



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, January 5, 2017
5:30 PM**

Members Present: James Cristbrook, Judith Keefer, Tina Krizanic, Caitlin Rosso

Student Members Present: None

Members Absent: Russ Dixon, Marty Logue, Gretchen Maricak

Administration: Museum Director Leslie Pielack

Guests: George Stern, Museum Intern Lori Eaton

Museum Board Chair Russ Dixon not being present, the board took action to appoint a temporary chair.

MOTION: by Keefer, seconded by Rosso:

To appoint Tina Krizanic temporary chair.

VOTE: Yeas, 4
Nays, 0

Ms. Krizanic called the meeting to order at 5:30 PM.

**Approval of the Minutes
Minutes of November 10, 2016**

MOTION: by Cristbrook, seconded by Krizanic:

To approve the minutes of November 10, 2016.

VOTE: Yeas, 4
Nays, 0

Announcements

None.

Unfinished Business

A. The Museum Board reviewed the draft document of the final 2017-2020 Strategic Plan. The plan continues some goals, objectives, and tasks from the existing 2013-2016 plan with slight modifications for current status and museum needs. Mr. Stern commented that he was disappointed that some tasks were not completed from the 2013-2016 Strategic Plan.

MOTION: by Cristbrook, seconded by Rosso:

To approve the final 2017-2020 Birmingham Museum Strategic Plan document and to recommend that it be presented to the Birmingham City Commission for final approval.

VOTE: Yeas, 4
Nays, 0

B. The Museum Board determined that it was appropriate to establish a joint committee to research matters related to a possible book publication to coincide with the bicentennial of Birmingham's founding. The Museum Friends have agreed to participate if the Museum Board formed such a committee.

MOTION: by Keefer, seconded by Cristbrook:

To establish a joint committee to explore the issues relating to a possible book project, to consist of two (2) members of the Museum Board and 2(2) members of the Friends Board, and who would make final recommendations to the Museum Board; and to appoint Tina Krizanic and Caitlin Rosso of the Museum Board to the joint committee.

VOTE: Yeas, 4
Nays, 0

C. The discussion of the CREEM party was deferred in the absence of Marty Logue.

New Business

A. The Museum Board reviewed the option of completing a logo design and marketing plan through either a Request for Quote (RFQ) or Request for Proposal (RFP) process.

MOTION: by Cristbrook, seconded by Keefer:

To recommend that the Museum utilize a Request for Quote (RFQ) approach to seek professional services to design a logo and marketing plan for the Museum.

VOTE: Yeas, 4
Nays, 0

Communication and Reports

A. Director Pielack presented the Director Report. The budget process is underway, with similar funding requests for operations as in recent years. The city's Long Range Planning meeting is scheduled for January 28 at City Hall.

B. There were no Museum Board comments.

C. In addition to public comments are included under business items relating to the Strategic Plan (Unfinished Business), Ms. Eaton thanked the Museum Board for the opportunity to intern at the museum.

Ms. Krizanic adjourned the meeting at 6:53 p.m.