



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, July 19, 2018
5:00 PM**

Members Present: James Cunningham (left at 7:00 PM), Russell Dixon (left at 7:00 PM), Lori Eaton, Judith Keefer, Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: None

Members Absent: None

Administration: Museum Director Leslie Pielack

Guests: None

By consensus the board agreed to revise the agenda to begin the meeting with the election of Chair for FY 2018-2019.

Election of Chair

Tina Krizanic was nominated by Marty Logue as Chair. There were no other nominees. The board proceeded with the vote to approve Tina Krizanic as Chair of the Museum Board for 2018/2019.

VOTE: Yeas, 7
Nays, 0

**Approval of the Minutes
Minutes of June 7, 2018**

MOTION: by Dixon, seconded by Keefer:

To approve the minutes of June 7, 2018.

VOTE: Yeas, 7
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 item A. under New Business first.

New Business

A. The board reviewed the scope of work outline for the RFP for Landscape Design Services. Mr. Dixon suggested language be included regarding unit pricing and flat fee for additional meetings, if required, beyond the three provided in the outline.

MOTION: by Dixon, seconded by Keefer:

To adopt the draft RFP outline for landscape design services, to be further developed into final form by the Museum Director.

VOTE: Yeas, 7
Nays, 0

Unfinished Business

A. The board reviewed the revised draft of private use/special events guidelines for the Museum Grounds. Modifications were made to clarify language regarding sound amplification and to emphasize that general city park rules apply to all use at the museum grounds unless otherwise specified. The draft application form was re-organized and resident and non-resident fees were differentiated. Groups of more than 100 people will be considered on a case by case basis at the Museum Board level, followed by the city commission. Timelines for administrative approval, forfeit of deposit and insurance requirement were also clarified. The board agreed by consensus that the Museum Director should incorporate the changes into the existing document and move forward with review with the city manager before final presentation to the city commission for review/approval. The board also reviewed the current Allen House special event rules and fee and made suggestions for updating the policy and rules to bring it into alignment with the policies and rules for group use of the park.

B. The board reviewed the revised draft of the landscape fund raising case statement in booklet form. The booklet can be used to explain the project to the general public and prospective donors, beginning at the September 9 outdoor open house event. Minor edits were suggested with additional information on the back page. The library has the ability to print folded and stapled booklets to make it possible to print only as many copies as needed. The board agreed by consensus to finalize the booklet with these changes and that the Museum Director should proceed with printing.

C. The board confirmed the outdoor open house landscape event to be called, "A Walk in the Park" for Sunday, September 9, to follow the Farmer's Market with refreshments served from 1:30-3:30 PM on the Allen House back porch. A booth at the Farmers Market would allow the public the opportunity to get advance information, a map from Booth Park to the museum grounds, and additional information. The grounds would have four stations, one in each zone, with a representative from the Museum Board to answer questions and capture feedback on flipcharts, get email addresses for more information, hand out the fundraising booklet, etc. Children's activities on the grounds would be a plus if possible, such as a scavenger hunt or sidewalk chalking.

D. Museum Director Pielack shared information from two publishers regarding a possible bicentennial book project based on the parameters set by the Museum Board. The cost is prohibitive for a quality publication with proper resolution photographs and design layout services to meet the minimum quality of a coffee table book. The board agreed

by consensus to table the bicentennial book project until such time as funding may become available and instead to concentrate on funding for the landscape project.

New Business (continued)

C. Museum Director Pielack summarized the upcoming Parks Bond opportunity that will be pursued through the Parks department via committees and public meetings this fall. Mr. Dixon asked that information regarding the categories of expenditures from the original bond be made available to the board at the next meeting.

(Mr. Cunningham and Mr. Dixon left at 7:00 PM.)

B. The board reviewed the scope of work outline for the marketing RFP services and agreed with the concepts in the outline. A more detailed version will be brought back by the Museum Director to the Museum Board for review.

Communication and Reports

A. Museum Director Pielack updated the Director Report with expected timelines for completion of repair projects at the Allen and Hunter Houses.

B. There were no Board member comments

C. There were no public comments

Next Regular Meeting: August 2, 2018 at 5:00 PM.

Ms. Krizanic adjourned the meeting at 7:18 p.m.