

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
October 24, 2018
Brockport Village Offices
127 Main Street
Brockport, New York 14420

CALL TO ORDER: 6:30 p.m.

PRESENT: Bill Andrews, Allan Berry, Dan Burns, Shawn Halquist, Chris McCabe, Karen Owen & Sue Savard.

APPROVAL OF MINUTES: Motion made by Chris McCabe, seconded by Bill Andrews that the minutes of the September 26, 2018 meeting be approved as prepared. The motion was unanimously approved.

UNFINISHED BUSINESS:

- ✓ **Rack cards** – Allan Berry
- ✓ **Museum Priorities** – A discussion of top priorities as identified via the planning process was deferred until a future meeting.

OTHER:

- ✓ **Street of Shops** – Sue Savard presented two estimates submitted for the completion of the last two shops (Dobson Drug Store & John Kent Photographic Studio) in Street of Shops Project. The estimates included a materials estimate submitted by Doug Bull in the amount of \$1,316.00 and an electrical estimate submitted by Chris Marks in the amount of \$520.00. If approved by the Village Board work will begin immediately with an estimated completion date of December 31, 2018. A motion made by Allan Berry and seconded by Chris McCabe authorized that up to \$2,000.00 be approved to complete this phase of the project with funds to come from the trust fund. The motion was approved unanimously.
- ✓ **Helen Hastings Room** – Sue Savard provided an update on progress toward completion of the Helen Hastings Room.

ADJOURNMENT: Meeting adjourned at 6:55 pm on a motion by Bill Andrews that was seconded by Allan Berry and unanimously approved.

NEXT MEETING: November 28, 2018

MINUTES SUBMITTED BY: Allan Berry, Secretary