

**St. Mary's County Museum Division Board of Trustee**  
**Meeting Minutes**  
Potomac Building – Room 14  
September 18, 2017 · 8:30 a.m.

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**Board Members Present:** Dale Springer (President), Michael Blackwell, Lynn Fitrell, Victor Govier, Eleanor Slater

**Board Members Absent:** James Banagan, Bryan Barthelme, Susan Erichsen, Helen Dorsey, Susan Gough, Stephanie Waikart.

**Staff Present:** Arthur Shepherd, Director, Dept. Recreation and Parks, Karen Stone – Museum Division Manager, April Havens – Piney Point Museum Site Manager.

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 there was no quorum.
5. **Approval of Minutes:** July 10, 2017 minutes to be presented at the next meeting
  
6. **Old Business**
  - a. Museum Division Manager:
    1. The Board welcomed Karen Stone to her new position as the Museum Division Manager. Karen began her employment on September 5<sup>th</sup> and gave the Board a brief review of her background and first few days of service.
  - b. American Alliance of Museums Accreditation Update:
    1. D. Springer reported that on August 18<sup>th</sup>, the Museum Division submitted the progress report and supporting documentation requested by the AAM Accreditation Commission. Copies of the submission were also provided to the Board and Museum Division management.
    2. A. Shepherd along with members of the Museum staff, Friends Board and Museum Board met before the Commissioners of SMC on July 18<sup>th</sup> and received approval of the “Friends” Memorandum of Understanding (MOU).
  
7. **New Business:**
  - a. Department Update:
    1. A. Shepherd noted that the Museum Division now had its full management team in place and he thanked all of those who provided support during the periods of vacancy.
    - 2.A. Shepherd provided an overview of various Recreation & Parks projects and congratulated April Havens on the completion of the Piney Point Lighthouse Museum and Historic Park Project.
    - 3.A. Shepherd provided a brief overview of the Snow Hill (Farm) Park and invited the Board to join him on a tour at a date to-be-determined.
  
  - b. St Clements Hundred:
    1. D. Springer noted the dates for the upcoming “Osprey Gala” hosted by the St. Clements Hundred and the 50<sup>th</sup> Anniversary Blessing of The Fleet hosted by the 7<sup>th</sup> District Optimists – both at the St. Clement’s Island Museum site.

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- c. Friends Update:
    - 1. D Springer reported that the Jazz Festival was another successful event, nearly selling out again. Work has already begun on next years' event scheduled for July 14<sup>th</sup> at the SCI Museum.
    - 2. D. Springer reported that the Friends' administrative assistant, Margaret (Meg) Leahey would be leaving St. Mary's County and would terminate her agreement with the Friends at years end. D. Springer expressed the Boards appreciation and thanks for dedication and creativity Meg brought to the position and their well wishes for her family's future.
  
  - d. Monthly Reports & Upcoming Events:
    - 1. See July/August report attached
    - 2. A. Havens provided a brief overview of the Piney Point Lighthouse and Historical Park project completion and thanked the staff and volunteers for all of their work throughout.
    - 3. A Havens also noted that distribution of the Museum "Finer Points" newsletter had returned and is planned to continue regularly much to the credit the Friends and Museum staff and volunteers.
  
  - e. Board Membership:
    - 1. D Springer noted the retirement of James Banagan, Helen Dorsey, Susan Gough and Stephanie Waikart with the expiration of their current (5 year) terms at year's end. The Board wishes to thank these members - some of whom have served multiple terms – for their years of service and commitment to the Museum Division.
    - 2. D. Springer asked the Board to advise any volunteers interested in joining, to please contact the St Mary's County Government.
- 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 November 13, 2017 at 8:30 am – Room 14 Potomac Building.

**10. Adjournment.**

***Motion: to adjourn. Made by: L Fitrell, Seconded by: M. Blackwell. Motion carried.***

**Meeting adjourned at 9:20 a.m.**