

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

Potomac Building – Room 14
December 12, 2016 · 8:30 a.m.

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

Board Members Absent: Susan Gough, Helen Dorsey

Staff Present: Brian Lowe, Director, Dept. Recreation and Parks, April Havens, Acting Museum Director

1. **Call to Order:** D. Springer called the meeting to order at 8:45 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 12, 2016 Minutes were presented.

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

6. Old Business

a. Accreditation:

1. D. Springer reported that American Alliance of Museums (AAM) peer reviewers visited in November and had minimal comments. They expressed concern over the lack of an Executive Director and the length of process to replace the former Museum Director. They did give positive comments on the staff monthly updates.
2. D. Springer reported the due date for final documents to AAM reviewers is scheduled for January 6, 2017. He will work to move this date to after the regular Trustee meeting scheduled for January 9, 2017.

b. Core Documents:

1. Ethics Policy presented for comment: suggest adding a Whistleblower section.
2. Disaster Preparedness Plan presented for comment: suggest adding plan for offsite move and storage.
3. Institutional Plan presented for comment: no comment
4. Collections Policy presented for comment: suggest that the collections committee be used for deaccessions.
5. These documents, once approved by the trustees, will go to the county attorney for approval by SMC Commissioners before adoption.

Motion: to approve core documents as amended. Made by: L. Fitrell, Seconded by: V. Govier. Motion carried.

- c. Museum Director Position: B. Loewe reported that the position description will be reviewed by the SMC Commissioners on January 10th at their regular Tuesday meeting. He has not yet seen a draft of the position description.
- d. 2015 Annual Report presented for approval: suggest adding a statement regarding any errors or omissions for donors and members.

Action Item: 2016 Annual Report: will be due to the SMC Commissioners by February 2017.

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

Potomac Building – Room 14
December 12, 2016 · 8:30 a.m.

Motion: to approve the 2015 Annual Report as amended. Made by: B. Barthelme, Seconded by: J. Banagan. Motion carried.

7. New Business:

- a. Nominating Committee for Board Officers: D. Springer reported that each year officers need to be elected. E. Slater proposed the current slate of officers, if they agree to serve. All officers agreed to another one year term.

Motion: to elect the current slate of officers, D. Springer – President, L. Fitrell – Vice President, S. Erichsen – Secretary, for a one year term. Made by: L. Fitrell, Seconded by: E. Slater. Motion carried.

- b. 2017 Meeting Schedule presented: no comments.

Motion: to approve the 2017 Meeting Schedule. Made by: B. Barthelme, Seconded by: J. Banagan. Motion carried.

- c. SMC Tourism Plan Presentation: S. Erichsen reported that the plan seeks to increase overnight visitation to the county which increases spending in the county. Cultural sites are being asked to create programs that encourage this while the Department of Economics is being asked to help with marketing. There was also mention of an oversight committee to help coordinate efforts.
- d. St. Clements Hundred/DNR Update: No Report.
- e. Friends Update: D. Springer reported that there are two new employees. Margaret (Meg) Leahey – Bookkeeping and Jayne Walsh – Store Manager. The Friends board has begun a new sponsorship program which is being received well. The board is also looking to replace one member who has resigned.
- f. Monthly Updates presented: no comment.
- g. Department Update: No report.

8. Fall/Winter Events:

- a. Events: have been scheduled and will proceed as planned.

9. Next Board of Trustee Meeting:

- a. January Meeting: Will be held on January 9, 2017 at 8:30 am – Potomac Building, Rm 14.

10. Adjournment.

Motion: to adjourn. Made by: L. Fitrell, Seconded by: E. Slater. Motion carried.

Meeting adjourned at 10:45 a.m.