

Emily L Knapp Museum Board Meeting

Wednesday, July 30th, 2014, 7 pm

In attendance: Jackie Morris, Dan Burns, Sarah Cedeno, Bill Andrews, Christine Hunt, and Allan Berry

It is confirmed that Bill Andrews is ELK Liaison to the Village Board, and also, upon some clarification of this “anomaly,” a voting board member. This is agreeable to the ELK Board.

Bill Andrews expressed concern about the inventory of the Brockport Community Museum Displays, and indicates the Board should visit the cases and detail the items in each.

Dan Burns offered the following update of the Shaffer Trust funds.

On 11/2011, the ELK portion of the trust totaled \$66,365 and the accrual per quarter on the trust was to be \$958.

As of 6/30/14, the ELK balance of the trust stood at \$47,571.49, with the accrual per quarter coming in at \$525.43.

We reviewed the provided ledger, and were curious that the amounts incoming/outgoing on the ledger did not total the difference between the original balance and the current balance. Dan has requested further detail of the credit/debits of the JP Morgan account.

Dan Burns sent the adjusted contract for cleaning services, and received a quote from Pro of \$225 per cleaning. The Board discussed the purchase of a vacuum cleaner to maintain the museum’s cleaning schedule ourselves, but came to an agreement that

***We request Pro cleaners to come biannually, April and September. Christine moves, Allan seconds, and the board is in unanimous agreement. The cleaning should cover: vacuuming both sets of stairs and cleaning the vestibule, cleaning the bathroom toilet and sink, vacuuming all floors on 2nd and 3rd floor (including office), and dusting all wood furniture.**

*Dan moves to purchase a vacuum cleaner for board use to clean both carpet and bare floor areas. Christine seconds. The board unanimously supports Dan agreed to follow up on this purchase.

*Dan also moves to purchase 4 folding chairs to serve at meetings in the ELK Museum Office, which Allan seconds, and the board unanimously agrees. Dan agreed to follow up on this purchase.

Though the ELK Museum Board has yet to see a physical copy of Pam Ketchum’s application to join the ELK Museum Board, the board unanimously recommends Pam to the Board.

Bill to clarify to Leslie regarding the make-up of the ELK Museum Board, that the board's number of voting members should be amended from 5 (excluding the Chair) to 4, and from 7 (excluding the Chair) to 6.

The following lots were drawn to determine the terms of current voting board members:

1-year term: Doug Wolcott

1-year term: Allan Berry

2-year term: Bill Andrews

2-year term: Jackie Morris

3-year term: Sarah Cedenó

3-year term: Norm Knapp

For the August 2014-August 2015 ELK Museum Board Make-up, the Board unanimously agrees:

Jackie Morris will serve as Chair.

Allan Berry will serve as Vice Chair.

Sarah Cedenó will serve as Secretary.

Dan Burns will serve as Treasurer.

The ELK Museum Board will be scheduled to meet at the ELK Museum Office, at 6 pm, on the 4th Wednesday of every month, between the Museum's operating months of April and October.

Dan will approach Leslie regarding publishing notices soliciting ELK Museum volunteers/board members in the *Suburban News* and the *Tri-County Advertiser*. ELK Members to reach out/invite prospective members to fill out a Position of Interest Form. Sarah has asked Dan Hawken (who, at this writing, has indicated he wants to minimize his commitments), but has found that Mark Rice, an American Studies Professor at St. John Fisher and (Park Avenue) Brockport resident, is eager to volunteer and has served on the Historical Preservation Board in the past. Sarah has provided him a Position of Interest Form. Other prospective invites include Jason Dauenhauer and Bruce Leslie (who will likely not commit due to time constraints).

Allan to send inquire whether Sue Savard has any information regarding the ELK Facebook page, and Sarah will call Sue Savard to ask if she's willing to pass along any docent's training information she and her volunteers might have put together. As of this writing, Allan has contacted Sue and she is not aware of who created the ELK Facebook page, though Allan has also contacted Doug to see if he might be aware of someone who might have set up the page.

Margay has mentioned an environmental grant that could address heating and cooling issues in the ELK Museum building.

ELK Museum Board to discuss whether it should have more input on the Brockport student projects. Upon visiting the SUNY Brockport course schedule, the Fall 2014 Museology course is being taught by Neal Keating. Christine mentions that one project could be continuing Sue Savard's photographic project of each room and creating labels for each photograph of each room.

All PO requests should be approved by the Chair (at least) and the Board. Bill mentions we might ask Leslie first if we need everyday office supplies.

Sarah to open the museum Thursday evenings from 6-8 pm when she receives keys.

The next meeting is scheduled for Wednesday, August 27th in the ELK Museum at 7 pm.

(prepared and circulated by Sarah Cedeño)