

St. Mary's County Museum Division Board of Trustee
Meeting Minutes
Potomac Building – Room 14
July 10, 2017 · 8:30 a.m.

Board Members Present: Dale Springer (President), James Banagan, Michael Blackwell, Lynn Fitrell, Victor Govier, Eleanor Slater, Stephanie Waikart,

Board Members Absent: Bryan Barthelme, Susan Erichsen, Helen Dorsey, Susan Gough.

Staff Present: Arthur Shepherd, Director, Dept. Recreation and Parks, April Havens, Acting Museum Director.

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:** The March 13, 2017 and May 8, 2017 minutes were presented.

Motion: to approve the March 13, 2017 minutes. Made by: L. Fitrell. Seconded by: M. Blackwell. Motion carried.

Motion: to approve the May 8, 2017 minutes. Made by: L. Fitrell. Seconded by: J. Banagan. Motion carried.

6. Old Business

- a. Museum Division Manager:
 1. A. Shepherd reported the applicants (16) had been narrowed to five, and the final round of interviews would begin by weeks end. Victor Govier was also recognized and thanked for his participation.
- b. Strategic Plan:
 1. D. Springer presented the final draft 2017 – 2021 Strategic Plan for approval. It was noted that references made using the word “Museums” would be reviewed for grammatical accuracy before submission.

Motion: to approve the 2017-2021 Strategic Plan. Made by: L. Fitrell. Seconded by: M. Blackwell. Motion carried.

- c. American Alliance of Museums Accreditation Update:
 1. D. Springer reported that with the approval of the Strategic Plan and the “Friends” MOU, all items noted for further review in the AAM’s initial review/request (February 22, 2017) had been completed. D. Springer to prepare and submit response to the AAM by August 18, 2017.

7. New Business:

- a. Department Update:
 1. A. Shepherd thanked April Havens for her work as Acting Division Manager.
 2. The Museum Division will present the updated Friends “Memorandum of Understanding (MOU) at the July 18, 2017 Commissioners Meeting.
- b. St Clements Hundred: No Report

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- c. Friends Update:
 - 1. D Springer reported that the Jazz Festival held on July 8, 2017 was well attended and would provide updates at the next meeting.

 - d. Monthly Reports & Upcoming Events:
 - 1. See May/June report attached
 - 2. A. Havens noted that this year will celebrate the 50th year of the Blessing of the Fleet event.
- 8. Spring/Summer Events:**
- a. Events: have been scheduled and will proceed as planned.
- 9. Next Board of Trustee Meeting:**
- a. Will be held on September 11, 2017 at 8:30 am – Room 14 Potomac Building.
- 10. Adjournment.**

Motion: to adjourn. Made by: M. Blackwell, Seconded by: J Banagan. Motion carried.

Meeting adjourned at 9:15 a.m.