Minutes of the Whitaker Museum Board meeting held Tuesday, January 28, 2020 at 5:00 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Carol Bake
Debbie Dahl
Robin Jensen, arrived at 5:25 p.m.
Spencer Packer, Chair
Nancy Smith

MEMBERS ABSENT

Diane Chamberlain
Jim Morgan

STAFF PRESENT

Lisa Romney, City Attorney
Leah Romero, City Recorder
Stephanie Ivie, City Council Liaison
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

OPEN AND PUBLIC MEETINGS TRAINING

Lisa Romney, City Attorney, and Leah Romney, City Recorder, conducted the Open and Public Meetings Training. This training is required by the Utah Legislature to be conducted once a year. All meetings must be open to the public, unless closed by reasons allowed by law. All actions and deliberations of the Whitaker Museum Board are to be conducted openly. Open Meetings Act requires at least 24 hours' notice of the agenda, including the date, time, and place of the meeting. The agenda for the meeting must be described with reasonable specificity to notify the public as to the topics to be considered at the meeting. The City is required to take and prepare written, and digitally recorded, minutes of the meeting. Minutes are the official record of action taken, and are to be retained permanently. Closed meetings are only to be held for specific reasons. Board members should not text each other during meetings.

At 5:25 p.m., Robin Jensen arrived at the meeting.

MINUTES REVIEW AND APPROVAL

Minutes of the November 19, 2019 meeting were reviewed. Nancy Smith made a **motion** to approve the minutes as amended. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

NEXT MEETING

The Next meeting will be held on Tuesday, February 25, 2020 at 5:00 p.m.

Chair Spencer Packer made a **motion** that the Whitaker Museum Board will meet the fourth Tuesday of each month. Location and meeting date may be changed, following the open meeting policy, as needed. Carol Bake seconded the motion, which was passed by unanimous vote (5-0).

ELECT CHAIR/VICE CHAIR FY20

Nancy Smith made a **motion** to appoint Spencer Packer as Chair of the Whitaker Museum Board for FY2020. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

Chair Spencer Packer made a **motion** to appoint Nancy Smith as Vice Chair of the Whitaker Museum Board for FY2020. Debbie Dahl seconded the motion, which was passed by unanimous vote (5-0).

DIRECTOR'S REPORT

Lisa Linn Sommer reported several of the docents have had surgery during the past month. The Story Telling events poster was displayed, and poster cards of the Story Telling events for the year were distributed. Board member, Robin Jensen will present the Story Telling event on July 14th on John Mills Whitaker, when he was a clerk for the LDS Church. The Board reviewed the calendar of events for the year. There will be a yearlong display at the Museum for the Centennial of the Women's Suffrage Movement. The Samuel Whitaker family donated a settee that Thomas Whitaker made, while living in Centerville. It will be in storage until the renovations at the Museum are completed.

The budget amendment has been presented to City Manager, Brant Hanson and is ready to go to City Council for approval. The Landmarks Commission is not going to apply for the CLG Grant, so the Whitaker Museum is going to apply for the full $20,000 grant. Debbie Dahl will complete the contract paperwork for the grant. This grant would be used for the rain gutters, exterior self-guided tour, photocell exterior lighting for the home, and handicap ramp by the police station leading to the Museum.

DONATION BOX RECEIPTED

Eight DVD's on the City documentary were sold during December, which netted $88.00.

CITY COUNCIL BUDGET AMENDMENT REVIEW AND APPROVAL

The Board discussed the Whitaker Museum budget for FY21. Lisa Linn Sommer reported the capital purchases and improvements are through the CLG Grant which is a match grant; $10,000 RAP and $10,000 State Historical Preservation award. The FY21 museum budget requested from the City will be $51,110.

Chair Spencer Packer made a **motion** to approve the $51,110 budget for FY21 for the Whitaker Museum. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

BOARD REPORTS

Debbie Dahl reported she will begin working with the Landscape Committee on landscape planning for the Museum grounds with spring around the corner.

Robin Jensen reported he will plan a date to spend time at the Museum to review the archives, and what needs to be done with the archives. A consultation with a wedding dress preserver will need to be held. Debbie Dahl has contacts through the State Historical Department.

Nancy Smith reported the potluck lunch for the docents was not held in January as was previously planned. A date will be scheduled sometime in April. The City website page for the Whitaker is in need of enhancement for museum advertising. Leah Romero and Jake Smith are currently sharing responsibility over the website and the website provider will be changed in the near future.

Chair Spencer Packer reported Lisa Linn Sommer was requested by the City Council to submit a three-year plan for the Museum. One of the largest items to be requested is the pole barn or wagon storage barn. If CLG money is not available, perhaps RAP Tax money could be obtained and the barn built in stages.

ADJOURN

At 6:15 p.m., Carol Bake made a **motion** to adjourn the meeting. Debbie Dahl seconded the motion, which was passed by unanimous vote (5-0).

Leah Romero

Leah Romero, City Recorder

June 23, 2020

Date Approved

Connie Larson

Connie Larson, Recording Secretary

CENTERVILLE CITY, INC.
1848
CORPORATE SEAL