



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, May 3, 2018
5:00 PM**

Members Present: James Cunningham (left at 6:47 PM), Russell Dixon, Lori Eaton, Judith Keefer, Tina Krizanic, Marty Logue

Student Members Present: none

Members Absent: Caitlin Rosso

Administration: Museum Director Leslie Pielack

Guests: None

Ms. Krizanic called the meeting to order at 5:06 PM.

**Approval of the Minutes
Minutes of April 5, 2018**

MOTION: by Dixon, seconded by Keefer:

To approve the minutes of April 5, 2018.

VOTE: Yeas, 6
Nays, 0

Unfinished Business

- A. The board reviewed the planning for the exhibit reception and open house on May 12, 2018. James Cunningham, Tina Krizanic, and Marty Logue will be on hand to acknowledge recipients. At least two commission members will also be on hand. We expect a good turnout, based on the phone calls and comments we have received.
- B. The Museum Board reviewed some of the components of a possible grounds policy to consider what should be included and what needs further investigation. The board felt that it was important to provide context for the rules so that the public would understand what is behind any restrictions or limitations for permitted group use. Getting specific input from historic landscape architect Brian Devlin would also be important for the existing landscape as well as planned projects. Additional information about other park regulations (for example about amplified music, etc) will be needed. Some rules were agreed upon by the board during discussion:
- Consistent with existing park and city policies, no alcohol is permitted, any permitted use would require insurance, and because it is public property, any permitted use could not be exclusive.

- No permitted use of the grounds would include the museum buildings, including access to restrooms.
- Any permitted use should be limited to 100 persons.
- Canopies up to 12 X 12 but could not be staked to the ground, only weighted with portable sandbags. Canopies would need to be kept to the upper/Heritage Zone area on the flat surfaces near the patio and plaza.
- No amplified music, only voice public address may be used.
- Portajon/s may be used at the rear of the driveway only, and must be offloaded and picked up in a timely way before and after the permitted event.
- No cooking permitted on site; catered food as determined by permit.
- At least two museum staff must be present during event (but not to assist with the event).
- Event timeline would be approximately 90 days from application, though Museum Director and Museum Board review, to commission review and approval (current timeline for other special event permits)

Sample draft will be available for further review at June Museum Board meeting.

C. Museum Board reviewed funding case statement process for the master landscape projects. Before the September 9 event, the Museum Board agreed to complete the initial portion of a case statement, e.g., to develop the story for the landscape funding campaign and prepare it with introductory information to facilitate communication with the public and major donors. Ms. Eaton will work with Museum Director Pielack to prepare a draft for Museum Board review.

New Business

A. In advance of planned repairs and re-painting of the Hunter House, an opportunity to get a professional paint analysis at a reasonable cost has been identified. This will help in future efforts to do accurate interior restoration repairs/repainting and also provide additional information for future interpretation of the Hunter House. The Museum Board agreed by consensus that this is a good idea to gain this information before any repainting is considered.

Communication and Reports

A. Museum Director Pielack reviewed her report and provided updates. At the recent budget hearing, the commission reviewed the manager's recommended budget for the museum. In the course of the discussion, the commission requested that the existing sign be removed because of its appearance. The Museum Board agreed that it is unsightly and should be removed. However, it would be a detriment to have no sign at all; the board agreed that an interim sign that identifies the museum and its hours of operation would be important while waiting for a design and formal construction of a permanent sign in coordination with the city's re-branding process. Museum Director Pielack will provide some basic options for consideration of an interim sign for the next Museum Board meeting, and if agreed by the board, to recommend to the commission that an interim sign be installed until the final sign project is done.

B. Mr. Dixon announced that Gretchen Maricak's artwork collection will be exhibited at Lawrence Technological University's Detroit facility from mid-May until the end of June,

and he will send information to members about the planned exhibit reception. He will follow up with the collection representatives to inquire about digital versions of the two pieces Gretchen created of the Allen and Hunter Houses. He also inquired about labeling for the Flint Faience fireplace exhibit, which is currently incomplete.

C. There were no public comments.

The next regular meeting will be **June 7, 2018 at 5:00 PM.**

Ms. Krizanic adjourned the meeting at 7:04 p.m.