

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

**May 9, 2011**

**Piney Point Lighthouse Museum and Historic Park**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
James Banagan Helen Dorsey Steve Dunlap	Susan Gough E Jennifer Legates E John Madel E
Eleanor Slater	Dale Springer E Frank Maio E
Francene Walling Barbara McWilliams	

<b>ADVISORS PRESENT</b>	<b>ADVISORS ABSENT</b>
Debra Pence, Museum Director Phil Rollins, Director Recreation, Parks, & Community Services	

**Call to Order**

Vice-President Bobbi McWilliams called the meeting to order at 08:10 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 March 14, 2011 meeting and the agenda for this meeting were delivered electronically to Board Members. Helen Dorsey moved that the March 14, 2011 minutes be approved. James Banagan seconded the motion and the motion passed by voice vote.

**Old Business**

The museum Director sends each board member a monthly report. She told us that the attendance for March was down and suspected that one of the reasons was that the PPLHM&HP was closed. There were no questions concerning Debra's March report.

## New Business

Debra reported that during April the staff worked on completing plans and executing the three weekends of events that month. Tourism in April was up and attendance was higher in April than in the last two years. Debra announced that Dale Springer had joined the Friends and would serve as the liaison between the Friends and our board.

Debra organized the Museum Directors in the Tri-County area to support a small museum in Sedona Arizona. The directors and volunteers photographed, cataloged, inventoried and packed a huge hand carved exhibit that depicted scenes from Sedona. This exhibit was at the Parlett Farm and needed to be secured because the farm closed. The Sedona Museum is working on finding a trucking company to move the exhibit out west.

Phil Rollins discussed the capital improvements planned for PPLHNM&HP and the possible use of remaining funds from the just completed improvements. The board approved, and Frank signed a letter to the BOCC requesting that the Museum Division be allowed to use the remaining funds to complete approved outyear capital improvements early.

Debra reported that the St Clement's 100 had a volunteer recognition event and recruited several new volunteers. They are in a training mode getting ready for the summer visitors.

## Up-Coming Activities

We reviewed the Upcoming activities in the agenda. The History and Heritage Day was added for June 11.

## Adjournment

With no further business, Helen Dorsey moved to adjourn, second by Francene Walling. We adjourned at 08:57 am.

## Next Meeting Date/Location

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

2011 DATES	MEETING TIME	MEETING PLACE
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	Room 14 Potomac Building
November 14	08:00	Room 14 Potomac Building

- \*Not an official meeting.

Respectfully submitted,

Steve Dunlap, Secretary