

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

Present: Anne Belanger (via phone), Claudia Chapman, Tuffy Cross, Ann Diamond, Jim Johnson, Steve Lappan, Michelle Miller, Gregg Resnick, Kristen Sharpe, Judy Suszek, Carol Witherbee and Janet Young (New Members, Jim Conboy and John Caplis) --also Christine Witulski, Executive Director

Absent: Mike Ableidinger, Don MacMaster and Dan Stevens

Meeting Called to Order at 4:35 p.m. President Diamond had all Board Members introduce themselves to the new board members. She also thanked the staff for all the work they had put forth to prepare for the reaccreditation.

Minutes: Janet Young moved to accept the May Minutes, Carol Witherbee supported. All Ayes. Motion carried.

Treasurer's Report:

Judy Suszek reported that the year-end reports are still preliminary and the 2017-2018 budget is still a work in progress. Gregg Resnick moved to accept the Treasurer's Report, Tuffy Cross 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 20-21, 2017. Site visit documents are available on the Museum website. She also distributed a Site Visit Agenda.

Standing Committee Reports

Governance: nothing to report

Ad Hoc Committee Reports:

Katherine V: Tuffy Cross reported the Katherine V Fundraiser will be August 18, Roger City Kiwanis will provide a whitefish dinner--there will be music and a cash bar. Several tours have been given of the vessel and all are impressed. The area for the slab which will hold the engine has been marked.

Chinook: Jim Johnson reported that the Committee is currently in a holding mode waiting for proposals regarding the grant. The cutoff for bids is August 1, 2017.

Planetarium: Steve Lappan reported that the Planetarium needs a UPS (Uninterrupted Power Supply) for the projector and CPU itself. The bid from Spitz was \$3,300 and it was purchased on line for \$1,600 and Cory Lancaster will install at no charge. Tad will be going to Pennsylvania on July 22 for training. He also needs a laptop, which will be purchased and in house on July 20 so he has it for the training (this was part of the original proposal for a Planetarium Director. So far in July, there have been 188 attendees in the Planetarium and Tad is receiving rave reviews.

Fine Art: Carol Witherbee reported that Best Foot Non-Juried Exhibit will be a fundraiser to frame the next two exhibits. A flyer explaining the exhibit was distributed.

Native American Exhibit: Anne Belanger reported that this is beginning to take a direction. The Museum is looking for someone to take a leadership role in this endeavor to transition the display to an interactive format--a audience experience is the desired outcome. ED Witulski reported that Besser Foundation is interested in supporting this project. There is also a possibility of a Michigan Humanities Grant, up to \$25,000. This is about a two-year project.

Old Business:

- **Maltz Bank:** Work by Bliss Painting is ongoing--weather has been an issue.
- **Donor Wall Project:** Work is ongoing with Omega Electric.
- **Back Deck:** Meridian Construction is scheduled to begin around July 24.

New Business:

- **Core Documents:**
 - Strategic Plan**--ED Witulski reviewed. Jim Johnson made a motion to adopt and accept the revised Strategic Plan, Claudia Chapman supported. All Ayes. Motion carried.
 - Employee Handbook**--ED Witulski reviewed. Steve Lappan made a motion to adopt and approve the revised Employee Handbook as currently drafted after review by an attorney and our insurance carrier, Carol Witherbee supported. All Ayes. Motion Carried.
 - Collections Management Policies:** ED Witulski reviewed and reported that Danyael Dorr worked with Vickie Wright for a couple weeks developing the policies. Gregg Resnick made a motion to adopt and accept the Collections Management Policies, Jim Johnson supported. All Ayes. Motion carried.
 - Delegation of Authority to Director:** ED Witulski distributed a copy of this policy. Jim Conboy made a motion to adopt and accept the Delegation of Authority to Director policy, Gregg Resnick supported. All Ayes. Motion carried.
- **General Admission Proposal:** ED Witulski gave 3 proposals. After much discussion, John Caplis made a motion to offer a Family rate of \$20 for groups larger than 2 adults and 3 children; offer a \$1 discount on a General Admission Ticket and Planetarium Ticket purchased together; and also offer a Bundle Day Package Special for the Digital Dome Planetarium Theater--\$5

for one show, \$8 for two shows and \$12 for three shows in the same day, Gregg Resnick supported. Motion not carried. After further discussion, Kristin Sharpe moved to offer a Family rate of \$20 for groups larger than 2 adults and 3 children and also offer a Bundle Day Package Special for the Digital Dome Planetarium Theater--\$5 for one show, \$8 for two shows and \$12 for three shows in the same day, Judy Suszek supported. All Ayes. Motion carried. The admission schedule will be reevaluated in September.

Adjourn: The meeting was adjourned at 6:22 p.m.

**Next Board Meeting will be Tuesday, September 19, 2017, at 4:30 p.m.
(ED Witulski will be on vacation for the August meeting)**

Submitted by Michelle Miller, Secretary