



**CITY OF BIRMINGHAM  
MUSEUM BOARD  
SPECIAL MEETING MINUTES  
Thursday, September 20, 2018  
4:00 PM**

Members Present: Russ Dixon, Lori Eaton, Judith Keefer (left at 4:45 PM), Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: None

Members Absent: James Cunningham

Administration: Museum Director Leslie Pielack, Museum Assistant Caitlin Donnelly

Guests: None

Ms. Krizanic called the meeting to order at 4:00 PM.

**New Business**

A. The Museum Board discussed the opportunity to create a time capsule as the final bicentennial "finale" event, which would be incorporated into the city's annual tree lighting on November 30, 2018. The board discussed goals, themes, timing, location, and philosophy as it relates to time capsules in general, archival principles, and the Museum's mission. The board reached consensus on a project that would invite students to contribute content; the content would be stored on a hard drive; and the capsule would be a stainless steel container made for the purpose of time capsule use, to be placed under one of the granite tiles in Shain Park, with engraving to indicate when to open it. The Museum Board would include a cover letter and print materials to aid in future opening/access of the hard drive.

- Theme: "Message for the Future." Students would be invited to submit a photo, drawing, story, poem, and possibly a recording (TBD) that would include a message they want to send to people of Birmingham in 2068. Students would be asked to identify themselves by first name and age, and that data would be included with their submission. All materials would be sent via email to the museum and migrated to the hard drive together
- Promotion would be through the school newsletter/s, print media, social media, city electronic newsletter, and all other means to invite material submissions with a deadline of mid-November
- Museum Board members would be present at the ceremony and possibly present the time capsule to the mayor and/or make some remarks as well. The ceremony would be part of the annual tree-lighting (Friday, November 30, 2018), where the city is gathered at the kick off of the holidays and the Winter Markt
- The Museum Board would also like to present to the city a mounted and framed panel listing all time capsule contributors, to be hung in city hall if possible.
- The actual 'burying' would likely be at a later date, as well as the engraving.

- The opening date, to be reflected on the engraved paver, to be December 1, 2068-a continuation of the bicentennial but also a recognition that children of 2018 would still potentially be around in 2068 at the opening

Museum Director Pielack will explore options for location, process, and related issues with city staff in the Parks, IT, and administrative departments.

There were no public comments and no board comments.

Ms. Krizanic adjourned the meeting at 5:05 PM.