CENTERVILLE WHITAKER MUSEUM BOARD AGENDA

Due to Centerville City Whitaker Museum Board Chair's Determination (contained in body of below agenda) public meetings will be held electronically via Zoom and live streamed on the Centerville City YouTube channel. 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 MARCH 23, 2021 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

Zoom Link Information

B. BUSINESS

1. Adopt Annual Meeting Schedule

   The Whitaker Museum Board typically meets on the fourth Tuesday of each month. Other meetings may occur as needed. The 2021 schedule would be, beginning next month:
   April 27
   May 25
   June 22
   July 27
   August 24
   September 28
   October 26
   November 23
   December 28

2. Budget Update

   They 2022 budget review has begun with the City Council.

3. 5013c Discussion

4. Members

5. Landmarks

6. Minutes Review and Acceptance

   June 23, 2020 minutes
   Feb. 23, 2021 minutes

C. CLOSED SESSION (Closed Meeting, if necessary, for reasons allowed by State Law, including, but not limited to, the provisions of section 52-4-205 of the Utah Open and Public Meetings Act, and for the Attorney-Client matters that are privileged pursuant to Utah Code ann. 78B-1-137, as amended)

D. ADJOURNMENT

Janet Denison
Centerville City Recorder

CENTERVILLE

Staff Backup Report
3/23/2021

Item No.

Short Title: Zoom Link Information

Initiated By:

Staff Representative:

SUBJECT

In accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act, I have determined that conducting an electronic meeting of the Centerville City Council with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. This determination is based on the facts and circumstances surrounding the COVID-19 pandemic. Considering the continued number of COVID-19 case counts in Utah, meeting in an anchor location presents substantial risk to the health and safety of those in attendance because physical distancing measures may be difficult to maintain at City Hall.

You Tube Link: https://www.youtube.com/user/centervillecityutah
Topic: Whitaker - March 23, 2021
Time: Mar 23, 2021 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/98458899198?pwd=VGNKMUg0eFVLK1ZabFlidnl5RlVEZz09

Meeting ID: 984 5889 9198
Passcode: 571478
One tap mobile
+1-253-215-8782

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
3/23/2021

Item No. 1.

Short Title: Adopt Annual Meeting Schedule

Initiated By:

Staff Representative:

SUBJECT

The Whitaker Museum Board typically meets on the fourth Tuesday of each month. Other meetings may occur as needed. The 2021 schedule would be, beginning next month:
April 27
May 25
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RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
3/23/2021

Item No. 6.

Short Title: Minutes Review and Acceptance

Initiated By:

Staff Representative:

SUBJECT

June 23, 2020 minutes
Feb. 23, 2021 minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- June 23, 2020 Minutes
- Feb. 23, 2021 Minutes

Minutes of the Whitaker Museum Board meeting held Tuesday, June 23, 2020 at 5:00 p.m. via Zoom in accordance with Executive Order 2020-5.

MEMBERS PRESENT
Carol Bake
Debbie Dahl
Robin Jensen
Nancy Smith, Vice Chair

MEMBERS ABSENT
Diane Chamberlain
Jim Morgan
Spencer Packer, Chair

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

RAP TAX

Nancy Smith reported the gas fire place is installed, and two-thirds of the landscaping is completed and is beautiful. The Board is currently working on security cameras, preservation of the silk wedding dress, and a museum branding. These items should be completed within the next 90 days. Lisa Linn Sommer, Museum Director, explained the City was originally going to purchase a new security system and the Museum would pay for one camera. The City Council has since suggested taking the $1,400 and have the Museum Board purchase their own security system, and have it monitored from the Museum computer. Stephanie Ivie, City Council Liaison, said the City Council has discussed this issue, and whatever system the Board wants is fine. Lisa Linn Sommer will continue to research the security system.

AMENDED BUDGET

Nancy Smith reported everything is moving along fine with the Museum budget. There is $1,080 left over from the Whitaker Family, and this leftover money will be earmarked for the Thomas Whitaker portrait. This was money that was donated and left over from the purchase of the stove. The Board agreed this would be a good use of the funds. Stephanie Ivie, City Council Liaison, reported any money that is left over at the end of the year rolls back into the General Fund.

CLG GRANT

Lisa Linn Sommer, Museum Director, reported she is working with the State to reallocate some of the money that did not qualify for the CLG Grant. The Museum has been closed because of COVID-19, because of how much touching would happen at the Museum and it would be difficult to clean.

EVENTS

Nancy Smith reported it is hoped the Story Telling event will be able to begin in August or September. The Board discussed the possibility of doing this event by Zoom, but there could be possible legal complications. A live event that is recorded would be best. With the current conditions, there can only be 15 people in the Museum at a time. Lisa will research having this event on Zoom.

DIRECTOR'S REPORT

Lisa Linn Sommer, Museum Director, reported part of the landscaping plan was to be able to have self-guided tours, even if the Museum cannot be open. Nancy Smith told about a recent vacation where she toured the Post home in Boston, Massachusetts. The tour included a self-guided tour of the gardens where placards were placed throughout the gardens, and when a button on the placard was pushed, it would give a brief description of historical facts of the home. Nancy suggested using this idea on the Whitaker grounds to have different stations that would describe sericulture, the floods in Centerville, the winds, carver stones, and some of the early settlers. The fee is $500 per year for as many stations as the Museum wants. The money for this could come from the collection of the garden fee each year. Each placard is $1,500, and they are not changeable. Nancy Smith will send information to the Board members on the self-guided tour at the Post home in Boston.

Lisa Linn Sommer reported the docents are doing well, and look forward to working at the Museum when it opens. Diane Chamberlain will be moving to California for part of the year, and will no longer be on the Museum Board. The archives are being organized, and items are being alphabetized, and placed in acid free folders and boxed. When this is completed, the records will be digitized.

BOARD MEMBER REPORTS

Nancy Smith thanked Debbie Dahl for the landscape work on the west side of the Museum. Nancy has received favorable comments on how well the Museum and the gardens appear.

Robin Jensen reported he will be available to do the August and September Story Telling events.

MINUTES REVIEW AND APPROVAL

Robin Jensen made a **motion** to approve the January 28, 2020 meeting minutes as written. Debbie Dahl seconded the motion, which was passed by unanimous vote (4-0).

NEXT MEETING

The next Whitaker Museum Board meeting will be tentatively scheduled for Tuesday, August 25, 2020 at 5:00 p.m.

ADJOURN

At 5:50 p.m., Debbie Dahl made a **motion** to adjourn the meeting. Carol Bake seconded the motion, which was passed by unanimous vote (4-0).

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Leah Romero, City Recorder Date Approved

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Connie Larson, Recording Secretary

Minutes of the Whitaker Museum Board meeting held Tuesday, February 23, 2021 at 5:00 p.m. via Zoom.

MEMBERS PRESENT
Debbie Dahl
Robin Jensen
Jim Morgan
Spencer Packer, Chair
Nancy Smith

MEMBERS ABSENT
Carol Bake

STAFF PRESENT
Stephanie Ivie, City Council Liaison
Brant Hanson, City Manager
Janet Denison, City Recorder
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

DETERMINATION STATEMENT

Chair Spencer Packer read the Determination Statement in accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act, that allows the Whitaker Museum to conduct electronic meetings due to the COVID-19 pandemic.

501c3 DISCUSSION

Brant Hanson, City Manager, explained the 501c3 gives an organization a tax-exempt status through the IRS. If an organization is tax-exempt, then it becomes a charitable organization and donations are not tax exempt. If the Museum becomes tax-exempt, then it would fall under control of the City. If the Whitaker Musuem Board elects to not be 501c3, it will give the Board flexibility in managing the activities of the Board. If the Museum becomes 501c3 status, the budget would remain the same, but the RAP tax allocation would have to be used for capital improvements, and there would be more success in receiving donations from outside sources rather then trying to get funding alone. Renovations to the Museum would have to go through the City first, and a law firm would be hired to change and submit documentation for the Board to be 501c3 at a cost of $3,400. Chair Spencer Packer asked if funds are given to the Museum and banked, what would happen under 501c3? Mr. Hanson explained the City cannot call funds back and use them for another project. The bank account would be held and managed by the Museum director. The City would require the Board to have insurance, and the $12,800 RAP Tax must be spent by the end of the year. Under 501c3, the Board would have to deal with GRMA (Government Records Management Access Act). In staying with the City, the City Council, staff, and finance people are able to help the Board. More discussion will be held on this item at the next meeting.

NOMINATE AND VOTE FOR CHAIR AND VICE CHAIR

Debbie Dahl made a **motion** to nominate Spencer Packer as chair of the Whitaker Musuem Board. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

Debbie Dahl made a **motion** to nominate Nancy Smith as vice chair of the Whitaker Museum Board. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

DIRECTOR'S REPORT

Lisa Linn Sommer, Museum Director, is making a virtual tour of the exterior of the Whitaker Museum. The script has six different stops on the outside of the Museum. Grant Nielsen from KSL, who is also a citizen of Centerville, will narrate the virtual tour. Mike Smith who is a Centerville resident will edit the scripts in his studio at home.

The CLG grant has an 18-month cycle, and it ends in August 2021. The budget is $19,100, with $10,000 from the City RAP Tax, and $9,100 from the State. Brant Hanson, City Manager, said the budget was amended because of COVID. Focus for the CLG funds is rehabilitation of the summer kitchen. At the next Board meeting, a decision will be made on how the $25,000 will be used. One suggestion is for a pull barn and a roof structure over the wagon. The RAP Tax can only be used for capital projects.

The Museum has been given permission to begin the Story Telling activity again with masks and distancing. More information will be given at the next meeting.

WIND DAMAGE REPAIR REPORT

Lisa Linn Sommer, Museum Director, reported the lead glass window in the upstairs window blew out; the kitchen screen blew away; and the fence by the car wash blew down. All of the items have been repaired, except for the window.

LANDMARKS COMMISSION

The Landmarks Commission has dissolved, as they do not have a quorum. The Whitaker Museum Board could absorb the remaining members of the Landmarks Commission, as they do have similar goals with the Whitaker Museum Board. The Landmarks Commission was working on a map of the Historical District, and having it installed at the well on 200 East between 100 and 200 South. Chair Spencer Packer will invite members of the Landmarks Commission to the next meeting to have an investigatory discussion to see what the needs of the Commission are and if the Board can help.

OPMA TRAINING

Janet Denison, City Recorder, will be conducting Open Public Meetings Act training after the Board meeting for Nancy Smith, Debbie Dahl, Jim Morgan, and Spencer Packer.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, March 23, 2021 at 5:00 p.m. via Zoom.

ADJOURN

At 6:10 p.m., Jim Morgan made a **motion** to adjourn the meeting. Debbie Dahl seconded the motion, which was passed by unanimous vote (5-0).

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Janet Denison, City Recorder Date Approved

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Connie Larson, Recording Secretary