

**Besser Museum for Northeast Michigan
Board of Trustees Meeting Minutes
Tuesday, March 21, 2017 @ 4:30 p.m.**

Present: Anne Belanger, Claudia Chapman, Ann Diamond, Steve Lappan, Michelle Miller, Don MacMasters, Gregg Resnick, Kristin Sharpe, Judy Suszek, Carol Witherbee and Janet Young also Christine Witulski, Executive Director and Kat Tomaszewski, Museum Staff Member
Absent--Excused: Mike Ableidinger, Tuffy Cross, Jim Johnson and Dan Stevens

Called to Order: President Ann Diamond called the meeting to order at 4:35 p.m.

Minutes: Anne Belanger moved to accept the January Minutes, Judy Suszek supported. All Ayes. Motion carried.

Treasurer's Report:

Judy Suszek gave an overview of budget standings eight months into the fiscal year. She answered the few questions posed. There wasn't a balance sheet or cash flow report for the month of February but both should be available for March. The cash flow is good. Steve Lappan moved to accept the February Treasurer's Report, Carol Witherbee supported. 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. The AAM Reaccreditation Site Visit is scheduled for July 19-21, 2017. Site visit documents are available on the Museum website. Board Members will be asked to be involved in the visit.
 - b. The Digital Dome Director position has been narrowed down to the top four candidates. All four candidates have been contacted to interview. Anne Bellanger, Ann Diamond, Steve Lappan and Chris Witulski will interview--the ultimate decision will be up to ED Witulski.
 - c. A new membership brochure has been designed. May is Museum Membership Month--there will be a membership push then.
 - d. ED Witulski is working on developing an IT policy/procedure manual and equipment replacement schedule--Paul Diamond has volunteered to assist with this process.

Standing Committee Reports

Governance: nothing to report

Ad Hoc Committee Reports:

Katherine V: not represented

Chinook: ED Witulski reported that the Great Lakes Fishery Trust awarded the Museum \$10,000 to hire a person to develop an entire layout of the proposal. They were intrigued by the concept of the original grant but felt more planning and details were necessary. The grant agreement is due April 24, 2017. The program plan must be completed by June 15, 2017. Steve Lappan made a resolution to accept the grant of \$10,000 to hire someone to design the exhibit, Anne Belanger supported. All Ayes. Resolution adopted.

Planetarium: Steve Lappan reported that the search for a Digital Dome Director is

progressing--see Director's Report for further details.

Fine Art: ED Witulski reported that the American Print Maker collection will be on display through September. There will be an open house Thursday, March 23, from 6-8 p.m. The public will be involved in choosing the next collection for display.

Old Business:

- **Native American Short Film:** Monies for this project were found elsewhere--the Museum will not be asked for further funding..
- **New Copy Machine:** The machine has been delivered and is working.
- **Upgrade Computer System to Office 365:** ED Witulski reported that Microsoft Office 365 upgrades are ongoing and will soon be completed.
- **Financial Reporting:** It was reported that ED Witulski met with Kristy Schultze from Johnson & Schultze and ED Witulski will now make bank deposits but this change will not result in cost savings. Further discussion was tabled until August 2017, after the reaccreditation is complete.
- **Publication of Second Judy Dawley Book:** Jim Park has agreed to fund Judy Dawley's book from the Park Museum Fund. The intention of the Board is that this money will be repaid as book sales occur.
- **AAM Reaccreditation:** See Director's Report for information.
- **"Water/Ways":** Anne Belanger reported that work is continuing on this endeavor. The deadline is July 1, 2017.

New Business:

- **Energy Efficient Rebate:** Omega Electric notified the Museum of a grant/rebate opportunity of \$2,645 toward installing new LED lights in the parking lot. Omega will submit the application of behalf of the Museum. ED Witulski will check on the brightness of the lights and report to the Board. Acceptance of the grant was tabled until the Board knows if the grant is awarded.
- **Donor Wall:** Omega Electric is working on the project; at present the background picture is in place.
- **Museum Rental Policy and Rates:** ED Witulski feels that the rates need to be revised and will investigate rental rates for comparable facilities and report back to the Board.
- **Museum Policy for Closing Due to Inclement Weather:** ED Witulski will use her best judgment and post on the website, phone message machine and media.
- **Museum of Mysteries:** Kat Tomaszewski made a presentation on a fundraising opportunity in cooperation with Detroit Paranormal Expeditions (Jeff Adkins and Todd Bonner). The DPE will provide the experience to the Museum at no cost and any monies raised will go directly to the Museum. Kristin Sharpe made a motion to have Kat move forward with this fundraising project, Anne Belanger supported. All Ayes. Motion carried.
- **Log Cabin Day Expenses:** Steve Lappan made a motion to withdraw \$3,000 from the Harry Johnson Endowment Fund for Log Cabin Day expenses, Gregg Resnick supported. All Ayes. Motion carried.

Adjourn: The meeting was adjourned at 6:10 p.m.

Next Board Meeting will be Tuesday, April 18, 2017, at 4:30 p.m.

Submitted by Michelle Miller, Secretary