

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

Potomac Building – Room 14

July 11, 2016 · 8:30 a.m.

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**Board Members Present:** Dale Springer (President), James Banagan, Eleanor Slater, Susan Erichsen, Victor Govier, Stephanie Waikart, Lynn Fitrell, Susan Gough Helen Dorsey

**Board Members Absent:** Brian Barthelme, Patricia Friend

**Staff Present:** Brian Loewe, Director, Dept. Recreation and Parks (via phone)

Guests: Commissioner President Randy Guy, Catherine Pratson, Director of SMC Human Resources.

1. **Call to Order:** D. Springer called the meeting to order at 8:35 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:** May 9, 2016 Minutes were presented.

*Motion: to approve minute as amended – change Daniel Cropp to Don Cropp. Made by: L. Fitrell. Seconded by: S. Gough. Motion carried.*

## 6. Old Business

- a. Accreditation: D. Pence requests the adoption of the Mission Statement, Goals and Objectives, Collection Policy, and Disaster Preparedness Plan that were disseminated for comment via email to the members. Accreditation submission to AAM went in on June 19<sup>th</sup> and was accepted. D. Springer will be point of contact until the museum director position is filled. American Association of Museums will set up peer reviews for the museum in October or November.
- b. Jazz Festival was a success with 95% of tickets sold.
- c. Beach erosion concerns noted during the May 9<sup>th</sup> Piney Point site tour will be followed up by B. Loewe to determine appropriate course of action.

## 7. New Business:

- a. Commissioner President Guy addressed the board with the following
  1. Boards and committees will now send draft minutes to the Commissioners of SMC for review
  2. Recommendations and comments are requested regarding the position of the director of museum division from the museum trustees for consideration by the Commissioners of SMC
  3. On behalf of the Commissioners of SMC, Commissioner President Guy thanked the trustees for their service
- b. Catherine Pratson gave an overview of the SMC Government hiring process which will take 6 -8 weeks.
  1. The museum position title needs to be amended to align with the county's organizational chart. C. Pratson will investigate appropriate titles.
  2. The board of trustees has been invited to select a member to sit on the hiring committee for the museum director position.
  3. April Havens appointed as interim museum director

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***Motion: to appoint V. Govier as Trustee representative on hiring committee. Made by: H. Dorsey. Seconded by: S. Gough. Motion carried***

- c. B. Loewe reported that the Capital Improvement Projects for St. Clements museum have been approved and will move forward with concept design in 2017 and renovations beginning in 2018. Work scheduled to be completed in 2020-2021.
    - 1. H. Dorsey commented that the museum staff will need to develop a temporary housing plan and budget for collections and public access for the 2018 renovation.
    - 2. B. Loewe to follow up with staff on continuance of monthly reports for distribution to Board.
- 8. Adjournment:** D. Springer called for a motion to adjourn.

***Motion: to adjourn. Made by: L Fitrell Seconded by: J. Banagan Motion carried.***

**Meeting adjourned at 10:05 a.m.**