

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

St. Clements Island Museum
September 12, 2016 · 8:30 a.m.

Board Members Present: Dale Springer (President) James Banagan, Eleanor Slater, Susan Erichsen, Stephanie Waikart, Lynn Fitrell,

Board Members Absent: Brian Barthelme, Patricia Friend, Victor Govier, Susan Gough, Helen Dorsey

Staff Present: Brian Loewe, Director, Dept. Recreation and Parks, April Havens, Interim Museum Director.

1. **Call to Order:** D. Springer called the meeting to order at 8: 49a.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:** July 11, 2016 Minutes were presented.

Motion: to approve minutes as presented. Made by: L. Fitrell. Seconded by: J. Banagan. Motion carried.

Action Item: All draft minutes will be forwarded to the SMC Board of Commissioners by staff and additional copies will be sent to A. Havens and B. Loewe.

6. Old Business:

- a. Accreditation: D. Springer and staff have been addressing comments from the AAM reviewers and the Peer reviewers will be on site November 1 ó 4, 2016.
- b. Jazz Festival netted consistent profits to previous years and plans are being developed to increase and sustain sponsorship.
 - i. J. Banagan suggests that extended parking be investigated for county owned adjacent property (estimated at 18 acres) to the SCIM site.
- c. Piney Point erosion issue: Neighbors have been consulted and staff is investigating the history of this issue with other departments and the State.

7. New Business:

- a. St. Clements Hundred/DNR: D. Springer reported that the revetment project, maintenance building, and public toilets have been completed.
 - i. J. Banagan suggested that staff acquire a digital copy of the EWTN production titled "Catholic Beginnings" that featured St. Clements Island.
 - ii. Staff is looking into water taxi procedures and protocols for public safety.
- b. Friends Update: D. Springer reported that the St. Mary's County Chamber of Commerce Business after Hours sponsored by the Friends group and hosted at the SCIM site was attended by over 60 business leaders who learned more about the museum and its programs.

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

St. Clements Island Museum
September 12, 2016 · 8:30 a.m.

- i. The Friends have hired two new employees to help with the museum. They are Margaret (Meg) Leahey as the administrative assistant and Jayne Walsh as the store manager.
- c. Monthly Activity Reports: D. Springer requested that A. Havens provide activities reports at the next meeting going back to May 2016.
 - i. D. Springer reported that Patricia Friend has resigned from the board and asks that recommendations be made for new board members who will need to follow the county process for selection
- d. Department Update: B. Loewe reported that the 2017 County Budget has been approved and that there are significant capital projects included beginning in FY17.

Action Item: B. Loewe will forward a Gantt (flow) chart for the renovation project so that museum staff can develop a schedule for the relocation of programs and collections.

Action Item: B. Loewe and D. Springer will contact the architect contracted by the Friends group to develop conceptual drawings and see that the plans are forwarded to the appropriate parties

- i. B. Loewe reported that the county is still investigating the museum director position and the hiring of the director could take up to 6 months.

8. Schedule of Upcoming Events:

- a. September 30th ó Osprey Gala ó Hosted by the St. Clements Hundreds at the St. Clements Island Museum
- b. October 1 ó 2 ó Blessing of the Fleet ó Hosted by the 7th District Optimist Club at the St. Clements Island Museum complex.

9. Next Scheduled Meeting: November 14, 2016 @ 8:30 am ó Potomac Building, Leonardtown

10. Adjournment: D. Springer called for a motion to adjourn.

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

Meeting adjourned at 10:30 a.m.