

# MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

June 23, 2021@ 6:30 pm

Village of Brockport Courtroom

**CALL TO ORDER:** 6:30 PM

**ATTENDANCE:**

- **Present:** Kirstin Gebhart, Shawn Halquist, Karen Owen, Norm Knapp, Maggie LaPierre, Josh Stilwell, Kate Vreeland, Sue Savard
- **Excused/Absent:** Allan Berry, Bill Andrews, and Alicia Kerfoot
- **Guest:** None

**AGENDA:** No change to the agenda was proposed.

**APPROVAL OF MINUTES:** On a motion Maggie LaPierre, seconded by Karen Owen the corrected minutes of the May 25, 2021, meeting and approved by a unanimous vote.

**TREASURER'S REPORT:** Sue passed out the end of the year financial statements from Dan Hendricks. Much discussion followed regarding understanding the various sections of the report including where money streams came from and where money was spent.

A lively discussion followed regarding what the Treasurer's position entails. The group decided the Treasurer's main responsibility is to request quarterly reports from Dan showing broad categories - Shafer Trust, General Ledger, and Report Totals. For this meeting, Dan also provided a breakdown of these three categories. After going through Dan's report in more detail, Josh agreed to continue serving as the Treasurer. Unanimous agreement.

**ANNUAL REPORT:** Board members requested a list of volunteers. Sue will provide it to Kirstin. At this point volunteer hours have not been recorded. Sue hopes to do a better job for next year's report. A standardized annual report format has been developed, which will help with future reports. Karen and Kirstin will present a final draft of the Annual Report at the next meeting for the Board's approval.

**COLLEGE INTERNSHIP:** College at Brockport intern Grace Pulcini created a document about Brockport's Twig Association. She also worked on accessioning items in the Children's Room using Past Perfect. Grace's internship with ELK has officially ended, and she has started a new internship at the Holland Land Office Museum. Sue reported that Grace was an outstanding intern. She was detail oriented, inquisitive, punctual, and an excellent writer.

**MUSEUM OPENING/CLEANING:** Sue notified the board that the museum will open beginning in July with the same hours as last year -- Sunday 2-4; Tuesday afternoon 2-4;

Wednesday afternoon 2-4; Wednesday evening 6-8. Sue will contact volunteers to cover those time slots. Kirstin will update the website with the new hours.

Someone is needed to fill the Tuesday evenings; Dan Burns will cover Wednesday evening while Sue Savard covers Wednesday afternoon. Various volunteers take over Sunday afternoon. Board members are welcome to cover a slot.

Sue announced that although the museum has not been open, many visitors have been there for private tours or for research. In the past month, the following visitors: 4 from Colorado, two from Florida, another two from Florida, two from California, 39 from the Dailey family reunion.

**MORGAN BANNER CLEANING AND REPRODUCTION:** Joshua Stilwell gave the Board an update on the banner reproduction project and sought the groups thoughts on the next step in the process. It was agreed upon that the reproduction company would digitally reconstruct the banner. Since the project is still within the originally agreed-upon budget, no vote was taken.

**FRIENDS OF THE MUSEUM:** This item was tabled for a future meeting.

**REAPER ROOM:** The updates to the Reaper Room are near completion. Sue reported that the updates so far are a great improvement.

#### **NEW BUSINESS:**

- **New Member:** The Board voted unanimously to recommend to the Village Board that Kate Vreeland become a member of the ELK Board of Trustees.
- **Museum Trail:** Sue Savard attended a meeting held at the Greece Historic Society regarding developing a “museum trail” including all the museums on the west side of Monroe County. The first step is to begin a marketing program by developing a brochure listing the name, location, colorful picture, brief description of each facility. \$75 start-up fee. The design and creation will be done pro-bono by two members of the group. The first copies will be available about January 2022 with a need to be updated once a year. The \$420 initial cost for 1,000 brochures to be divided equally among participating organizations. A motion to be included in the effort and brochure by Norm Knapp was seconded by Joshua Stilwell and approved unanimously.
- **Historian/Curator:** Village Board Liaison, Shawn Halquist reported that Bill Andrews is still the Village Historian. Should the group determine they want to suggest a paid historian/curator position, they should submit a proposal to the Village Board. The group discussed putting together an ad hoc committee to craft a proposal; no action was taken.

**ADJOURNMENT:** The meeting adjourned at 8:00 PM on a motion by Karen Owen seconded by Josh Stilwell and unanimously approved.

**FUTURE MEETINGS:** The following scheduled meeting will be held at 6:30 pm at a location to be determined:

- July 28, 2021
- August 25, 2021
- September 22, 2021
- October 27, 2021
- November 24, 2021
- December No Meeting

Notes taken by Sue Savard and minutes submitted by: Allan Berry, Secretary

NOTE: The following goals were established by the ELK Board of Trustees at a special meeting on October 24, 2000:

- 1 Year Goals
  - Establish Village Board expectations for ELK.
  - Propose to the Village Board that non-residents be permitted to be voting members of the Board. An ad hoc committee consisting of Kirstin and Allan will prepare a recommendation for the ELK Board.
  - Complete the Strategic Planning Process by including it on the agenda for each meeting.
  - Prepare an annual report to the Village Board and submit a version for the Village newsletter
- 5 Year Goals
  - Establish a communication plan.
  - Establish and implement a timeline with the Village Board for the completion of climate control.
  - Increase annual ELK events and community engagement.
  - Expand the hours of operation for the Museum.
  - Increase Museum attendance.
  - Create an ad hoc committee to explore the hiring of a curator/historian with a job description to be developed by the Board.
  - Accession the collection.
- 10 Year Goals
  - Address the issue of handicapped accessibility in the current building or move to a location that is handicapped accessible.

APPROVED