

FREEPORT HISTORICAL MUSEUM FOUNDATION
WEDNESDAY, MAY 2, 2018 10:00AM
FREEPORT HISTORICAL MUSEUM
311 E. PARK AVENUE
FREEPORT, TEXAS

MINUTES

1. Call to order

Mr. Hickey called the meeting to order at 10:40am.

2. Roll call – The following Board members were in attendance:

- Nat Hickey
- Brenda Laird
- Brenda George
- Dan Kessner
- Carmen Read
- LeAnn Strahan

3. Approval of March 28, 2018 Minutes

With a motion by Ms. Laird and a second by Ms. George, the Board voted unanimously to approve the minutes from the March 28, 2018 meeting.

4. Project updates

- **Museum** – Ms. Strahan reported progress to the Board regarding the upcoming Mother Goose exhibit. Ms. Read offered a rocking chair for Mother Goose to sit in for her puppet performance on Saturday. Ms. Strahan updated on the May Downtown Market Square that will take place on Sunday, May 13th from 9am – 2pm. Also, she updated on staffing issues, stating that one of her two part time attendants was relocating to North Carolina and that she was interviewing for the two open positions. The Board discussed having Mr. Hickey get on the next Senior Citizen agenda to request for volunteers to assist at the museum during hours of operation and special events.

Ms. Strahan reported to the Board that we had hosted the Brazoria County Museum Alliance meeting on Monday, April 30th. Ms. Laird reported that at that meeting, it was brought to our attention that the Board should approve all artifacts accepted on behalf of the museum because ultimately they are financially responsible and liable for loss. Ms. Laird went on to explain Directors & Officers insurance, or D&O, that serves to protect the board members and officers. Ms. Laird made a motion to approve the purchase of D&O insurance not to exceed \$500 annually. Mr. Kessner seconded the motion and the Board approved unanimously.

Mr. Hickey presented the Board members with a collection management policy handbook to the Board for review and future approval to be used as a template to secure the future of our artifacts. Ms. Laird suggested we have a workshop for all members and staff to attend to be led by someone with knowledge and experience

of museum policies and procedures. She agreed to contact Michael Bailey at BCHM for his input. Furthermore, the Board discussed that as a Board we are in violation of our own bylaws due to the acting City Manager being the sole signer on the Foundation's Texas Gulf Bank account. Ms. Laird and Ms. George agreed to meet with Mayor Brimage to discuss.

- **Heritage House** – Ms. Strahan updated the Board on the roof replacement as approved by City Council. With a motion by Mr. Hickey and a second by Mr. Kessner, the Board unanimously approved to accept City Council's approval to award the roofing bid for 303 E. Park Avenue to Holden Roofing.
- **Special events & exhibits** – The Board discussed adding a craft for children to take home and movies to show for the duration of the Mother Goose exhibit. Ms. Strahan agreed to look into providing a craft item and has movies on order. Additionally, the impact of the STEM/STEAM education and the importance for future grant writing was discussed, and the possibility of creating a sub-committee to help us get involved in related projects.

5. Financial Update & future budget discussions

Ms. Strahan reported that she had not received any financials for this meeting from the City Manager, but that she would forward them once received. The Board discussed future expenses that would need to be budgeted for the 2018-2019 year. Ms. Strahan requested we budget for a color copier and a new desktop computer. Mr. Hickey requested a microfilm printer/reader for his article and photo archives, and the Board discussed budgeting to update the Children's Exhibit.

6. Amending bylaws

Mr. Hickey reported that he wrote an application for property tax exemption, but in order for it to be approved our bylaws must include the following clause:

*“Article 6
Discontinuance*

Section 6.01. On the discontinuance of the organization the organization's assets are to be transferred to the City of Freeport, Brazoria County, Texas, or another similar organization that is qualified for exemption under Internal Revenue Code Section 501(c)(3), as amended.”

With a motion made by Ms. Laird and a second by Ms. Read, the Board unanimously approved to amend the bylaws to include the above referenced clause.

7. County tax exemption

Mr. Hickey is confident that upon approval of the application for property tax exemption, we will receive a pro-rated adjustment on our property tax bill.

8. Ideas for future exhibits & fundraisers – the Board agreed to re-agenda this item.

9. Upcoming community events

Ms. Strahan reported that we have scheduled a local book signing event to host a dozen or so local authors, including Mr. Kessner and Ms. Laird. The date is scheduled for August 11, 2018. The Fishing Fiesta is scheduled for the first week in July, and Sunset

Sip has been rescheduled for October. Ms. George is working on a schedule for Pop-up Block Parties throughout the summer that will include all city hosted activities.

10. Event calendar

The Board agreed that we need to come up with an annual calendar that can be shared with Texas magazines and publications free of charge.

11. Board member reports

- **Nat Hickey** – None

- **Brenda Laird** – Ms. Laird reported that she is very proud of the work that the Museum staff is doing, and encouraged everyone to keep moving in the direction we are going.

- **Brenda George** – Ms. George suggested that we contact the United Way for volunteers for events, or advertise on Facebook for volunteers, provided we have them sign a confidentiality statement. Ms. Strahan said that we would also require a background check. Ms. George would like to plan a fundraiser for the museum by honoring the men of distinction in our community.

- **Sandra Barbree** – not present

- **Carmen Read** – none

- **Dan Kessner** – Mr. Kessner reported that he has photos and negatives, all of which he has identified, to donate to the museum on a disc for our use.

- **LeAnn Strahan** – Ms. Strahan reported that KidFest would be held on July 28, 2018 from 11am-3pm. The theme is vintage circus, and we will have vintage games, strolling performers and entertainment, along with the usual inflatables, petting zoo, refreshments, etc. So far we have received donations from BASF and FLNG, but we are still in need of many more.

12. Items for future discussion

- 2018-19 Budget needs
- Bylaws
- SOP workshop (Lora-Marie Bernard, Harvard)
- Men of Distinction
- Collection Management Policy

13. Schedule next Board meeting – June 27, 2018 at 10:00am.

14. Adjourn – Mr. Hickey closed the meeting at 12:16pm.