

**Besser Museum for Northeast Michigan
Board of Trustees Meeting AGENDA
Tuesday, April 18, 2017
4:30 p.m.**

1) Call To Order

2) Review Board Meeting Minutes (*action item*)

3) Reports to the Board

a) TREASURER'S REPORT

b) DIRECTOR'S REPORT

- a. The AAM Reaccreditation Site Visit scheduled for July 19 – 21st. Please see Site Visit documents on website under Board page. Password jbm1966
- b. AAM Self-Study Staff Review was emailed back to use this month with some areas of concern that need to be addressed. The Board will be provided a copy of this report and updated on what is being done, and what needs to be done to address these issues.
- c. Digital Dome Program Director position: 4 potential candidates have been interviewed, reference checks were/are being conducted. A decision and offer is forthcoming.
- d. Computer software update project is still in the process. There are several loose ends that are still needing to be addressed including developing IT policy/procedure manual and equipment replace schedule.
- e. Spitz Inc., is sending senior technician, Craig Amore April 10th and 11th to address major problems we are still experiencing with the new system.
- f. Rental policy – research is ongoing to develop a rental policy that will prove beneficial for the Besser Museum. The Museum is not suitable for all circumstances.

c) AD HOC COMMITTEES:

- KATHERINE V: Clarence “Tuffy” Cross progress report/ Fundraising
- CHINOOK: Great Lakes Fishery Trust Awarded the Besser Museum \$10,000 program planning grant. The \$10,000 grant agreement is to be used to develop a plan. GLFT was intrigued by the concept of the original grant proposal, but felt more planning and details are needed. Work is being done to resubmit the grant proposal/agreement. The grant agreement is due April 24, 2017. The program plan must be completed by June 15, 2017.
- PLANETARIUM: We have been experiencing some technical problems with the new planetarium equipment. Spitz sent senior technician, Craig Amore to the museum on April 10th & 11th to address the issues. They sent two new projectors and new cables.
 - a. Interview process is ongoing.
- FINE ART: Nothing new to report now.

4) Old Business:

- a. Microsoft Office 365 upgrades are ongoing. With the new Skype for Business tools we conducted two video interviews and Danyeal Dorr presented a Live Web Broadcast on April 6th on WWI Veteran Phelps Collins. We had approximately 70 people tune in live. The recording is now available via YouTube with approximately 40 views to date.
- b. Besser Museum will not be hosting the DPX Paranormal Investigation
- c. Copy Machine is working great.
- d. Judy Dawley's book is being printed and should be ready for her opening exhibit in August and Art on the Bay in July.
- e. Ann Belanger is pursuing the Michigan Humanities Council Smithsonian Traveling Exhibit opportunity.
- f. Energy Efficient rebate grant was signed and returned to secure monies for the Besser Museum. It was not as big of a rebate as first expected.
- g. Donor Wall: We are still working with Omega on second phase concept ideas.
- h. Bliss will return to work as soon as weather permits.

5) New Business

- a. Energy Efficient rebate for new parking lot lights. Omega Electric quote to replace the 10 parking lot lights is \$5,170. The Efficient United energy rebate is for \$1,630.53. Total cost to the Besser Museum will be \$3,539.47. LED lights last between 10/15 years or more. Our current parking lot lights need replacing on an average of every two years.
 - i. Currently we have 4 lights in the back-parking lot at 400watts that cost \$25 each to replace, and 6 lights in the front-parking lot at 250watts that cost \$16 each to replace.
 - ii. As for Lumen output, the lights are currently at around 17,000 lumens per fixture, the new fixtures will be 24,000 lumens, with a much greater angular distribution.
- b. Outdoor Projects: Back loading dock repairs. Zann Construction was the only contractor who provided the Museum with a bid. Do we want to contract with Zann's to start that work?
- c. Back Patio Project: Meridian will begin work as soon as the weather permits.
- d. Consideration to change being closed for annual holidays. The current Board approved museum holidays (museum closed) with pay include:
 - i. Labor Day
 - ii. Christmas Eve, Christmas Day, Day After Christmas
 - iii. New Year's Eve, New Year's Day
 - iv. Good Friday, for Easter Sunday. However, now we are open on Sundays and the holiday would fall on Easter Sunday.
 - v. Memorial Day
 - vi. Independence Day – 4th of July
 - vii. Thanksgiving Day

6) Adjourn:

Next Meeting: Tuesday, May 16, 2017 at 4:30 p.m.