

**Farragut Museum Committee
Minutes
August 23, 2016**

Members Present:

Steve Stow, Chairman
Dee Henning, Vice Chair
Carolyn Sinclair, Gift Shop Manager
Joyce Moran, Secretary
Carolyn Coker
Loretta Bradley
Jack Haines
Gordon Michaels

Absent:

Lou LaMarche
Libbie Haynes

Others Present:

Julia Barham, Museum Coordinator
Sue Stuhl, Director

1. **Call to Order:** The meeting was called or order by Chairman, Steve Stow at 1:32 pm.

Motion by Jack Haines to approve the Agenda as presented. Seconded by Loretta Bradley. Motion carried.

2. **Committee Meeting Decorum:** Mr. Stow stated that the Committee is not following Roberts Rules of Order in that we are off topics, disorganized, rambunctious. The Committee needs to conscientiously return to some resemblance of Roberts Rules of Order and try to stick to having a one-hour meeting.

3. **Approval of Minutes:**

- a. The minutes for the June 28, 2016 meeting were presented. Minutes corrected on page 1 to reflect that Carol Sinclair, not Carolyn Coker, would cover the gift shop on Friday evening, August 9th. Carolyn Coker made a motion to approve minutes as corrected, seconded by Jack Haines. Motion carried.

4. **Financial Report:** Ms. Stuhl provided an explanation of the Museum Financial Reports. She stated that more detailed reports would be provided in the future. Discussion re amount of money collected in donation box. Mr. Stow stated that an Ad Hoc Committee be formed to recommend how money in the Museum Savings Account would be spent.

- a. Museum Account: Museum Savings Balance - \$44,443.38; Museum Checking Balance - \$5,914.40. Discussion regarding Revenue and Expenditures.
- b. Gift Shop Account: Gift Shop Savings Balance: \$13,632.27.

Motion to approve the Finance Report by Jack Haines, seconded by Dee Henning. Motion carried.

5. **FY 2016:**

- a. 2016–2017 Budget: Ms. Barham presented the budget for 2016-2017, which is based on last year's budget. Total Budget is \$6,000.00. Discussion. Motion to approve budget by Jack Haines, seconded by Carol Sinclair. Motion carried.
- b. 2016-2017 Goal Approval: Ms. Barham reviewed the goals for the coming year. Corrections/changes to goals are as follow: Delete "Folklife" in the heading. 4th item down – change docents to volunteers. 9th item down – delete Museum Membership Banquet. Motion by Jack Haines to approve Goals as corrected, seconded by Carol Sinclair. Motion carried.

6. **Museum Coordinator's Report:**

- a. New Case for 3rd Gallery – Ms. Barham reported that the new case for the 3rd Gallery arrived today and looks great. Discussion to use Gift Shop money to purchase a second case for the 3rd Gallery. Discussion. Upon the recommendation of Julia Barham and Carol Sinclair, a motion was made by Jack Haines to purchase a second small case identical to the new case for the 3rd Gallery with funds from the Gift Shop account. Seconded by Dee Henning. Motion carried.

Suggestion to purchase two new large cases out of the Museum Savings Account. This suggestion will be presented to the Ad Hoc Committee re decisions on use of Museum Savings Account.

- b. Upcoming Tour – Samuel Frazier Chapter DAR, Saturday, October 22, 2016 at 11:00 AM. – Jack Haines offered to do the tour.
- c. Upcoming Absences: Julia Barham will be on vacation Sept. 1-7 and will be attending a conference Oct. 10-14. Carol Sinclair stated that she would be unavailable a few days and Jack Haines would provide coverage for her.
- d. “Friends of the Farragut Museum”:
Ms. Barham provided a comparison of Revenue from the Membership Program FY 2016 - \$3511; and Friends FY 2017 – 2755. A second reminder will be sent in December.

7. Committee Reports:

- a. Docent/Gift Shop Host Schedule – Carol Sinclair will continue to take care of both schedules for the month of September; and will be contacting docents/volunteers.
- b. Empathy – Ms. Henning reported that Libbie Haynes is doing well and her shoulder still bothers her. She is currently dealing with water damage to her house.
- c. Oral Histories - No report at this time.
- d. Black History Event – Ms. Bradley reported that she had sent a letter and gifts to the young child, who has cancer, Christopher Mason. Ms. Barham to add a copy of the letter to file regarding outreach to children. Ms. Bradley stated that she has contacted the “Bright Star Touring Theatre” to present a program “Creative Knowledge Through Drama and Art”. No additional report at this time. She would like to have two youths as Emcees. The date has been changed. Refreshments will be discussed at future meetings.

Consensus to approve all reports submitted.

8. Other Business:

- a. The Committee requested a record for new expenditures. An Ad Hoc Committee was formed, consisting of Jack Haines, Gordon Michaels, Carol Sinclair, Dee Henning, and Julia Barham, as Ex-Officio Member to recommend on how Museum Savings to be spent; and report back to this Committee.

Next Meeting:

The next Farragut Museum Committee meeting is scheduled for Tuesday, September 27, 2016, at 1:30 PM.

Adjournment:

Meeting adjourned at 2:45 pm.

Respectfully submitted,

Joyce Moran, Secretary