

1 Minutes of the Whitaker Museum Board meeting held Tuesday, January 31, 2017 at 5:00 p.m. at
2 the Whitaker Museum, 168 North Main Street, Centerville, Utah, 84014.

3
4 **PRESENT**

5 Diane Chamberlain

6 Mel Miles

7 Spencer Packer, Chair

8 Nancy Smith

9 Paul Thomas Smith

10 Laura Toney, was excused at 7:05 p.m.

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12 **STAFF PRESENT**

13 Stephanie Ivie, City Council Liaison

14 Lisa Linn Sommer, Museum Director

15 Connie Larson, Recording Secretary

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17 **MINUTES REVIEW AND APPROVAL**

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19 Minutes of the December 6, 2016 meeting minutes were reviewed. Mel Miles made a
20 **motion** to approve the minutes as amended. Laura Toney seconded the motion, which was
21 passed by unanimous vote (6-0).

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23 **2017 GOALS AND PRIORITIES**

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25 Nancy Smith requested this item to be on the agenda. Chair Packer asked that she share
26 what she had in mind. The following were mentioned as a beginning list of what needed to be
27 prioritized and direction given.

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- Policy and procedures for the Whitaker Museum Board.
 - Remove flag pole.
 - Museum brochure.
 - Approval on work to be done at the Museum.
 - Appraisals of artifacts and photos to be compiled.
 - Story Telling emails to be controlled by the Board and not Jacob Smith.
 - Facebook page for the Museum.
 - Advertising to reach broader spectrum of people.
 - Yard signs to advertise Story Telling events.
 - Stove.
 - Booklet describing procedures to be done monthly for events at the Museum for better efficiency.
 - Docent training video.
 - Editing of Story Night DVD's.
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1 These items will be discussed at the next Whitaker Museum Board meeting. Nancy Smith
2 will send each Board member and the Director a list of items. They are to add any additional
3 items they seem appropriate and return the list to Nancy. She will compile a final list that will
4 then be mailed out for them to rank in order of importance, and return once again to compile for
5 the next meeting.

6 **DIRECTOR'S REPORT**

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8 Lisa Sommer, Museum Director, reported it is time to visit the elementary schools to
9 educate them on the opportunities the Museum has to offer, and invite the teachers to calendar a
10 class fieldtrip at the Museum. Laura Toney volunteered to oversee visits to Centerville
11 elementary schools concerning Museum tours for students. Lisa also reported there have been
12 no DUP or SUP group tours at the Museum this past year. This is due in part to new Camp
13 Leaders and lack of Museum knowledge, as well as time to schedule outside of Tuesdays. Letters
14 will be sent to each of the DUP and SUP camps with a calendar of events, and an invitation to
15 tour the Museum. A monthly newsletter will be emailed to Board members and volunteers with
16 a calendar of events to show the volunteer schedule.

17
18 Lisa displayed a proposed yard sign that would advertise the Story Telling events.
19 Alphagraphics quoted around \$8.70 for a typical yard sign, one sided. Lisa displayed a chart for
20 the past three years that shows the number of volunteer hours, and the number of guests that have
21 attended tours and events at the Museum. There has been a steady increase each year. It was also
22 discussed and agreed upon by the Board, that there will be fewer columns in the Mayor's
23 Quarterly Report. Total visitors to the Museum, total volunteer hours and total event guests per
24 quarter.

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26 **BOARD MEMBER REPORTS**

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28 Chair Packer reported he met with Don Hartley, Utah State Office of Historic
29 Preservation, who toured the Museum. Mr. Hartley viewed the archive room, and said the CLG
30 grant portion that was intended for the upstairs sink can be used to further fund the downstairs
31 office/Carriage House if the Board chooses to not use it for the sink during this cycle. Chair
32 Packer explained that floor coverings and lighting for the downstairs remodel are not held to the
33 same standards because it is an office.

34
35 Chair Packer distributed bids from FoxWood Construction and ALCO Construction
36 Companies on the demolition, clean-up, and completion of the downstairs office/Carriage House
37 for the CLG grants. FoxWood is asking \$18,961, and ALCO is asking \$15,595. Chair Packer
38 and Nancy Smith will review the line items of each bid, to determine how many of the items can
39 be completed given current funding.

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1 Chair Packer made a **motion** to award FoxWood Construction the bid for the archive
2 room, and to re-allocate CLG money for the upstairs sink to go towards the downstairs remodel,
3 which is consistent with Don Hartley's explanation of the CLG money, noting that FoxWood
4 Construction included the upstairs items in their bid. With these items added in, total bids are
5 very comparable in pricing. Mel Miles seconded the motion, which was passed by unanimous
6 vote (6-0).

7 Chair Packer reported he met with Kevin Campbell, City Engineer, and Steve Thacker,
8 City Manager, regarding the construction and lighting of the Museum parking lot, where patrons
9 currently park. He also met with Wally Cooper on the paving of the Museum parking lot, but the
10 City Council will need to approve the plans before the lights and pavement can begin.

11
12 Mel Miles reported he met with Steve Thacker, City Manager, Lisa Sommer, Museum
13 Director, and Nancy Smith regarding adjustments to be made to the budget and how it should be
14 reported. Nancy's recommendations in an email to Steve Thacker on the Museum budget were
15 accepted. This will, hopefully, give better understanding on how reserve accounts are handled.
16 The City has committed to quarterly budget meetings with Mr. Thacker for the Museum.

17 Laura Toney reported she is involved with the 4th of July activities this year. She
18 suggested some of the elderly citizens in the community be asked to tell stories of Centerville in
19 the meeting room at the Museum, or show the short Centerville City DVD. This will allow more
20 people to come to the Museum on July 4th, instead of allowing tours that would risk damage to
21 the artifacts. Lisa Sommer shared her concerns on having storytellers in the Museum that day,
22 because many of the Board will not be available to oversee the care of the building. Instead it
23 was suggested that the gathering room be available to show the Centerville, Centennial DVD,
24 and close off the rest of the Museum, inviting guests to return on a Tuesday for a formal tour.
25 The Museum will be open from 11:00 a.m. to 1:00 p.m. on July 4th. Laura also reported several
26 citizens have told her the parade is becoming more commercialized each year. The Davis High
27 School Band told Laura they will no longer be marching in the Centerville parade. She invited
28 the Whitaker Museum to sponsor a parade entry, and asked Board members for ideas. Laura
29 Toney suggested riding in antique cars to which Chair Packer said he would ask his friends with
30 antique cars if any of them might be interested in participating.

31
32 Paul Thomas Smith reported it cost \$4,200 to publish the book he wrote on Thomas
33 Whitaker. He has now satisfied the publishing costs, and all proceeds from the book will now be
34 given to the Museum. There are eight books available for sale. The Board thanked Mr. Smith for
35 his work on the book. Mr. Smith distributed an outline of biographies of early Centerville
36 pioneers and their contributions to be used in the documentary he is currently producing for the
37 City.

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1 Nancy Smith reported the LDS Church has launched a new program in Utah entitled
2 “Just Serve.” This program is for anyone that is non-profit based, regardless of religion, to sign
3 up for needs and for individuals to volunteer service. The intent is community based. An
4 example was shown online of the Bountiful Food Bank, schools, etc. Nancy suggested the
5 Whitaker Museum could also be added to the list of places where citizens can serve, and asked
6 for permission to move forward in submitting several areas of volunteering needs. The Board
7 was grateful for the opportunity to list items on the site.

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9 At 7:05 p.m., Laura Toney was excused from the meeting.

10 **NEXT MEETING**

11
12 The next Whitaker Museum Board meeting will be held on Tuesday, February 28, 2017
13 at 6:30 p.m. at City Hall.

14
15 **ADJOURN**

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17 At 7:10 p.m., Chair Packer made a **motion** to adjourn the meeting. Mel Miles seconded
18 the motion, which was passed by unanimous vote (5-0).

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23 Spencer Packer, Chair

_____ 02-28-2017 _____
Date Approved

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28 Connie Larson, Recording Secretary