

Museum Division Trustees Minutes
Potomac Building
January 12, 2015

Board Members present: Dale Springer (President), Steve Dunlap (Secretary), Susan Gough, Stephanie Waikart, Bryan Barthelme, Lynn Fitrell, Eleanor Slater, James Banagan (Vice President), and Helen Dorsey.

Board Members Absent: Patricia Friend

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 8:34 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 November 10, 2014 minutes were presented for approval. Bryan Barthelme moved the minutes be approved with three corrections. Helen Dorsey seconded the motion. The motion was passed by a voice vote.

Old Business

The Museum Director's November Report was presented with no additional comments.

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 and are being finalized for approval. The Board of Trustees Ethic Statement was delivered at the meeting and all board members were asked to sign the page acknowledging that the document has been read. Two remaining documents, our mission statement and the Museum Division Emergency Plan will be reviewed and updated this spring.

Dale Springer appointed Steve Dunlap to chair a committee to review the ethics statement and provide the board with updates for review at the March meeting. Lynn Fitrell and Dale will serve on the committee.

All 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.

New Business

St. Clement Hundred/DNR

Helen Dorsey reported that the work facility planned for island is undergoing an approval process with DNR. There are two very different versions and a resolution will be worked out with DNR.

Members of SC Hundred met with the Board of Public Works in Annapolis and secured funding for Newtown Neck Park.

Friends

Dale Springer reported that a Point of Sale system for the gift shops has been approved for purchase along with new Internet capability.

The budget has been approved.

Carol Cribbs, the gift shop manager for the Friends, will retire December 31, 2014 after 13 years. The position is being advertised. She is completing documentation for the 2014 audit and will remain on the payroll until her replacement is hired.

A Memorandum of Understanding (MOU) between the Museum Director and the Friends is in the review process. The MOU will effect coordination of Friends Gift Shop employees and the museum staff.

The Friends general membership meeting will approve the slate of directors.

December Report and Upcoming Events

Debra reported that the siding project at PPLH has been completed and provides a much better visual perspective of the museum. The neighbors are very happy with the new look.

Staff is working on quotes for maintenance support for Drayden African American School House. The work is planned for the next several years.

Department Update

The Budget process is ongoing for FY 2016. Brian gave a rundown of the Capital Improvement Projects for the Museum Division.

Ethics Policy

Addressed in the Re-Accreditation Study.

SCIM Seasonal Operation Schedule

Debra will propose closing SCIM from January to March to allow the reduced staff to complete planning for the coming season. She asked for support from the board for her proposal.

Lynn Fitrell moved to support the proposal by the Museum Director to close SCIM January through March 15th. James Banagan seconded the motion.

After a thorough discussion, the board approves the motion by acclamation.

Volunteers

Several board members expressed an interest in volunteering when needed but were unaware of opportunities. Debra will forward the BOT address list to the volunteer coordinators for each site and ask them to include board members in emails announcing volunteer opportunities.

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. March 9, 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 9:35 a.m.

Respectfully Submitted,

/s/

Steve Dunlap

Secretary