

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM  
APRIL 27, 2016**

**CALL TO ORDER: 6:00**

**PRESENT:** Allan Berry, Sue Savard, Bill Andrews, Norm Knapp, Pam Ketchum, Karen Owen, Pat O'Brien, Neal Keating. Visitor - Mike Lane

**Approval of minutes:** The minutes of the regular meeting the March 23, 2016 were approved unanimously.

**OLD BUSINESS:**

- ✓ **Golden Eagles:** Neal Keating has contacted a number of departments at the college with regard to adopting one of our eagles. He submitted a concept idea for approaching the subject and has sent information to a number of departments at the college. He's hoping to establish an interdisciplinary approach as well as a town/gown initiative. As it's important for those involved to have a coordinated effort, he suggested that he and Sarah Cedeno work together on this project. He will draw up a more complete proposal and submit it to the Dean of the School of Theater, Arts, Humanities, and Social Sciences for discussion. Karen has learned that, at the present time, there are no plans for a 70th anniversary celebration. Since it's close to the end of the school year, Neal will present his developed proposal on the eagle project at our September meeting.
- ✓ **Financial Statement:** Pat passed out a financial sheet showing the Museum's income and expenses for this year. Some of the expenses (pictures and handicap accessibility study) will be covered by grants, which have been approved but not yet received. The report did not specify the information requested with regard to the status of the Shafer Trust. Pat and Bill agreed to set up a meeting with the Village's accountant to get a more complete picture of the terms and conditions of the trust and the income it generates each year in order to understand our financial position. Bill Andrews explained the Village is responsible for handling the trust. We are allowed to use only monies generated through income and dividends and not dip into the principal.

Allan made a motion that we request from the village accountant a quarterly report including the Shafer Trust as well as updates on our other income and expenses. Norm Knapp seconded the motion.

- ✓ **Stair & Hall Runner:** Norm Knapp made a motion to purchase and have installed a stair and hall runner not to exceed an amount of \$600. Seconded by Allan. Unanimous vote.

**NEW BUSINESS:**

- ✓ **Slate of Officers.** Allan volunteered to develop a slate of officers and present it at the next meeting.
- ✓ **Blog & Facebook:** Sarah Cedeno put a notice on both our blog and Facebook pages reminding Brockport Alumni to put the museum on their list of activities to enjoy during their reunion weekends.

- ✓ **Strategic Planning:** Neal suggested we begin to develop a more comprehensive strategic plan as to a way forward and begin compiling a record of recommendations in terms of our collection management, marketing, financial planning. What will the museum look like long term? How can we prepare it for future generations? We should keep a running history of brainstorming ideas that we review from time to time and adjust. This item will be placed on our next agenda.
- ✓ **Visitor:** Mike Lane proposed we develop a plan for numbering our collection in some permanent fashion using the object numbers in our Past Perfect entries. At our next meeting, he will have a written proposal with basic guidelines for applying these numbers to various types of items. He also suggested we have an exit survey form for visitors as a way to gather E-mail addresses. Mike presented us with signs to use over the doorways identifying each of our rooms.

**Adjournment:** Meeting adjourned at 7:20

**Next Meeting:** Wednesday, May 25, 2016

**Minutes Submitted by:** Allan Berry, Secretary