

Museum Division Trustees Minutes
Piney Point Lighthouse Museum
May 11, 2015

Board Members Present: Dale Springer (President), James Banagan (Vice President), Susan Gough, Lynn Fitrell, Eleanor Slater, Susan Erichsen, Patricia Friend, Stephanie Waikart and Helen Dorsey.

Board Members Absent: Bryan Barthelme

Staff Present: Brian Loewe, Director, Recreation and Parks
Debra Pence, Manager, Museum Division

Call to Order

President Dale Springer called the meeting to order at 8:40 a.m. The Board pledged allegiance to the flag and observed a moment of silence in remembrance.

Roll Call

Stephanie Waikart (Acting Secretary) verified the role and the presence of a quorum.

Approval of Minutes

The March 9, 2015 minutes were presented for approval. James Banagan moved the minutes be approved. Patricia Friend seconded the motion. The motion passed.

Old Business

Debra Pence reported that Steve Dunlap would continue to provide updates to the policies and core documents as needed to support the re-accreditation.

Debra also reported that the work toward the re-accreditation process had been slowed due to the event schedule workload created with the passing of Kim Cullins. The Marketing position remains unfilled as the interview process is still ongoing.

Dale has begun work on the 2014 Annual Report and a draft and will be circulated to board members for comment.

Dale also attended the Volunteer Training Workshop for members of County Boards, Commissions and Committee's held on March 8th.

New Business

St. Clement Hundred/DNR

Helen Dorsey reminded the Board that the St Clement's Island Water Taxi begins its weekend operations the first weekend in June and continues through September 1. Tours of the Lighthouse are by appointment only.

Permits have been obtained to proceed with the project to construct the new Maintenance Building on the Island.

Friends

The Jazz & Seafood Festival will be held on July 11, 2015 at the SCIM site and planning for the event is on course. Friend's Board member Mary Hyatt and Debra Pence have taken the lead on this event with the passing of Kim Cullins. The Murder Mystery Theater event is also planned for September and the Old Breton Inn has been reserved.

This year's Volunteer Appreciation Luncheon was hosted at the Loffler Senior Center and was attended by St. Mary's County Delegate Rey and Commissioners Jarboe, Morgan and O'Connor. Delegate Rey

and the Commissioners presented proclamations recognizing the service and accomplishments of several of our volunteers.

Division Reports and Upcoming Events

Debra presented the March and April Museum Division reports to the Board. Focus for much of March and April were in preparation for the season openings with commissioning of the new POS system, site clean-up operations, new employee and volunteer training and final FY16 Budget work. Debra noted that Site Managers April Havens and Christina Barbour have been invaluable in their commitment to helping with the Jazz Festival preparations.

Metrocast has installed network/internet upgrades to support the new Point of Sale system for the SCIM and PPLM sites and Museum Stores Manager Rosa Hance was working with both site staffs to reconcile and inventory within the new system.

Meeting was conducted in the second floor area of the Piney Point Museum Building which is under renovation. Following the meeting adjournment, Debra offered to provide the Board a tour and project vision for the newly renovated facility.

Drayden School House

Debra reported that Mr. Don Cropp had to postpone start of the Drayden Schoolhouse project due to conflicts with his business schedule.

Department Update

Brian Loewe reported that the Commissioners of St. Mary's County voted to approve the FY16 Budget.

Other Business

Dale petitioned the Board for anyone interested in fulfilling the role of Secretary vacated with Steve Dunlap's resignation. Susan Erichsen offered herself for consideration. Nominations and election to follow at the July meeting.

The Board also discussed concern over the diminishing number of volunteers we depend on to support our museums and activities. Dialogues centered on the Board membership connecting with local clubs, associations and fellowships to share the museum experience and invite their membership to visit and support their local museums. Discussion to be resumed at the next meeting.

Next Meeting

The next regularly scheduled meeting will be 08:30 a.m. July 13, 2015 in Room 14 of the Potomac Building.

The remaining Board of Trustees 2015 meeting schedule is shown below.

2015 DATES	MEETING TIME	MEETING PLACE
July 13	8:30 am	Room 14 Potomac Building
September 14	8:30 am	SCIM
November 9	8:30 am	Room 14 Potomac Building

Adjournment

With no further business, Lynn Fitrell made a motion to adjourn; second by Eleanor Slater. The meeting adjourned at 9:45 a.m.

Respectfully Submitted,

/s/

Stephanie Waikart

Acting Secretary