

**Besser Museum for Northeast Michigan  
Board of Trustees Meeting Minutes  
Tuesday, March 20, 2018 @ 4:30 p.m.**

**Present:** Mike Ableidinger, Anne Belanger, John Caplis, Claudia Chapman, Jim Conboy, Ann Diamond, Jim Johnson, Don MacMaster, Michelle Miller, Judy Suszek and Janet Young also Executive Director Christine Witulski

**Absent:** Tuff Cross, Steve Lappan, Gregg Resnick and Kristen Sharpe

**Meeting Called to Order at 4:30 p.m.**

**Minutes:** Janet Young moved to accept the February Minutes, supported by Don MacMaster. All Ayes. Motion carried.

**Treasurer's Report:**

Judy gave an overview of the Treasurer's Report and answered the few questions posed. The Museum is in good financial shape. Jim Conboy moved to accept the Treasurer's Report, supported by Claudia Chapman. All Ayes. Motion carried.

**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. Reaccreditation process going well. She is working with Phil Deloria to meet to deadline of May 25, 2018 to submit required documentation to continue the process.
  - b. There are monies discovered for use in marketing. ED Witulski will put together a plan for its use and share with the Board.
  - c. ED Witulski is looking into possible ways to donate the Cranbrook donation of taxidermy now on exhibit in one of the lower level rooms, or do an offsite exhibit--this room is needed for storage space for the Museum's collections.

**Standing Committee Reports:**

**Governance:** nothing to report

**Collections:** nothing to report

**Ad Hoc Committee Reports:**

**Katherine V:** nothing to report

**Chinook:** Jim Johnson reported the conceptual plan is moving along and they are still in the process of making revisions. Currently they are working on objectives for each station along the route. Hopefully a final draft will be available to share with the Board in April.

**Planetarium:** A \$3,500 grant was awarded by CFNEM to purchase a planetarium program aimed at early elementary students.

**Fine Art:** nothing to report

**Native American Exhibit:** Anne Belanger reported that ED Witulski has put together a very engaged committee including: Brian Belanger, Richard Clute, Frank Ettawageshik, Hannah Hazewinkel, Jerry Kahn, Keith Knecht, Don Labarre, Matt McCormack, Genny Titus, Janet Young, and John Metcalf from Good Design Group.

The project is progressing well with a lot of positive energy; they are working toward a program that emphasizes relevancy and relationships.

**Old Business:**

- **Employee Handbook:** A revised copy is on line for review. The insurance company attorney has reviewed. The project is close to closure.
- **Past Perfect Version 5 Collection Software Program:** The software won't be purchased until the new Collections Manager has been hired.
- **HOBO Data Loggers for temperature and humidity:** Tabled, waiting for hire of new Collections Manager.
- **Collection Manager & Education Director Search:** Excellent applications have been received and the interviews will be conducted when ED Witulski returns from vacation in mid April. The hope is for a May hire date for both positions.
- **Elevator Repairs:** Repairs are on hold until the insurance company responds as to whether this qualifies as an insurance claim.
- **Reprinting the "Town That Wouldn't Die":** ED Witulski will check into the owner of the digital file and also prices from other printers. Tabled until ED Witulski completes the research.

**New Business:**

- **STATE Theater letter donation:** On hold until AMC decides exactly what they are going to do with the marquee.

**Adjourn:** The meeting was adjourned at 5:33 p.m.

**Next Board Meeting will be Tuesday, April 17, 2018, at 4:30 p.m.**

**Submitted by Michelle Miller, Secretary**