

**St. Mary's County Museum Division Board of Trustee Meeting
Minutes**

St. Clements Island Museum
January 11, 2016 · 8:30 a.m.

Board Members Present: Dale Springer (President), James Banagan (Vice President), Brian Barthelme, Susan Gough, Eleanor Slater, Susan Erichsen, Patricia Friend

Board Members Absent: Helen Dorsey, Victor Govier, Stephanie Waikart Lynn Fitrell

Staff Present: Debra Pence, Manager, Museum Division and Brian Lowe, Director, Dept. Recreation and Parks

Guest: Carolyn Laray

1. **Call to Order:** D. Springer called the meeting to order at 8:30 a.m.
2. **Pledge of Allegiance:** The Board pledged allegiance to the flag of the United States.
3. **Moment of Silence:** A moment of silence was observed.
4. **Roll Call:** D. Springer verified the presence of a quorum.
5. **Approval of Minutes:** September 14, 2015 Minutes were presented.

Motion: to approve minute as amended. Made by: B. Barthelme. Seconded by: E. Slater. Motion carried.

6. Election of officers

- a. Slate of officers presented by D. Springer.
 - Dale Springer for Chairperson
 - Lynn Fitrell for Vice Chairperson
 - Susan Erichsen for Secretary

Motion: to accept the slate of officers. Made by: B. Barthelme. Seconded by: S. Gough. Motion carried.

7. Old Business:

- a. D. Pence reported that everyone should be receiving their letters for position renewal and that the SMCBOCC will appoint replacement to any vacated seat. Service to a vacated seat is not included in the board members term of limits.
- b. An updated roster of board members will be presented soon
- c. Reaccreditation documents are ready for adoption and a questionnaire is being worked on and will be due in June. A site visit from peer reviewers will happen sometime in the fall.

Motion: to adopt the revised ethics document. Made by: E. Slater. Seconded by: J. Banagan. Motion carried.

- d. Board members will need to review and sign this policy to stay in compliance with county regulations.

8. New Business:

- a. Carolyn Laray, SMC Tourism Manager presented information on the County Tourism and Hospitality Plan and noted that the museum is an integral part in the success of SMC tourism.
- b. **St. Clement's Hundred** ó D. Pence reports the new building is almost complete, the port-o-potty is installed and the rip-rap project is eminent.

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- c. The grounds keeper position with DNR is open and D. Pence is working with DNR to ensure the position stays and is filled.
 - d. **Friends Update** ó 2016 Jazz Festival, Murder Mystery as will the Appraisers Fair are all scheduled. Revenue for the Friends is down due to the cancellation of the Blessing of the Fleet and the Murder Mystery Dinner. Mary Haytt has resigned from the Friends board.
 - e. **Museum Monthly Reports** ó The new hire for marketing is working well and the position for gift shop manager is opening. Lighthouse keeper dwelling renovations almost complete.
 - f. **Department Update** ó work continues the 2017 Budget and hearing will begin in the spring.
9. **Adjournment:** D. Springer called for a motion to adjourn.

Motion: to adjourn. Made by: E. Slater. Seconded by: J. Banagan. Motion carried.

Meeting adjourned at 9:48 a.m.