach and
10 was very successful.
11

12 **POTENTIAL USE OF RESTRICTED AND UNUSED FUNDS**
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14 Chair Spencer Packer, Nancy Smith, and Lisa Sommer will set a meeting to with Brant
15 Hanson, City Manager, to discuss changes regarding the Restricted Funds account. It will now be
16 required to have every purchase from the Restricted Fund account approved by the City Council.
17 If funds are not earmarked, and the City decides they need the funds, they will be able to take it.
18 Approval must be given by the City Council, with a public hearing at a budget amendment meeting,
19 on anything outside of City expenditure projects and earmarked accounts.
20

21 **DIRECTOR REPORT**
22

23 Chair Spencer Packer reported he attended a City Council meeting where he reported on
24 the fiscal 2019 events, CLG projects, and RAP Tax expenditures at the Museum. There was
25 \$15,000 received in a State Historic Preservation, with the State match of \$7,500 and RAP tax
26 matching \$7,500. The front steps and landing were replaced; exterior and lead windows were
27 painted and repaired; gathering room was painted; screen door and west door were restored; and
28 the rock and brick that were exposed were restored. The upgrades came under budget by \$734.00
29 because of in-kind donations in the amount of \$8,234.
30

31 Chair Packer reported the rain gutters need to be installed on the front of the home, over
32 the carriage house to prevent rain splashing up on the doors, causing damage. Packer has been in
33 touch with Jim Rohletter, who did the previous time period gutters. Mr. Rohletter is installing a
34 new machine that will produce these gutters. Pole sleeves are being researched, to allow signage
35 in the museum yard. By doing HVAC bids the board has been made aware that the smaller
36 condenser needs to be 16 inches above the ground to allow for proper circulation. This correction
37 will come from the Building and Maintenance account.
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39 **BOARD REPORTS**
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41 The Board discussed if RAP Tax money could be used to pay for the binding of the rug at
42 the Museum, as opposed to having a volunteer pay for it from her personal funds.

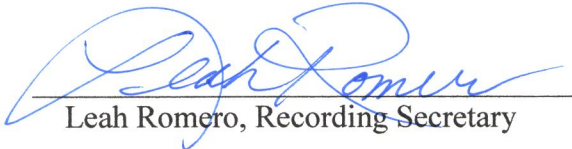
1 The mat will cost \$500.00. The Board agreed the Museum will pay for the binding of the
2 rug.

3
4 **NEXT MEETING**

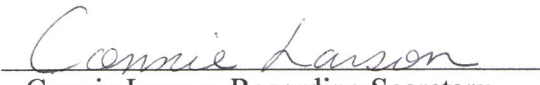
5
6 The next Whitaker Museum Board meeting will be held on Tuesday, November 19, 2019
7 at 5:00 p.m. at City Hall.

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9 **ADJOURN**

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11 At 6:20 p.m., Nancy Smith made a **motion** to adjourn the meeting. Diane Chamberlain
12 seconded the motion, which was passed by unanimous vote (4-0).

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17 Leah Romero, Recording Secretary

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November 19, 2019
Date Approved

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22 
Connie Larson, Recording Secretary

