

**Museum Division Trustees Minutes**  
St. Clement's Island Museum  
September 8, 2014

**Board Members present:** Steve Dunlap (Acting Secretary), Dale Springer (President), Susan Gough, James Banagan (Vice President), Stephanie Waikart.

**Board Members Absent:** Bryan Barthelme, Helen Dorsey, Lynn Fitrell, Eleanor Slater, 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 8:45 a.m. The Board pledged allegiance to the flag and observed a moment of silence.

**Roll Call**

The acting secretary verified the role and the presence of a quorum. Mary Farrar had resigned from the board and moved to Ohio. Five of 10 members of the board were present for a quorum.

**Approval of Minutes**

The July 14, 2014 minutes were presented for approval with no changes. Steve Dunlap moved the minutes be approved. Jim Banagan seconded the motion. The motion was passed by a voice vote.

**Old Business**

Highlights from the Museum Director's July Report centered on receipt of bids for the exterior wrap of the museum building at Piney Point. A construction meeting is planned for later in the week.

President Springer discussed Donated Labor. He stressed the importance of the partnerships and volunteering with Community organizations accomplished by the Museum Division. These relationships help maintain our sites beautiful and accessible and are valuable Museum Division resource available to support our sites and visitors.

**New Business**

**St. Clement Hundred/DNR**

Dale Springer reported on the Newtown Neck State Park Open House scheduled for September 27, 2014.

**Friends**

Dale Springer reported that the Murder Mystery Dinner last weekend was a huge success as a fundraiser. The Friends are seeking to replace the obsolete Point of Sale system used in the gift shops. A committee is working with the County IT department to resolve some issues with respect to the replacement system.

### **August Report and Upcoming Events**

Debra reported that visitor attendance is on track for a normal year. The Jazz and Seafood Festival was a huge success. Sponsorship was up and all but a few of the 800 tickets were sold.

Debra provided Board members with a copy of the updated Museum Division Collections Management Policy. Review comments should be forwarded to Debra not later than October 30, 2014.

### **Department Update**

Brian Loewe reported that October will be a budget work month for the next FY. Elections in November will bring a new Board of County Commissioners. A reclassification study by the Human Resources Department is in process for all county employees.

### **Nominating Committee**

Steve Dunlap volunteered and was appointed to chair the Nominating Committee. Their report is due at the November meeting.

### **Re-Accreditation Study**

The Museum Division is accredited by the American Alliance of Museums. Our last accreditation was in 2000 and the AAM has recently revised and updated their standards. Debra and her staff will be working toward a re-accreditation review in 2015. The Museum Division along with St. Clement's Island Museum, Piney Point Lighthouse Museum, Drayden African American Schoolhouse, and the Black Panther Museum are fully accredited and will participate in the re-accreditation in 2015. We are one of 18 accredited museums in Maryland; a significant honor.

### **Election of Secretary**

Stephanie Waikart has resigned as Secretary but will continue to serve as Board member. The Board, by acclamation, elected Steve Dunlap to serve as Secretary for the remainder of the year.

### **Next Meeting**

The next regularly scheduled meeting will be 08:30 a.m. November 10, 2014 at Room 14 Potomac Building

### **Adjournment**

With no further business, James Banagan made a motion to adjourn; second by Steve Dunlap. The meeting adjourned at 9:53 a.m.

Respectfully Submitted,

/s/

Steve Dunlap  
Secretary