

**Farragut Museum Committee
Minutes
January 25, 2017**

Members Present:

Steve Stow, Chairman
Dee Henning, Vice Chair
Joyce Moran, Secretary
Carolyn Sinclair, Gift Shop Manager
Lou LaMarche
Carolyn Coker
Loretta Bradley
Gordon Michaels
Libbie Haynes

Absent:

Jack Haines

Others Present:

Julia Barham, Museum Coordinator
Sue Stuhl, Director and Staff

1. **Call to Order:** The meeting was called or order by Chairman, Steve Stow at 1:30 pm.
2. **Approval of Agenda:** The Agenda was amended to include Museum Expenditures under Committee Reports and Black History was moved under Museum Coordinator Report Black History Event. Agenda approved by consensus of Committee.
3. **Approval of Minutes:** Motion by Gordon Michaels to approve the Minutes of the October 25, 2016 meeting as presented. Seconded by Dee Henning. Motion carried.
4. **Financial Report:** Ms. Barham presented the Museum Financial Reports.
 - a. Museum Account: Museum Savings Balance - \$48,471.68; Current Month Revenue - \$537.00; YTD Revenue - \$3,758.30.
 - b. Museum Checking Balance - \$4,773.63; Current Month Expense - \$930.68; YTD Expense: \$1,226.37.
 - c. Gift Shop Account: Gift Shop Savings Balance: \$6,314.78; Current Month Revenue: \$885.90; Current Month Expense: \$69.90; YTD Expense: \$9,037.31, which included purchase of display cases.
5. **Museum Coordinator's Report – Julia Barham**
 - a. Black History Event/Black History Report: Scheduled for Sunday, February 12, 2017. Doors open at 1:00 pm for Reception. The theme is: "Creative Knowledge Through Drama and Art", presented by the Bright Star Touring Theatre. The Program begins at 2:00 pm and doors close at 4:00 pm. Refreshments to include small cake, finger sandwiches, fruit, nuts, punch, small cupcakes. Flyer to be distributed January 31st. Ms. Bradley distributed a handout. Ms. Bradley and volunteers will take care of mailing the flyers.
 - b. Smithsonian Exhibit: "Roots of Wisdom: Native Knowledge Shared Science" will be available in May. A reception will be held Friday, June 2nd from 5-7 pm; and the exhibit will open Saturday, June 3rd. Suggested that the Museum be open another Saturday or Sunday for this exhibit. Save the date! Notices of the exhibit will be mailed by March 1st and a flyer distributed May 1st. Special training will be required for docents. Mr. Stow is loaning Native American Baskets for the exhibit; Ms. Sinclair is bringing in Cherokee pottery; and Ms. Bradley will bring in baskets and pottery. The exhibit will run from June 3 through August.
 - c. Upcoming Tours:
 - Tuesday, January 31st, 7 pm – Cub Scout Tour (6th graders). Mr. Michaels and Ms. Sinclair will host the tour.
 - Monday, February 20th – Mr. Haines has been request to host tour.
 - d. Lou Marche Admiral Farragut Presentation: January 21st presentation. Mr. LaMarche was unable to attend, but Gerald Augustus filled in and did a great job. Mr. LaMarche will do a presentation for the Knox Rotary Club on February 25th.
 - e. Friends Program: Mr. Stow requested the number of those who have joined the program to date/money from donations received. Ms. Barham will follow up and send email. Ms. Barham reported that numbers are down and will do a comparison with the previous program. There were 130 members in the previous

“membership” program. We have 88 “friends” to date. Ms. Stuhl will write letters to those who have not joined the “Friends” program and request their participation. She will also send a letter to other Committee members, the Mayor, Aldermen, docents and volunteers. Discussion on recruiting “Friends”.

The Tea Party held Saturday, January 28th was a success. Members of the Friends Program were invited.

- f. Museum Expenditures Ad Hoc Committee: Report was deferred as Mr. Haines was not in attendance. Mr. Haines was to schedule a meeting with Gordon Michaels, Carol Sinclair, Dee Henning and Julia Barham and report back to this Committee.

6. New Business:

- a. Museum Corporate Friends Program: Mr. Stow
Mr. LaMarche was to contact Betty Sisco for her input but she has since retired. Ms. Barham will update information flyer and email to committee. The discussion with Betty Sisco presented two opportunities:
- 1) Thursday, March 2nd Networking 8-9:30 am – Julie Predny with West Knox Chamber of Commerce. The Chamber will have two or three members in attendance. Need one table for “check-in”; breakfast including coffee and juice. Networking will last about 45 minutes. We will have the opportunity to talk about the Corporate Friends Program at 8:30 am. Meeting to be held in Museum or Board Room.
 - 2) March 21st – New Members Orientation to be held in the Board Room.

Sub-Committee meeting scheduled for Wednesday, February 15th, in the Museum regarding details. Julia will provide list of Farragut businesses.

- b. Museum Newsletter: Ms. Barham
The Museum Committee previously approved a quarterly newsletter. Ms. Barham proposed that we provide a semi-annual newsletter – Mr. Michaels and Ms. Moran to assist Ms. Barham. Meeting scheduled for Monday, February 13th, 1:30 pm.

7. Committee Reports:

- a. Docent/Gift Shop Host Schedule – Ms. Haines has completed the February schedule. Ms. Sinclair distributed the Gift Shop schedule. Ms. Sinclair reported that Helen Knight has retired as a volunteer in the Gift Shop.
- b. Empathy – Ms. Henning will send cards to:
- Thinking of You card to Mac Abel – declining health
 - Thinking of You card to Barbara Beeler
 - Birthday card to Charlie Owens – age 91
- c. Oral Histories – Mr. Stow stated there was no report at this time.
- d. Black History Event – Reported above.

8. Other Business: None.

9. Next Meeting:

The next Farragut Museum Committee meeting is scheduled for Tuesday, January 24, 2017, at 1:30 PM.

10. Adjournment:

Motion to adjourn by Mr. Michaels, seconded by Ms. Henning. Motion carried. Meeting adjourned at 2:36 pm.

Respectfully submitted,

Joyce Moran, Secretary