

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
SEPTEMBER 23, 2015
Village of Brockport Office Conference Room

CALL TO ORDER: 6:00

PRESENT: Pat O'Brien, Mark Rice, Chris Hunt, Sue Savard, Bill Andrews, Norm Knapp, Pam Ketchum, Karen Owen

OLD BUSINESS:

- Map restoration: Our application for a grant for the map restorations was denied. The Village Board has approved the use of Shafer Trust money for the restoration of three maps to be done by Gary Aldrich. Sue notified Gary to proceed with the work.
- Accessibility: After a feasibility study is completed, we will look for grants to cover the expense. The architect has suggested that we break the project down into separate sections. The fact that the building is listed on the state and national register will be to our benefit when we apply for a grant. We also have a problem in the second and third floor because we do not have a secondary egress. This will be addressed as part of the overall accessibility plan.
- Financial Report: Dan Hendricks submitted a financial report, noting that, as of 9/21/2015, we have used \$701.57 of our \$2,500 budgeted figure. We have \$48,365.71 in the Shafer Trust.
- Eagle Restoration Funding: Pat has submitted a proposal to BISCO (Brockport Integrated Service Organization) for funding of the restoration on one of our eagles. She is, also, currently working with a grant writer looking for funding for restoration of one or both of our eagles. To date, the college has not responded to our request.

NEW BUSINESS:

- The October 9th event is moving forward. It appears that at least 30 or 40 people will be in attendance. Members of the board will supply snacks. Wine and lemonade will be purchased and served.
- Student Interns: Student interns have begun work on their projects, which vary from creating a cemetery walk to studying and preparing a PowerPoint presentation on our game collection.
- Collections Committee: Sarah, Sue, Pat and Chris Hunt have agreed to head up a collections committee. When the collections committee begins the work of deaccessioning items, they will submit to the Museum Board a list of recommendations, after which the final list will be submitted to the Village Board for approval.
- Education Committee: Mark, Allan, Pam and Christine Maxfield have agreed to be on the Education Committee. Since we have not had such a committee in the past, they will be working on a charter and developing the scope of the committee.

Norm made the motion that the education and collections committees be accepted.
Seconded by Mark.

- Marketing Plan Proposal: Mike Lane, one of student participants, asked a number of questions regarding our funding. He is doing a project this semester for his Museum Studies class. He also volunteered to develop a marketing plan for the museum and to look into other sources of revenue.
- Gift: William Rowe, son of Janet (Richards) Rowe, donated a beautifully preserved certificate of membership into one of the fire departments. The board accepted his gift, and Norm Knapp offered to pay for its framing.
- Climate Control: To date, Norm has not heard from Jeremy Linden regarding giving us an analysis of the best way to proceed with a climate control plan for the museum. Once Jeremy responds, as many board members as possible will participate in the discussion.

Adjournment: Meeting adjourned at 6:50

Next Meeting: Wednesday, October 28, 2015

Minutes Submitted by Allan Berry, Secretary