

**Besser Museum for Northeast Michigan
Board of Trustees Meeting Minutes
Tuesday, October 16, 2018 @ 4:30 p.m.**

Present: Anne Belanger, John Caplis, Jim Conboy, Clarence Cross, Ann Diamond, Jim Johnson, Michelle Miller, Gregg Resnick, Judy Suszek and Janet Young, also Executive Director Christine Witulski

Absent: Mike Ableidinger (excused) Claudia Chapman, Don MacMaster, Kristen Sharpe and Diane Speer

Guest: Maggie Malone, Collections Manager

Meeting Called to Order at 4:30 p.m. and quorum noted

Minutes: Janet Young moved to accept the September Minutes, supported by Anne Belanger. All Ayes. Motion carried.

Treasurer's Report:

Treasurer Suszek gave a brief overview of accounts using the old accounting system. She explained that there still isn't a budget for 2018-2019 because Marie Williams, Museum CPA, is still working on aligning account numbers with state and federal reporting. Marie will be at the November meeting to explain the new accounting system and assist with presenting the new budget. Per John Conboy's request, ED Witulski will check into current interest rates at local financial institutions for savings. ED Witulski will also investigate getting a credit card issued to the Museum only without having a specific individual attached also. Clarence Cross made a motion to accept the financial report as presented, supported by Gregg Resnick. All Ayes. Motion carried.

New Business:

- **Review and Approve New Collections Management Policies and Forms.** Maggie Malone, Collections Manager, presented the following policies and forms she has updated to meet all standards and best practices: Application for Consideration of Artifact Donation, Incoming Loan Agreement, Outgoing Loan Agreement, Temporary Custody Agreement, Disposal of Non-Accessioned Item Proposal Form, Deaccession proposal Form, Deed of Gift Form, Image Request Form and Permission Copy Use Form. All forms are on the Museum website for Board Members to review--a vote of approval will be taken at the November meeting. Maggie will also be working with ED Witulski on updating the Code of Ethics. The goal is to elevate the museum's mission of being good stewards of artifacts.
- Judy Suszek reminded the Board that the Treasurer Position as well as the Secretary Position will need to be filled come January. Both have met the two-year limitation.

Director's Report:

- Executive Director Christine Witulski submitted her report in writing, which is filed with the Minutes. ED Witulski highlighted the following from the report:
 - a. **Upcoming Events:** Season of Lights, November 17; Besser Museum Jingle Bell Run, November 23; Giving Tuesday, November 27; and AAM Progress Report, December 14.

Standing Committee Reports:

Governance: nothing to report

Ad Hoc Committee Reports:

Katherine V: Tuffy Cross reported that he hosted 100's of people at the Kat V Exhibit during Fall Harvest Day. He also reported school classes have started. The walls on the storage building are up and the current expenditures for the project are approximately \$2,000.

Chinook: Jim Johnson reported that he is working on the Great Lakes Fisheries Grant due by December. He is also investigating Michigan Coastal Zone Management Grant possibilities and whether we can justify applying.

Planetarium: nothing to report

Fine Art: nothing to report

Native American Exhibit: ED Witulski reported that Charlee Brissett and Calvin Hartwig from the **Sault Ste. Marie Tribe of Chippewa Indians** visited the Museum and they had a very productive meeting. ED Witulski has also put together a very comprehensive plan for Good Design as to how to move forward--the plan is to build on multi-tier/layered stories.

Old Business: New Board Member Welcome Packet--Gregg Resnick made a motion to approve/adopt the New Board Member Welcome Packet, supported by Jim Conboy. All Ayes. Motion carried.

Adjourn: Meeting adjourned at 5:37 p.m.

Next Board Meeting will be Tuesday, November 20, 2018, at 4:30 p.m.

Submitted by Michelle Miller, Secretary