

Besser Museum for Northeast Michigan  
Executive Director Report for Board of Trustees Meeting  
March 2023

**NEW HISTORY EXHIBIT:**

For the convenience of the Board, I will keep the Project Schedule posted at the beginning of the Executive Director Report until the project is complete.

**Project Timeline: Project Schedule provided by Split Rock Design**

**Project Schedule**  
\*Subject to change\*  
Schedule based on a signed contract by Feb 27<sup>th</sup>, 2023

Kick-off Meeting	March 8-9 <sup>th</sup> , 2023
SRS provides meeting notes (Project Brief)	Two weeks after presentation
<b>SCHEMATIC DESIGN PHASE</b>	<b>March 8 – May 1, 2023</b>
Schematic Design I Presentation	Week of May 8, 2023
Client provides consolidated written comments	Two weeks after presentation
Schematic Design II Presentation	Week of July 10, 2023
Client provides written comments, approval to proceed	Two weeks after presentation
<b>DESIGN DEVELOPMENT PHASE</b>	<b>Oct. 1, 2023 – Jan. 22, 2024</b>
Design Development I Presentation	Week of October 9, 2023
Client provides consolidated written comments	Two weeks after presentation
Design Development II Presentation	Week of January 22, 2024
Client provides written comments, approval to proceed	Two weeks after presentation
<b>PRODUCTION AND INSTALLATION PHASE</b>	<b>Jan. 22 – Nov. 22, 2024</b>
Pre-Production	January 22 – April 12, 2024
Client approves all graphic files for production	April 19, 2024
Production	April 19 – November 8, 2024
Production Review Meeting/s at SRS	TBD
Installation	Nov. 11 – Nov. 22, 2024

\*All deliverable dates are dependent on the timely return of client feedback and completion of prerequisite deliverables.

\*\*Project Schedule is subject to change based on modifications to scope of work.

**Next Steps: Phase 1:**

1. Rich Brege from Environmental & Asbestos Services conducted asbestos testing. The test was completed in April 2023. No asbestos was found in the ceiling tiles or insulation.
2. A Request for Bids was sent to local contractors for Phase 1 of the renovation project which includes the removal of the ceiling and drywalling of the room. This project must be completed by September 30, 2023, for the MEDC/MACC grant funding.
3. Sarah and her team are almost done dismantling the artifacts from the old display cases.
4. Matt and Nate have been working on dismantling and removing all the old display cases.

**Split Rock Studios:** On May 9<sup>th</sup> at 9am – 12pm, a second meeting will be held at the museum with the exhibit designers from Split Rock Studios. This will be the Schematic Design 1 Presentation.

**Cornerstone Architects will be submitting a proposal for Phase 2 of the exhibit project after October 2023. Cornerstone Architects cannot do anything until after the Design Development 1 Presentation.**

Cornerstone’s proposal will include Exhibit Design Review (Design Development), Construction Documents, Bidding and Negotiations, Construction Administration and Post-Construction.

1. Cornerstone will coordinate with Split Rock to prepare the space.
2. Cornerstone will create the construction documents for removing the ceiling and old lighting, possibly mechanical equipment that is not needed in that space, dry wall, and future electrical needs.
3. Cornerstone will put the construction documents out for bid and will manage the construction work.

**Exhibit Content Development:**

1. Exhibit Team members are waiting for direction from Split Rock Studio exhibit designers, Amanda, and John.

**The total estimated cost for the new exhibit project is \$1.5 million.**

Phase 1 is estimated at: \$370,500.

Phase 2 is estimated at \$1,129,500.

**Fundraising Efforts to Date:**

A second appeal was mailed out March 24. To date the appeal has brought in \$2,405.55.

**Current Funds:**

Funds at Nicolet Bank	\$172,907 (as of 4/14/2023)
Funds at CFNEM	\$129,504
Pledges through CFNEM	\$ 49,500 (3-year installments thru 2024)
Besser Company CFNEM	\$ 40,000 (3-year installments thru 2025)
Granum Fund at CFNEM	\$ 38,672
Anonymous Donor CFNEM	\$ 50,000
Grants (2023)	\$ 97,172
Besser Foundation Grant	<u>\$400,000</u>

**Total \$977,755**

**Request for Proposal for Line of Credit has been sent to Nicolet Bank and Wolverine Credit Union.**

### **Funding Opportunities being pursued:**

1. **Consumers Energy Foundation:** A grant application was submitted in March to the Consumers Energy Foundation requesting \$60,000 to sponsor the Timber Boom Exhibit. Waiting to hear from Consumers.
2. **PIE&G \$10,000** grant request was not approved. We will resubmit the next cycle.
3. **Michigan Humanities:** We are also working on a Michigan Humanities: Great Stories \$25,000 grant due May 5. If awarded, these funds will be used to develop the research Janet Young has been conducting for the Anishinaabe of Northeast Michigan story.
4. **DTE Energy Foundation:** You have to be invited by DTE Energy Foundations to apply for a grant. I emailed DTE asking to be invited.

### **BUILDING PROJECTS:**

#### **MUSEUM EXTERIOR:**

**Roof Repairs:** TRC Roofing (Timm Construction) submitted a \$14,000 proposal to repair the museum's roof. We have had an issue with standing water on the flat roof for several years now. New trenches need to be cut, and possibly lowering some of the roof drains. The last heavy April showers resulted in water leaking in through the roof into the entry way. Ceiling tiles were damaged and have been removed. Besser Museum needs to pay 50% down to get on TRC's schedule to get the roof repaired, which might not be until October. They will try to get us in sooner if possible. I propose we use the \$17,000 that is in the Infinex Money Market account.

**Meridian Construction:** Emailed Todd Britton to ask when they will be returning to finish the exterior projects. The caps still need to be put on the new flower boxes. Grass seed on the front lawn. Landscaping in the front approach.

#### **HVAC/Chiller Project:**

Now that spring is here, Johnson and Woods will return to finalize the chiller installation project. The new unit is still not working correctly.

#### **GREAT LAKES FISHERIES HERITAGE EXHIBIT:**

**Chinook: \$386,500** DNR Invasive Species Grant.

Huron Engineering plans were approved by the DNR.

The bid documents were posted and sent out on March 15<sup>th</sup>. The bidding closes April 14<sup>th</sup>.

The lowest bid will be submitted to the DNR for approval.

#### **PLANETARIUM:**

##### **Planetarium Other:**

1. **Beyond the Stars:** Johnathan has developed an educational outreach program for the planetarium that will teach visitors how to navigate the night sky at one of the three dark sky parks in our area. These classes have been going well.
2. **Radio Program:** Recently Johnathan did a radio interview with Deb Michaels from HitsFM. Deb expressed an interest in doing a daily "star talk" with Johnathan that would air twice a day and help promote the planetarium. Deb will start working with Johnathan in February.

### **EUDUCATION DEPARTMENT:**

1. Field Trips are starting to be booked.
2. Kelly Belew, Clint Kendziorski, Sara Winter, and Judy Dawley have been providing support with the development of educational programming for spring field trips.
3. Museum volunteers help to host school groups by leading activity stations.
4. Materials for the Avenue of Shops field trip experience are under development.
5. We will be looking to hire a **part-time** educational program coordinator, preferably a retired teacher. This individual will work approximately 20 hours a week, 4 hours a day. Their schedule can be flexible through the slow seasons when there are no field trips.

**MEDC/ Michigan Arts and Culture Council** will be in Alpena April 20<sup>th</sup> and 21<sup>st</sup>. They will be hosting their Friday, April 21<sup>st</sup> meeting at the Besser Museum. This meeting is open to the public. This would be a nice opportunity for Board members to meet members of the Council. Below is their itinerary:

9-9:30 a.m. They will start with a lite breakfast in the Trelfa Gallery

9:30 – 10:30 tour the inside of the museum. We will show them where the new exhibit is going to be installed.

10:30 – 11:30 tour outside – mostly the Great Lake Fisheries Heritage Exhibit. Tuffy and Jim will be invited to help with this tour.

11:30 – 12:00 a short 30-minute presentation in the planetarium

12:00 – 1:00 they will have lunch delivered and eat in the Trelfa Gallery.

1:00 – 3:00 they will hold their meeting in the Trelfa Gallery. They ZOOM the meeting for member organizations around the State.