



MUSEUM BOARD MINUTES

Santaquin City Council Chambers
November 17, 2016

Board Members Present: Keela Goudy, Ron Petersen, Elizabeth Robertson, and Council Member Marianne Stevenson, and Jenny Fernelius

Others Present: Museum Director Annette Bott, Museum Co-Director Katie Davis.

The meeting was called to order by Jenny Fernelius at 4:04 p.m.
Roll Call

Pledge of Allegiance

Board Member Fernelius led the Pledge of Allegiance.

Invocation/Inspirational Thought

Board Member Bott offered an Invocation.

Minutes

Board Member Goudy made a motion to approve the minutes from the September 14, 2016 meeting. Board Member Stevenson seconded the motion. The vote to approve the September 14, 2016 minutes as written was unanimous.

New Business

Volunteer Conference Report

Annette Bott stated meeting that she attended was about the interviewing process how important it is to screen volunteers and patrons that are going to be volunteering in the museum. She stated we have a great amount of items that are very delicate, expensive and non-replaceable items. Ms. Bott said they talked about the high risk volunteers and low risk volunteers. For example low risk volunteers are the desk volunteers, high risk would be volunteers that come in direct contact with the museums items, also lifting and the stairs.

Ms. Bott would like to do training with the volunteers they need the right knowledge about the items and their duties of being a volunteer at the museum. Ms. Bott also said a on the job training would be great, as well as the communication and what is expected while doing the job. Also know the volunteers physical limitations, the time frame and schedule in the summer. Ms. Bott would also like the volunteers to know a little history of the building, Santaquin and is willing to learn more.

Ms. Bott would like all board members to record all of their volunteer hours also the board meetings can be counted as volunteer hours. Board Member Robertson asked about the hours in the past and today hours. Ms. Bott said the hours will help us in getting grants, and she stated we need to record all tours as well.

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Summer Open Tours Overview:

Board Member Peterson had a thought of 4 hours but this is too long. Board Member Peterson states no one has been coming, Board Member Peterson thinks 3 hours of tour time. Board Member Goudy apologized about not doing any tours. Ms. Bott stated the city is pushing us to keep it open. Board Member Peterson would like to put some flyers out possibly at the school's letting them know about the summer tours as well as the front on the utility window and the city new letter. Board Member Goudy stated a poster sign on an easel in the library. Board Member Peterson states that Spanish fork has a channel that we could advertise as well as Facebook etc. Museum hours 10 to 2 what are your thoughts Board Member Robertson? Board Member Robertson stated 10 to 1 keep it open on Saturday Board Member Goudy stated having kids parties there or some kind of activity. Board Member Peterson says that would be a little worry some because something could get broken. Board Member Goudy stated last year an idea come up about doing Christmas trees. Ms. Bott states no heat and no water or restrooms that could be a problem in the winter.

Inventory Status:

Katie Davis said they are $\frac{3}{4}$ of the way done with the country store. Ms. Davis then they will move to the kitchen then the hall way. Ms. Davis stated that they have made great progress. Ms. Davis said the highest displays are going to be the most difficult and we will need help.

New Board Member:

Ms. Bott stated we have one spot for a new board member so if anyone knows someone that would like to be a member of the board let us know. Board Member Brad Peterson moved.

Military Room Additions:

Board Member Peterson states that there is a picture of Chester Peterson and his wife also a bunch of misc. items that could be moved and put some new wars like Grenada Lebanon and The War on Terror, there are a lot of children hoping to see their family members that they know up on the walls. Board Member Peterson said the wall space that would be taken up south wall would be able to be used as well. Board Member Peterson said he would be able to get a hold of some of the veterans to see if they would like to put their pictures up, some of them are reserve about putting their pictures on the wall. Ms. Bott she would like to see the current wars up on the walls from the most recent to the past. Ms. Bott stated let's move forward on that. Board Member Peterson stated he brought that up at the legion and they think it should be the people that live in Santaquin at the time of service or now. Board Members agreed and to have criteria and what it takes to get on the wall.

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Staff Reports:

Ms. Bott asked for any opinions on the December board meeting? She also stated that if something was pressing us at this time then we would have a board meeting. Board Member Goudy made a Motion we do not have a meeting in December and Board Member Peterson seconded the Motion, the Vote for no Board meeting in December was unanimous.

Ms. Bott stated that they needed to redo the paint on bottom of window around the door ways, we also need to paint inside and outside she stated. Ms. Bott would like to start with the entrances of the building first, the top is not in that bad of shape. Board Member Fernelius said that it would be a nice look fresh. Ms. Bott said that we would need to get some volunteers up to scrape off new paint and that they have some family members have painting skills and have all the equipment. Board Member Peterson said that would be a great service for a volunteer project. Board Member Peterson said that adults will need to be protected in case of lead base paint and recommended that kids should not do this service project and it would be a great idea for the spring.

Board Member Peterson would like to see the big sign out front the one with the Indians would look great re painted or re done. Board Member Peterson also stated this year pioneer day was confusing and thinks they should change the name. Board Member Goudy stated that something like Heritage day would be great. Ms. Bott asked the Board Members to be brain storming about changing the name.

Board Member Reports:

No Board Member Reports

Adjournment:

Board Member Fernelius Made the Motion to Adjourn, and Board Member Robertson seconded the Motion at 4:54 p.m. The Vote to Adjourn was unanimous.

Jenny Fernelius, Board Member

Holly Homer, Deputy City Recorder