

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

Present: Anne Belanger, Claudia Chapman, Tuffy Cross, Ann Diamond, Jim Johnson, Steve Lappan, Michelle Miller, Judy Suszek, Carol Witherbee and Janet Young also Christine Witulski, Executive Director (Don MacMaster and Dan Stevens via telephone)

Absent--Excused: Mike Ableidinger, Gregg Resnick and Kristin Sharpe

Called to Order: President Ann Diamond called the meeting to order at 4:30 p.m.

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

Treasurer's Report:

Judy Suszek gave an overview of budget to date and answered the few questions posed. Claudia Chapman 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 19-21, 2017. Site visit documents are available on the Museum website.
 - 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. The Digital Dome Director position--4 potential candidates have been interviewed, reference checks were/are being conducted. An offer was made and the candidate withdrew from the process. The search is ongoing.
 - 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 replacement schedule.
 - e. Spitz, Inc. sent a senior technician, Craig Amore on April 10 & 11 to address the major problems we are still experiencing with the new system. Not only did he address the issues but pointed out some features that we were not using.
 - f. Rental Policy--research is ongoing to develop a rental policy that will prove beneficial for the Museum. The Museum is not a suitable venue for all circumstances.

Standing Committee Reports

Governance: nothing to report

Ad Hoc Committee Reports:

Katherine V: Tuffy Cross reported the Committee is planning the next fundraiser, which will be at the Museum--a fish dinner at \$50 per person. Dan Stevens made a motion to have ED Witulski secure all licenses necessary, including the liquor license, Steve Lappan supported. All Ayes. Motion Carried.

Chinook: Jim Johnson reported that the Great Lakes Fishery Trust awarded the Museum \$10,000 program planning grant. The monies are to be used to develop a plan. GLFT was intrigued by the concept of the original grant proposal but felt more planning/details are needed. Work is being done to resubmit the grant proposal/agreement, which is due April 24, 2017. The program plan must be completed by June 15, 2017.

Planetarium: see Director's Report for updates.

Fine Art: Nothing new to report.

Old Business:

- **Upgrade Computer System to Office 365:** ED Witulski reported that Microsoft Office 365 upgrades are ongoing. With the new Skype for Business tools, two video interviews were conducted. Danyael Dorr presented a Live Web Broadcast on April 6 on WWI Veteran Phelps Collins--approximately 70 people tuned in live. The recording is now on YouTube.
- **Judy Dawley's Book:** The book is currently being printed and should be ready for the opening exhibit in August and Art on the Bay in July.
- **DPX Paranormal Investigation:** After some discussion, Anne Belanger made a motion to rescind the Board's support of this request (given in March 2017), Steve Lappan supported. All Ayes. Motion carried.
- **"Water/Ways":** Anne Belanger reported that work is continuing this endeavor. The narrative is almost ready. The goal is to have the exhibit during the Lake Huron Discovery Tour 2017. The deadline is July 1, 2017.
- **Energy Efficient Rebate:** Omega Electric notified the Museum the grant/rebate opportunity is now \$1,630.53 toward installing new LED lights in the parking lot at a cost of \$5,170--the grant is less because the funds left to distribute are less now. (originally it was projected to be \$2,645) Omega has submitted the application on behalf of the Museum. After much discussion, this item was tabled until the award is made.
- **Donor Wall:** ED Witulski is still working with Omega to complete.
- **Bank Restoration:** Bliss will return to work as soon as weather permits.
- **Log Cabin Day Expenses:** \$3,000 has been withdrawn from the Harry Johnson Endowment Fund for Log Cabin Day expenses, and DTE has offered an additional \$1,500 for expenses, which will be used for admittance fees.
- **Museum Rental Policy and Rates:** see Director's Report for update.

New Business:

- **Museum Policy Holidays:** After much discussion, Claudia Chapman made a motion to include Easter Sunday as a Museum Holiday, supported by Carol Witherbee. All Ayes. Motion carried. Holidays are: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Day After Christmas, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, Memorial Day and Independence Day.
- **Outdoor Projects:** Dan Stevens made a motion to have ED Witulski contact Zann Construction--if they will honor their bid from 2016 of \$8,728.75 sign the contract and have them begin work, Jim Johnson supported. All Ayes. Motion carried.
- **Meridian Construction Back Patio Project:** They will begin work on the \$20,000 project as soon as weather permits.
- ED Witulski reported that Sami Allen and Brigid Wertz will be leaving and she is working on hiring replacements.
- ED Witulski informed the Board, since the Museum upgraded the American Alliance of Museums membership level to a Tier 3, some of the Board members can have access to the AAM Resource Library which will be beneficial for the reaccreditation process. Board Members, Janet Young, Jim Johnson, Claudia Chapman and Carol Witherbee will gain access to the resources.

Adjourn: The meeting was adjourned at 5:40 p.m.

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

Submitted by Michelle Miller, Secretary