

**St. Mary's County Museum Division Board of Trustee
Meeting Minutes**

Potomac Building – Room 14

November 13, 2017 · 8:30 a.m.

Board Members Present: Dale Springer (President), Bryan Barthelme, Michael Blackwell, Lynn Fitrell, Victor Govier, Susan Gough, Stephanie Waikart

Board Members Absent: James Banagan, Helen Dorsey, Eleanor Slater.

Staff Present: Karen Stone – Museum Division Manager.

1. **Call to Order:** D. Springer called the meeting to order at 8:30 a.m.
2. **Pledge of Allegiance:** The Board pledged allegiance to the flag of the United States.
3. **Moment of Silence:** A moment of silence was observed.
4. **Roll Call:** D. Springer verified presence of a quorum.
5. **Approval of Minutes:** July 10, 2017 & September 18, 2017 minutes were presented for approval.

Motion: to approve. Made by: L. Fitrell, Seconded by: M. Blackwell. Motion carried.

6. Old Business

a. Retiring Membership Update:

1. D. Springer recognized retiring Board members Susan Gough and Stephanie Waikart (present) and thanked them and all retiring members for their service. Membership was also reminded of the Volunteer Appreciation Reception to be held in January at a date TBA.
2. D. Springer noted the County was accepting volunteer applicants through December 5th and that inquiries should be directed to the County website or to contact Diane Gleissner.

b. American Alliance of Museums Accreditation Update:

1. K. Stone reported that she was working on reviews and updates of the Strategic Plan (submitted to AAM August 18th) incorporating recommended changes from her research and recent discussions with the AAM. Update plan to be presented to the Board once AAM comments are received.

7. New Business:

a. 2018 Board Officer Nominations:

1. D. Springer opened the floor to nominations. D. Springer (Pres.), L. Fitrell (V. Pres.) and M. Blackwell (Sec.) all accepted nominations for 2018.

Motion: to approve. Made by: V. Govier, Seconded by: S. Gough. Motion carried.

b. 2018 Meeting Schedule:

1. D. Springer presented the 2018 meeting schedule for approval.

Motion: to approve. Made by: M. Blackwell, Seconded by: L. Fitrell. Motion carried.

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- c. St Clements Hundred/ DNR Update
 - 1. K. Stone provided update on the Osprey Gala and Blessing of the Fleet events hosted at the SCI Museum site and noted that the weekend's events will be consolidated to Friday/Saturday only for 2018.

 - d. Friends Update:
 - 1. D. Springer noted that work continues on the 2018 Jazz Festival.
 - 2. K. Stone reported the Friends Annual Appeal had been sent out and that work continues on approving/filling the Administrative Assistant position for 2018.

 - e. Museum Division/Department Updates:
 - 1. K. Stone presented the October (Division) report to the Board noting the completion of ADA compliant renovations to the Charlotte Hall School House (at SCIM) in addition to providing other general project updates.
 - 2. The SCI and PPLH Museum sites will remain open through the winter season. Sites would typically close in December (except for special events) and re-open in March. Funding for this change is budgeted.
 - 3. The "Library Boxes" Program has been expanded to include the SCI and PPLH Museum sites.
- 8. Fall/Winter Events:**
- a. Special Events:
 - 1. V. Govier recommended the Museum sites evaluate "care and presentation" practices in general and in particular for exhibits/artifacts that may be on-loan during special/seasonal events. K. Stone to follow-up and report.
 - b. Events:
 - 1. All events have been scheduled and will proceed as planned
- 9. Next Board of Trustee Meeting:**
- a. Will be held on January 8th at 8:30 am – Room 14 Potomac Building.

10. Adjournment.

Motion: to adjourn. Made by: B. Barthelme, Seconded by: L. Fitrell. Motion carried.

Meeting adjourned at 9:45 a.m.