

**Board of Trustees  
Museum Division  
St. Mary's County Department of Recreation and Parks**

Home of Shirley Leyland, President, Board of Trustees

**Members Present**

Robert Arnold  
Steve Dunlap  
Herb Walling  
Helen Dorsey

Joe Gass  
Millie Huseman  
Shirley Leyland  
Rose Davis

**Members Absent**

Joe Balenger abs

Greg Callaway abs ex  
George Kennett abs  
ex

**Advisors Present**

Phil Rollins, Director Department of Recreation and Parks  
Debra Pence, Director, Museum Division  
Lydia Wood, Historic Site Manager

**Call to Order**

President Shirley Leyland served a holiday breakfast at 7:30 a.m. She called the meeting to order at 8:10 a.m. and led the Pledge of Allegiance followed by a moment of silent reflection.

**Approval of Minutes**

Minutes of the October 4, 2004 meeting and the agenda for this meeting were e-mailed/mailed to the members prior to the meeting. Bob Arnold moved for approval of the minutes from the October 4, 2004 meeting, second by Herb Walling. The board approved the minutes by voice vote.

**Old Business**

The Board thanked Debra Pence, Museum Director, for initiating and continuing to deliver monthly reports on the day-to-day activities at the museum.

Ms. Pence said that attendance at the December 5<sup>th</sup> Volunteer Pot Luck Dinner was up this year. She thanked her staff for providing a fun evening.

Mr. Callaway was absent and Ms. Pence provided the following update from the friends.

The Friends have completed their budget development for 2005. They have initiated two new long-term projects. More information will be available in the future.

The Friends membership event planned for January is postponed. Alternative events are being considered.

### **New Business**

Report from Debra Pence: Ms. Pence delivered a written report covering November operations.

Four additional items were discussed:

1. The tenant at the PPLHMP keeper's quarters will vacate at the end of December. The plan is to find another tenant for at least a year.
2. In January, the Director will ask the Board to review the current and proposed admissions policies for each of the sites.
3. Brochure project. Ms. Pence is working on consolidating the five very different brochures currently used in the Museum Division. Under consideration are a single advertising card for use in other museums and tourist gateways and a folded booklet that describes the museums and locations. This redesign and consolidation will result in a less costly publication that is easier to manage.
4. Ms. Pence is planning to apply for a restoration grant from the Maryland Historical Trust. This will allow the Museum Division to hire a consultant from St. Michaels. The consultant will provide a plan for the restoration of the four historic boats at PPLHMP. We would know the scope of work, the tools required, and requirements for material.

### **Report from Phil Rollins:**

Mr. Rollins also had four items to report.

1. The BOCC will request \$100,000 from the state in a Bond Bill for the PPLHMP. A hearing is expected in late winter. Support from members of the board at the hearing in Annapolis is critical.
2. The Museum Division will not receive a grant from the Southern Maryland Heritage Commission this year. Our application was rated a top project but funding at the state level did not materialize. The BOCC will resubmit the grant request next year.
3. The Southern Maryland Runners Club is planning a marathon in Piney Point on March 6, 2005. HLSS will host the start and finish of the race. This race will be a qualifying race for the Boston Marathon and volunteers will be needed.
4. The FY 06 budget process has begun. Two scenarios are planned for PPLHMP for FY 06 that begins July 1 2005. The first will run the museum with the part-time seasonal help in the current budget. The second budget scenario will ask for a Historic Site Manager in addition to the seasonal help. This is an evolving process and Mr. Rollins will keep us informed of progress.

**Nominating Committee:**

Rose Davis announced the slate of officers for calendar year 2005. The nominees are Shirley Leyland, President; George Kennett, Vice President; and Steve Dunlap, Secretary. The slate was accepted. We will vote for new officers at the January 2005 meeting.

By-Laws. We do not plan any changes to the By-Laws for the Board of Trustees.

President Leyland proposed a 2005 meeting schedule. Millie Houseman made a motion for approval, seconded by Bob Arnold. The Board approved the schedule by voice vote.

**Upcoming Events**

The agenda contains the schedule for additional events.

**Next Meeting Date/Location**

The meeting schedule for calendar 2005 was proposed and approved as show in the table below.

<b>2005 MEETING DATES</b>	<b>MEETING TIME</b>	<b>MEETING PLACE</b>
January 10	08:00	SCIM
March 14	08:00	Recreation & Parks Conference Room
May 9	08:00	Recreation & Parks Conference Room
July 11	08:00	Recreation & Parks Conference Room
September 12	08:00	Recreation & Parks Conference Room
November 14	08:00	PPLHMP

**Adjournment:**

With no further business, Bob Arnold moved to adjourn, second by Rose Davis. We adjourned at 9:11 A.M. Members of the Board then drove to PPLHMP for a tour of the improvements in progress. The new museum building is taking shape and a new building houses the four historic boats. The expectation is opening the museum in May 2005.

Respectfully submitted,

Steve Dunlap, Secretary