

**MEETING MINUTES**  
**BOARD OF TRUSTEES**  
**MUSEUM DIVISION**  
**ST MARY'S COUNTY DEPARTMENT OF RECREATION AND PARKS**

**January 10, 2011**

**Recreation and Parks Conference Room**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Lewie Aldridge, Jr. James Banagan Rose Davis Helen Dorsey Steve Dunlap Susan Gough George Kennett Shirley Leyland John Madel Frank Maio Barbara McWilliams	
<b>ADVISORS PRESENT</b>	<b>ADVISORS ABSENT</b>
Debra Pence, Museum Director Phil Rollins, Director Recreation, Parks, & Community Services	

**Call to Order**

President Frank Maio called the meeting to order at 08:05 am. The Board pledged allegiance to the flag and observed a moment of silent reflection.

**Roll Call**

The Secretary called the roll and announced presence of a quorum.

**Approval of Minutes**

Minutes of the November 8, 2010 meeting and the agenda for this meeting were delivered electronically to Board Members. John Madel moved that the November 8, 2010 minutes, be approved. Jim Banagan seconded the motion and the motion passed by voice vote.

**Old Business**

Debra discussed the November report she had provided to the Board. The first half of the month is clean up after the October events and the second half is prep time for the December events.

**New Business**

Debra reported on December activities. The Christmas events were well advertised and well attended considering the weather. Rose Davis commented that the volunteer hours for November and December were outstanding. The Museum Division has the only open museums/tourist attractions in the second half of December with major exhibits at both SCIM and PPLHMP. The visitor count shows about a 50/50 distribution of county people and out-of-the-county visitors.

Debra reported that she, Lewie Aldridge, Jr., and Jim Banagan have been assisting the Parlet Farm in identifying artifacts that would enhance a St. Mary's County Agriculture Museum. The remaining farm material will be auctioned this Memorial Day weekend in a four day auction.

Phil Rollins reported that the capital project at PPLHMP is almost complete and came in under budget. Additional approved but unfunded capital budget projects may be the beneficiary of the unspent funds.

The Museum Division will prepare a budget for the next FY that contains a 10 percent reduction. This will be a severe hit on the operating budget.

Lewie reported that the Friends Annual Meeting is April 3, 2011. Phil Rollins will be the guest speaker.

John Madel had no new information from St Clement's Hundred.

### **Up-Coming Activities**

President Maio reviewed the upcoming activities in the agenda.

### **Special Event**

Four Board Members with a combined 40 years of service to the Board completed their terms of office at the end of 2010. Under our current By-Laws they serve until the Board of County Commissioners appoints replacements.

Debra Pence and Phil Rollins presented Certificates of Appreciation to Shirley Leyland (Outgoing President), George Kennett (Outgoing Vice President), Rose Davis, and Lewie Aldridge, Jr. The Board gathered in the lobby for a commemorative picture.

### **Adjournment**

With no further business, John Madel moved to adjourn. Second by Jim Banagan. We adjourned at 08:52 am.

### **Next Meeting Date/Location**

The table below is the meeting schedule for calendar year 2011:

<b>2011 MEETING DATES</b>	<b>MEETING TIME</b>	<b>MEETING PLACE</b>
January 10	08:00	Recreation & Parks Conference Room
March 14	08:00	Recreation & Parks Conference Room
March 25*	TBD	Maryland Day
May 9	08:00	PPLHM&HP
July 11	08:00	SCIM
September 12	08:00	Recreation & Parks Conference Room
November 14	08:00	Recreation & Parks Conference Room

- \*Not an official meeting.

Respectfully submitted,

Steve Dunlap, Secretary