



CENTERVILLE WHITAKER MUSEUM BOARD AGENDA

Public meetings will be held electronically via Zoom in accordance with Executive Order 2020-5 Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19, issued by Governor Herbert on March 18, 2020. *Public meetings conducted via Zoom may be terminated at any time due to hackers or inappropriate content*

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE WHITAKER MUSEUM BOARD WILL HOLD ITS REGULAR PUBLIC MEETING AT 5:00 PM ON JUNE 23, 2020 AT THE CENTERVILLE CITY ADMINISTRATIVE CONFERENCE ROOM, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW:

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.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Administrative Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backups materials can be found at <http://centerville.novusagenda.com/agendapublic>.

A. ROLL CALL

B. BUSINESS

1. Zoom Information

Join Zoom Meeting:

[https://zoom.us/j/95874996114?](https://zoom.us/j/95874996114?pwd=NnVGOGlnL0o1NWg2WnpQVHNXZHZ2dz09)

[pwd=NnVGOGlnL0o1NWg2WnpQVHNXZHZ2dz09](https://zoom.us/j/95874996114?pwd=NnVGOGlnL0o1NWg2WnpQVHNXZHZ2dz09)

Dial:+1 346 248 7799

Meeting ID: 958 7499 6114

Password: 491103

2. Updates:

- RAP
- Amended Budget
- CLG Projects

- Covid Extension
3. Events FY20/FY21
Review and make adjustments as needed
 4. Minutes Review and Acceptance
January 28, 2020 Minutes

C. ADJOURNMENT

Leah Romero
Centerville City Recorder

CENTERVILLE

**Staff Backup Report
6/23/2020**

Item No. 4.

Short Title: Minutes Review and Acceptance

Initiated By:

Scheduled Time:

SUBJECT

January 28, 2020 Minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- January 28, 2020 WMB Minutes

PRELIMINARY DRAFT

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 Romero, City Recorder, conducted the Open and Public Meetings Training. This training is required by the Utah Legislature 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 meetings. Minutes are the official record of actions 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.

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

5
6 **ELECT CHAIR/VICE CHAIR FY20**
7

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

11
12 Chair Spencer Packer made a **motion** to appoint Nancy Smith as Vice Chair of the
13 Whitaker Museum Board for FY2020. Debbie Dahl seconded the motion, which was passed by
14 unanimous vote (5-0).

15
16 **DIRECTOR'S REPORT**
17

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

26
27 The budget amendment has been presented to City Manager, Brant Hanson and is ready
28 to go to City Council for approval. The Landmarks Commission is not going to apply for the
29 CLG Grant, so the Whitaker Museum is going to apply for the full \$20,000 grant. Debbie Dahl
30 will complete the contract paperwork for the grant. This grant would be used for the rain gutters,
31 exterior self-guided tour, photocell exterior lighting for the home, and handicap ramp by the
32 police station leading to the Museum.

33
34 **DONATION BOX RECEIPTED**
35

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

37
38 **CITY COUNCIL BUDGET AMENDMENT REVIEW AND APPROVAL**
39

40 The Board discussed the Whitaker Museum budget for FY21. Lisa Linn Sommer
41 reported the capital purchases and improvements are through the CLG Grant which is a match
42 grant; \$10,000 Rap and \$10,000 State Historical Preservation award. The FY21 museum budget
43 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 is ready to 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, City Recorder

Date Approved

Connie Larson, Recording Secretary