



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, June 6, 2018
5:00 PM**

Members Present: James Cunningham, Russell Dixon, Lori Eaton, Judith Keefer (left at 5:40 PM), Caitlin Rosso

Student Members Present: Joy Tenjeras

Members Absent: Tina Krizanic, Marty Logue

Administration: Museum Director Leslie Pielack

Guests: Jake Cunningham

The Chair being absent, the Museum Board appointed Ms. Rosso as Temporary Chair. Ms. Rosso called the meeting to order at 5:00 PM.

**Approval of the Minutes
Minutes of May 3, 2018**

MOTION: by Dixon, seconded by Keefer:

To approve the minutes of May 3, 2018 as amended.

VOTE: Yeas, 5
Nays, 0

Because of the need for some board members to leave early, the board agreed to revise the order of agenda items to deal with most pressing business first.

New Business

A. The board reviewed several design layouts for interim signage in front of the museum and agreed on option 4, with revisions to be made by Museum Director Pielack. Information regarding admission cost will be removed from the sign to make it easier to read by passers-by; however, information on cost can be included on interim signage at the door to provide visitors with this information. The use of a border around the sign is optional, depending on the recommendations of the sign company.

MOTION: by Dixon, seconded by Cunningham:

To approve sign option 4 with the agreed-upon changes to use existing museum logo, re-arrange text for hours open, and remove admission information.

VOTE: Yeas, 5
Nays, 0

Unfinished Business

A. The board reviewed the draft private use/special events guidelines for the Museum Grounds and made a change in 10. Length of time for permitted group activities, extending the time frame for permitted use (inclusive) from three hours to four hours. As the Allen and Hunter Houses will not be available as part of permitted use of the grounds, the guidelines will include a reference to the existing use application for those facilities. All references to special permitting for photography were removed; photography use and/or fees to be addressed separately at a future point. Permit application form and fee structure, clean up deposit and checklist, and insurance liability requirement information yet to be developed, as well as a map indicating areas available for group use. The process of permitting is to manage use of the grounds to maintain protection of the landscape and site, not to discourage use. Group use applications for 21-100 people would come to the Museum Board for approval and then be referred to the City Commission for final approval, requiring 90 days in advance. Administrative approval by the Museum Director of groups of 10-20 persons would require 15 days notice.

B. Museum Board reviewed the draft funding case statement prepared by Ms. Eaton. The intent of the case statement is to communicate the importance of the landscape preservation and the need for funding in order to help potential donors understand the projects and determine their interest in participating. With additional captions and photos, the case statement can be provided in brochure form, but also in digital format. Ms. Keefer was very pleased with the draft. Suggestions about moving language from the final summary paragraph to the top of the document as an executive summary and/or incorporating into the document title were also suggested. Director Pielack will prepare a revised version for consideration at the July meeting. A reminder that the September event will need to be finalized in July.

C. Discussion of the Bicentennial book project was deferred due to the shortened meeting.

Communication and Reports

A. Museum Director Pielack highlighted the importance of developing a written interpretive plan for the Hunter House that considers 1) its features and attributes, 2) new information that has come to light, 3) need for any additional research, 4) important stories that are connected to the site and 5) means and methods of reaching audiences (including traditional as well as high-tech formats) in order to refresh the presentation of the site. Such a plan will provide guidance for the direction for public experience of the site and will also help in managing donation offers. The Museum Board agreed by consensus that this was an important document to develop and that the Museum Director should prepare a proposal for an interpretive plan and bring it back to the Museum Board

B. There were no Board member comments

C. Mr. Jake Cunningham mentioned that he wanted to meet the Museum Board and that he is running for elected office.

The next regular meeting TBD: **July 12 or July 19, 2018 at 5:00 PM.**

Ms. Rosso adjourned the meeting at 6:02 p.m.