

Museum Oversight Board Meeting
City of St. Joseph
Minutes of Meeting
Date: January 11, 2017

CITY CLERK
2017 JAN 13 AM 8:45

Board Members Present: Clark Hampton, Scott Clark, Chelsea Teater, Nelda Bryan, Brenda Reilly

Board Members Absent: none

Guests Present: David Lewis, Sara Wilson

Call to order: Clark Hampton (Board President) called the meeting to order at 12:01pm.

Review of previous meeting minutes: Minutes for the 12/14/16 meeting were approved.

Review of museum receipts: receipts for December were reviewed and approved.

Election of New Board Members: Clark Hampton was voted in as President, Scott Clark was voted in as Vice-President, and Chelsea Teater was voted in as Secretary for 2017.

Strategic Plan: Board discussed the 2017 Strategic Plan which we'll begin focusing on. The mission, vision, and 6 goals were reviewed. We also reviewed the staff and committee members/Board of Trustees and upcoming meeting dates. 5-6 pages of the strategic plan will be reviewed and discussed at each meeting.

Old business: Discussed the HVAC issues and the boilers and compressors being blown (mostly at the Wyeth-Tootle Mansion). The freon used for the HVAC will become outdated in 2020 and the HVAC system will need to become a greater priority for the museum before then. There is also an area of the Wyeth-Tootle Mansion tower that will need to be replaced.

New business: Board members were given a copy of the Responsibilities of the St. Joseph Museums Inc Trustees to review. The Code of Ethics information was also shared and signed by all the board members. The Capital Improvement Fund was discussed regarding how much the museum is eligible to receive and how those funds are allocated. The museum contract will be up for renewal in 2020 with option of 3 year renewal after that date. Sara Wilson stated that the museum will also have to look at additional fundraisers/funding to maintain the museums. Sara Wilson reports that the museum has switched insurance companies from Philadelphia to West Bend which will save the museum \$2600 annually and still have the same deductible at \$1000.

Exhibits and/or Events: The Annual Meeting on January 19th at 5:30pm at the St. Joseph Museum was discussed and we reviewed the presentation and slideshow. All Museum committee members and Museum Oversight Board members are encouraged to attend. Clark Hampton provided a list of upcoming museum meetings and events, at the museum, for January – March. Sara Wilson reported that two new exhibits, the Harry George collection and the WW1 exhibit will be completed and opened to the public this year.

Handouts: St. Joseph Museum Calendar or Events, Code of Ethics information, and Responsibilities of the St. Joseph Museum Inc Trustees information

Thank you(s): Clark Hampton thanked David Lewis for his outstanding work with/for the St. Joseph Museum.

Meeting adjourned: 12:54 pm

Respectfully Submitted,

Chelsea Teater