Minutes of the Whitaker Museum Board meeting held Tuesday, April 25, 2017 at 6:30 p.m. in the
Business Office Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT
Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith
Laura Toney

MEMBERS ABSENT
Diane Chamberlain

STAFF PRESENT
Stephanie Ivie, City Council Liaison
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND ACCEPTANCE
Minutes of the March 28, 2017 meeting minutes were reviewed. Mel Miles made a motion
to approve the minutes as written. Paul Thomas Smith seconded the motion, which was passed by
unanimous vote (5-0).

Minutes of the April 13, 2017 emergency meeting were reviewed. Chair Spencer Packer
made a motion to approve the minutes as amended in red. Nancy Smith seconded the motion,
which was passed by unanimous vote (5-0).

CHAIR PACKER REPORT

a. Parking and Lighting Project
Chair Spencer Packer reported the City has received bids for the parking area at the
Museum. He recently met with the Public Works Department to show them the parking
layout design, and the preliminary design was sent by email to Board members last
week. The new parking area shows ten parking spaces. The flag pole will need to be
moved, and a design for the electric system will involve conduit to run the wires in and
through concrete bases. A low estimate on lighting is $3,600 a piece up to $5,000. An
Eagle Scout has expressed interest to do the conduit for his Eagle Scout project. One
of the problems with the current paving is it covers the main sprinkler lines, and the
sprinklers will need to be reworked. A bumper block can be placed on the pavement
line to keep cars from going onto the grass and damaging the sprinkler lines. Bruce
Cox, Parks and Recreation Director, wants to run a line from inside the basement to the
sprinklers, so they can control the sprinklers by phone. A concern was expressed that a
bumper block wouldn't deter drivers from still backing over the sprinkler and another
alternative would be to have the sprinklers up next to the pathway shooting south,
avoiding any problems of driving over sprinkler heads.
b. **Updates of CLG Project**

Chair Spencer recently met with Guy Carpenter and the building inspector, and the plans were redone adding more detail. The size calculations for the heating and air conditioning system were received today, and he will submit the application for the permit this evening. The south wall next to the fireplace is the best place where the ceiling air conditioning element can be placed. The building inspector, has given approval to rough-in the toilet.

**ROP EDIT COMPLETION**

The Board discussed and made changes to the Building Use Agreement from the Policies & Procedures for the Whitaker Museum.

**SOUND SYSTEM/WHITAKER 4th of JULY**

Laura Toney reported the current sound system at the Museum is a small speaker with a headset and speaker. The concern is that speakers who talk at the Story Telling events who have soft voices are hard to hear. Laura contacted Performance Audio, and they can do a wireless microphone, receiver, and cables to go between the receiver and speaker at a cost of $750 for the low end, and this is with their discount. Chair Packer proposed upgrading the system by purchasing a second speaker to go with the current sound system that could also be used outside.

Lisa Sommer, Museum Director, reported Judy Gunn will be spinning wool on the lawn of the Museum at the 4th of July events this year. Visitors may view the video in the Gathering Room, but there will be no tours of the Museum on July 4th. Paul Thomas Smith said he has a pioneer period costume that he could portray Thomas Whitaker in the parade if a car is available for him to ride him. The parade will begin at Pages Lane this year and travel north on Main Street.

**REPORT ON BUDGET MEETING WITH CITY MANAGER**

Mel Miles reported he met with Steve Thacker, City Manager, and Lisa Sommers, Museum Director to discuss the Museum budget. The current Museum budget is a little less than $10,000 for the remaining fiscal year, and the RAP Tax is five percent for the Museum. Lisa Sommer will look at the priorities of the Museum budget to see where the $10,000 was to be spent.

Mel Miles made a **motion** to substitute purchasing a sound system in place of the Museum brochure, with the understanding that the publishing of the brochure will be pursued at a future date. Laura Toney seconded the motion, which was passed by unanimous vote (5-0).

**BOARD MEMBER REPORTS**

Paul Thomas Smith reported the Museum video is moving forward. Former City Council member, Dean Layton, who moved to St. George, visited the Whitaker Museum last week, and he was very happy with the renovations at the Museum and how well it looks. Mr. Smith will be doing the May Story Telling event. Lisa Sommer was asked to send an invitation via email to the City, including elected and appointed officials inviting them to this event.
Nancy Smith reported three to four people have expressed an interest in editing the videos of the Story Telling events and asked Lisa to report on the outcome of that.

Lisa Sommers reported she went to a meeting at the State last week on museum collections, and she was told her forms look great. She was told to make sure the building contents are well insured. The forms will be vetted by the City Attorney, along with the recommendations from the Board on the entire document.

**NEXT MEETING**

The next Whitaker Museum Board meeting will be held on Tuesday, May 23, 2017 at 6:30 p.m. at City Hall.

**ADJOURN**

At 8:30 p.m., Mel Miles made a motion to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

________________________________  05-23-2017  
Spencer Packer, Chair  
Date Approved

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Connie Larson, Recording Secretary