



**CITY OF BIRMINGHAM
MUSEUM BOARD MEETING
556 W. Maple
Thursday, January 6, 2022
5:00 PM**

Members Present: Bev Erickson, Alexandra Harris, Pat Hughes, Judith Keefer, Marty Logue, Jay Shell

Members Absent: Caitlin Rosso

Student Members: None

Administration: Museum Director Leslie Pielack

Guests: None

Chairperson Logue called the meeting to order at 5:01 PM.

**Approval of the Minutes
Minutes of December 2, 2021**

MOTION: by Harris, seconded by Keefer:

To approve the minutes of December 2, 2021.

VOTE: Yeas, 6
Nays, 0

Unfinished Business

Members discussed details regarding the planned spring event and decided the following by consensus:

- The event will be planned for **Saturday, June 4, 2022**
- Time frame will be from **10 AM to 2 PM**
- The title of the event is the "Birmingham Museum Heritage Plant Exchange"
- It will be a free event and not planned as a fundraiser, although attendees can make donations to the museum on site
- The event's primary goals are 1) to receive donated heritage perennials for our perennial garden and 2) to encourage the public to share plants with each other, e.g., bring a plant, take a plant
- The location will be in the plaza between the Allen and Hunter Houses
- It is anticipated that there will be 25-30 people at any one time, and that there would be no need for special crowd control
- Mr. Shell will be identified as Master Gardener to answer people's gardening questions during the event

- There will be at least two, preferably three 10 X 10 tents with signage-one for Mr. Shell, one for shade plants, and one for perennial plants, and a couple of city-provided trash bins
- The garden plot area plant design will be provided on signage and in a handout so the public can place their donation plant physically in its spot in the garden. Errors can be corrected afterward. Museum Board members can place a few plants to start the process.
- The museum will be open that day during the event (admission charged)
- It is a Museum Board event, planned and executed by the board, which will be part of all messaging.
- Promotion will consist of 1) city's print newsletter; 2) Engage Birmingham web site; 3) social media; 4) printed flyers; 5) press release, commission announcement, etc. 6) Advance signage announcing the event in front of the museum. Museum Director Pielack will check into water bill notices.
- Ms. Harris will design a post card/flyer/logo for marketing purposes; the museum can print the post cards and use the design for promotional purposes.

The city's special event permit requires 90 days notice with details about the event provided at the time of the application. A June event would have to be applied for by the same date in March. There is sufficient time for one more Museum Board review of any particulars if needed. Museum Director Pielack will complete and submit the Special Event application by March 4.

Museum Director Pielack reviewed the Long Range Plan presentation that will be given to the commission. The big picture is to broaden public access in all its forms, and to use technology to help bridge existing gaps between the public and the museum's cultural and physical resources.

New Business

None.

Communication and Reports

Director Pielack also reviewed and updated the Director Report with additional detail about plaster repair in the Allen House that is underway and the Hunter House paint analysis, as well as an update on the Fish and Taylor Underground Railroad site nominations to the National Park Service. The application has been reviewed and is proceeding through the review process.

There were no board member comments.

There were no public comments.

The next Regular Meeting is scheduled for Thursday, February 3, at 5:00 PM.

Ms. Logue adjourned the meeting at 5:58 PM.