

Museum Division Trustees Minutes
Potomac Building
November 10, 2014

Board Members present: Dale Springer (President), Steve Dunlap (Secretary), Susan Gough, Stephanie Waikart, Bryan Barthelme, Lynn Fitrell, Eleanor Slater, and Patricia Friend.

Board Members Absent: James Banagan (Vice President), Helen Dorsey,

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

Call to Order

President Dale Springer called the meeting to order at 8:32 a.m. The Board pledged allegiance to the flag and observed a moment of silence.

Roll Call

The secretary verified the role and the presence of a quorum.

Approval of Minutes

The September 8, 2014 minutes were presented for approval. Bryan Barthelme moved the minutes be approved with the correction of the spelling of Mr. Loewe's name. Susan Gough seconded the motion. The motion was passed by a voice vote.

Old Business

Highlights from the Museum Director's September Report reviewed progress of the museum building siding project at Piney Point. Debra and Brian Loewe are working very closely with the contractor.

Debra reported on the work toward the re-accreditation process. She is reviewing and revising five core documents. The Collections Management Policy and Strategic Plan have been delivered to the Board for review and input. The five documents will be presented to the Board for approval in June 2015. The approved documents will be submitted to the American Alliance of Museums (AAM) who will conduct a site visit and audit. AAM will review their findings and issue the accrediting documentation. The AAM recognizes 59 museums in Maryland and the Museum Division is one of 19 AAM fully accredited museums.

Steve Dunlap, Chairman of the Nominating Committee, reported on a slate of officers for 2015. The committee nominated: Dale Springer, President; James Banagan, Vice President; and Steve Dunlap, Secretary. There were no nominations from the floor and the slate was approved by acclamation.

Christina Barbour and Debra discussed the pending revision to the Collections Management Policy. This document is being updated for the re-accreditation process. This process supports the Collections Management Facility at Colton's Point and guides the Division in acquisition, preservation, and de-accessioning artifacts.

New Business

St. Clement Hundred/DNR

Dale Springer reported that the organization is planning to build a work facility on the island and plans have been submitted to the Department of Natural Resources.

The shore erosion project the base of the lighthouse is expected to begin construction in November.

Friends

Dale Springer reported that the Friends Point of Sale system in the gift shops is failing. Internet service to the museum is a major problem and the IT Department is making service measurements to assist in developing a solution to the problem.

Carol Cribbs, the gift shop manager for the Friends, will retire December 31, 2014 after 13 years. The position is being advertised.

The Friends will approve their budget at their December meeting.

October Report and Upcoming Events

Debra reported that the Blessing of the Fleet event was very successful with 4,500 visitors with more than 1,000 visitors to the Blackistone Island Lighthouse. The very nice weather contributed to the turnout.

A Christmas tree raffle is planned for December

Department Update

Brian Loewe reported that Board of County Commissioners has changed their name to Commissioners of St. Mary's County (CSMC). BOCC is not to be used.

The new commissioners will be sworn in December 1 and have their first meeting December 2. They will participate in a ribbon cutting ceremony at the Flatops on December 9.

Brian praised the Museum Division staff for their work in supervising the contract to weatherproof the museum building at Piney Point.

Budget instructions for the county budget process are available. The first budget meeting will be December 8.

The Board of Trustees 2015 meeting schedule is shown below.

2015 DATES	MEETING TIME	MEETING PLACE
January 12	8:30 am	Room 14 Potomac Building
March 9	TBA	Room 14 Potomac Building
March 25*	8:30 am	Maryland Day
May 11	8:30 am	PPLHM&HP
July 13	8:30 am	Room 14 Potomac Building
September 14	8:30 am	SCIM
November 9	8:30 am	Room 14 Potomac Building

* Not an official meeting.

Next Meeting

The next regularly scheduled meeting will be 08:30 a.m. January 12, 2015 in Room 14 Potomac Building.

Adjournment

With no further business, Lynn Fitrell made a motion to adjourn; second by Bryan Barthelme. The meeting adjourned at 9:55 a.m.

Respectfully Submitted,

/s/

Steve Dunlap
Secretary