



## MUSEUM BOARD MINUTES

Santaquin City Council Chambers  
April 28, 2020

**Board Members Present:** Jennifer, Kim Bahr, Keela Goudy, Elizabeth Robertson, Jake

**Others Present:** Museum Board Director Annette Bott, Museum Staff Member Katie Davis, Leisure Services Director John Bradley, City Manager Benjamin Reeves, Museum Board Secretary Emily Waters

**The meeting was called to order at:** 4:03pm

**Inspirational Thought/Invocation:** Annette Bott gave the invocation

- A) Minutes:** Approval of minutes from the board meeting held on 3-24-2020  
Board Member Keela Goudy made motion to approve the minutes, Board Member Jake second the motion

### **Agenda Items:**

- A)** Board member volunteer service lengths (3 year terms) & assignments:  
Leisure Services Director John Bradley reviewed volunteer service lengths and the proposed end dates for Board member volunteers. Board Member Keela Goudy asked about renewing terms, City Manager Benjamin Reeves mentioned that the mayor usually will talk to the person who is at end of term.

New staff assignments, board assignments up for recommendation. Staff, Leisure Services Director John Bradley will be more involved with the Museum Board and will help at the museum. He will be involved with finances, meetings, and other administrative duties so that the museum can expand. Staff Member Katie Davis will work as office coordinator for gathering information for the museum and will be over social media. Allowing Museum Board Director Annette Bott to work closer with the museum and its exhibits.

Board assignments, recommended by staff, is as follows. Board Member Jennifer will be over giftshop. Board Member Keela Goudy will help with events. Board Members Jake and Elizabeth will work on fundraising. Board Member Kim will work on ideas for the museum.

Leisure Services Director John Bradley mentioned that fundraising will not be for only focusing on the roof but raising money for other things such as a new exhibit or program. Museum Board Director Annette said she appreciates the assignments and the idea of fundraising to help the museum go forward.

- B)** Floor plan adjustments at museum (Annette)



## MUSEUM BOARD MINUTES

Santaquin City Council Chambers  
April 28, 2020

- a. School Room/add Classroom
- b. Native American Room/add Art Display area
- c. New Upstairs Southwest Room
  - i. Museum Board Director Annette Bott went over the new arrangements for the museum rooms.
  - ii. Board Member Keela Goudy asked about the Museum crafts, it was agreed that the table and chairs for crafts can come from the recreation center. Board Member Kim Bahr gave her idea of doing a craft per week with each craft being themed. Leisure Services Director John Bradley clarified that arts and crafts are a tool of recruitment and should be small leaving there more time for visitors to explore the museum.

### C) Establishing set Museum hours starting in June (Katie)

- a. Monday, Wednesday, Saturday

Museum Staff Member Katie Davis went over a new and more definite schedule for Monday mornings, Wednesday afternoons, and Saturdays. The board then went over who would be at the museum and on which days, they also talked about calling each other for substitutes. Leisure Services Director John Bradley will also rotate in, the need to have one extra person working at the museum on Saturday was also mentioned. Bradley also expressed his hope for the museum to open on June 1<sup>st</sup>.

The board discussed different ideas for the schedule and what would be the most effective for crafts. It was decided that there will be some trial days to find what best suits the public.

### D) June Night at the Museum Spring Kickoff Event.... Monday June 15 or 22? (Jenny)

Board Member Jennifer introduced the spring kick off and then opened it up to the board for ideas. Leisure Services Director John Bradley talked about keeping people moving and in small groups for now and when restrictions ease, eventually gathering in larger groups. Bradley then asked Board Member Jennifer if there was a specific date, Jennifer is aiming for June 15 on Monday.

Museum Staff Member Katie Davis asked about possibly having the kickoff later in the month as a safety precaution. Bradley suggested Monday the 22, the Board seemed to agree with that date. Jennifer asked about when advertising would take start, Bradley mentioned that it would be later.

Different Ideas for how to keep groups small were proposed such as having people sign up online. Jennifer then excused Museum Board Director Annette Bott from the meeting.

### E) Museum Logo (John)



## MUSEUM BOARD MINUTES

Santaquin City Council Chambers  
April 28, 2020

Leisure Services Director John Bradley proposed different graphic ideas for the logo. There was a brief intermission due to technical difficulties, the meeting resumed at 4:57 PM. After some discussion over the logo, Bradley offered to email out the proposed logos. The board agreed.

**F) Interactive features of museum: (Annette/Katie)**

a. Gold Digging

Museum Staff Member Katie Davis briefly talked about the Gold Digging activity and turned the time over to Board Member Jennifer

b. I-Spy

Jennifer talked about doing I-spy in the past, it seemed to be successful and it will be implemented in a new way.

c. Gift Shop: Sell souvenirs & Candy

Jennifer commented that the giftshop will be unique to the museum and that they could place the new logo on many of the items. The gift shop is going to be inside the museum where the front desk can always see the items. Leisure Services Director John Bradley commented that selling giftshop items at orchard days would be a great way to promote the museum.

**G) New Programming (Kim)**

a. Art & Craft weekly

b. Pioneer Tales

**MUSEUM BOARD MEMBER REPORTS, REQUESTS & COMMENTS:**

Board Member Jake asked Leisure Services Director John Bradley about a donation of \$1,000 and the possibility of having a plack for the spouse as an alumni. Bradley said that they are wanting to expand that idea and have a wall dedicated to donors to the museum. Board Member Jennifer mentioned that there is already a wall, Bradley proposed updating the wall a little bit.

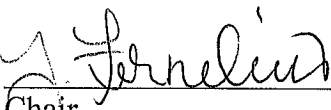
It was then proposed to plan for the next meeting and for that meeting to potentially be virtual.

**Next meeting will be:**

May 26, 2020 at 4:00pm

**Topics for next meeting:**

**Adjournment** Board Member Jake made the motion to adjourn. Board Member Keela Goudy second the motion. All were in favor; meeting was adjourned at 5:15 PM.

  
Chair

\_\_\_\_\_  
Vice