



MUSEUM BOARD MINUTES

Santaquin City Council Chambers
September 15, 2016

Board Members Present: Keela Goudy, Ron Petersen, Elizabeth Robertson, and Council Member Marianne Stevenson. Jenny Fernelius, Kellie Robbins and Brad Peterson were excused.

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

The meeting was called to order by Chair Pro-Tem Keela Goudy at 6:04 p.m.

Pledge of Allegiance

Board Member Robertson led the Pledge of Allegiance.

Invocation/Inspirational Thought

Board Member Petersen offered an invocation.

Minutes

Board Member Goudy made a motion to approve the minutes from the July 21, 2016 meeting. Board Member Robertson seconded the motion. The vote to approve the July 21, 2016 minutes as written was unanimous.

New Business

Volunteer Conference Report

Annette Bott said she and Katie Davis had attended the first part of a 2 part series on Volunteer and Management Training, sponsored by the Utah Division of Arts and Museums. Topics covered included trends in volunteers, recruiting and retaining workers, barriers for volunteers, using time efficiently, broadening ways volunteers are utilized, clear expectations and risk management. Board Member Goudy asked if the Board would be considered volunteers. Board consensus held that they would be considered as such.

Risk management information included such items as emergencies, evacuation plans, dealing with an injured person and the procedure to follow in a natural disaster. It was agreed the address for the Museum should be visible in the event 911 had to be called. Board Member Petersen asked about emergency exits. In the event of an emergency, staff and patrons of the Museum can exit through the front door, the south door to the playground, and through the Senior Center if the door is unlocked. Santaquin Museum liabilities discussed included use of the stairs, lifting and moving, and accountability. Accountability is higher because of the open displays. After some discussion on risks to volunteers, Council Member Stevenson said she will ask Assistant City Manager Dennis Marker if the City risk management policies apply to volunteers.

Ms. Bott said people are four times more likely to volunteer if they are asked personally, which is the method Santaquin currently uses. Possible places to find volunteers include the family history center, religious groups, clubs, high school students and retirees.

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Eagle Projects

Ms. Bott said there were a few projects to be done around the Museum that might be good Eagle projects, such as scraping and painting the windows and doors. Ms. Davis said a website needs to be created for the Museum. The Museum sign also needs restoration or replacement. Board Member Petersen clarified the process for an Eagle project. Board Member Robertson suggested the Board Members contact the person over Eagle Scouts in their religious organizations.

Military Room Update

Board Member Ron Petersen asked if the information on the wall dedicated to Chesley Peterson could be consolidated and an area made for newer veterans be added. Ms. Bott said she liked the idea of adding information on newer veterans. She said it would take some work to gather the information. Board Member Petersen said two veterans returned home to Santaquin last week.

Board Member Goudy asked if those serving in the National Guard would be included. Board Member Petersen said if they had been on federal duty they would qualify. He said he would work with Ms. Bott on the criteria for inclusion. Ms. Bott suggested when the criteria is set, it could be placed on the City website, on Facebook, and in the newspaper. Criteria would include a photo of the veteran when he/she had signed up, when they were discharged, and what rank they had attained. Board Member Petersen expressed his gratitude to the persons from the American Legion who had volunteered at the Museum over the summer.

Meeting Time Change

Board Member Goudy said Mr. Marker had sent out an email requesting the Board look at changing the meeting time from evening to during the day. It appears 4 p.m. on Thursday may work. Board Members will check with those not present to see if this will work.

Staff Reports

Museum Director

Board Member Goudy asked if the Museum was sponsoring another Witches Night event. Ms. Davis said attendance had dropped off in the three years the event has been held. A lot of time and money had gone into preparations for Witches Night, and staff felt it was better to use those resources for other things if the event was not working out.

In answer to a question from the board, Ms. Bott said attendance had been sporadic for the summer hours. It was noted that most people attend after noon, and summer hours for next year might be better held from 11 a.m. to 2 p.m.

Adjournment

At 7:45 p.m. Board Member Petersen made a motion to adjourn. The vote to adjourn was unanimous.

Keela Goudy, Chair Pro-Tem

Linda Midgley, Deputy City Recorder