

FREEPORT HISTORICAL MUSEUM FOUNDATION
WEDNESDAY, MAY 30, 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 10:07am.
2. **Roll call** – the following members and visitors were present at the meeting:
 - Nat Hickey, President
 - Ray Cantu, visitor
 - Jennifer Hawkins, EDC Director
 - Roc Cantu, visitor
 - Brenda Laird, Vice President
 - Marinell Music, visitor
 - Brenda George, Board member
 - Sandra Barbree, Treasurer
 - Carmen Read, Board member
 - Dan Kessner, Board member
 - Amber Bryan, staff member
 - LeAnn Strahan, Secretary
 - Billywayne Shoemaker, Building Official
3. **Approval of Minutes 5/2/2018 and 5/10/2018** – tabled – minutes were not included in the packets for review.
4. **Project updates**
 - Museum – Ms. Strahan reported that she has received verbal confirmation that the Foundation Board members are covered under the City’s umbrella for Directors and Officers insurance, but that she is still waiting on a copy of the policy from Texas Municipal League.

Ms. Strahan reported low attendance at the museum and proposed that the Board vote to waive admission fees for the time being to encourage attendance. Ms. Read inquired about attendance and fees, and the board discussed different ideas on attracting guests. With a motion by Ms. Laird and a second by Mrs. Barbree, the Board unanimously approved to waive admission fees until further notice.
 - Heritage House – Ms. Strahan reported that the new roof had been successfully installed by Holding Roofing, and she is waiting to receive inspection approval for the warranty. Mr. Hickey inquired about bids to repair the window sills, and Ms. Strahan advised that would be done by City maintenance.
 - **Hickey House** – The Board reviewed and discussed the lease agreement with Mrs. Music and Mr. Cantu. Adjustments discussed were omitting or modifying the following:
 -

- Tenant's Insurance
- A.2. Omit "Building Operating Hours"
- B.1.b. Add ...with exception of roof drainage, any exterior leaks, and dirt work to be completed in rear of building for drainage.
- First right of refusal 30 days prior to lease termination
- Rental increase not to exceed 25% at renewal

In addition, Mr. Shoemaker assured both Mr. Cantu and Mrs. Music that he would issue a temporary certificate of occupancy for her boutique during kitchen renovations. He explained the details of the necessary restroom and ceiling upgrades to the Board. He also agreed to get in writing the specifics for which Mr. Cantu and the Foundation would be responsible. Mr. Ray Cantu debated the fairness of Mr. Cantu not being compensated for the improvements he is obligated to make that will become permanent fixtures of the building. The Board explained that the adjustment was made in the cost of the lease, and Mrs. Hawkins noted that there is no comparable facility available in Freeport that would meet those requirements at this time. Ms. Strahan will make the necessary adjustments to the agreement and the Board agreed to approve via email due to time constraints.

- **Special events & exhibits**

KidFest – Ms. Strahan updated the Board on sponsorship status, stating that we are not receiving the support comparable to what we have in the past. She will make a presentation to the EDC Board on June 12, 2018 to ask for assistance. Staff is planning a 'vintage circus' themed event this year to include strolling performers, vintage carnival rides and games in addition to the usual inflatables and entertainment.

Market Days – Ms. Strahan updated the Board on vendor and visitor attendance at the May Market Day, stating that while vendor participation was lower, seemingly due to Mother's Day, there appeared to be more foot traffic than the first event in April. Staff anticipates a spike in June in both vendor and visitor participation as word spreads and with front page publicity in the Facts both months prior. With the weather being so hot and museum attendance being low, Ms. Strahan would like to open the museum doors on Market Day Sundays to allow visitors to cool off and look around. She requested that Board members schedule times they can be present to oversee the museum during market hours.

Mother Goose – Ms. Strahan reported slow attendance, hopeful that with summer and the heat there will be an increase. Mother Goose does her puppet show on Saturdays in June from 11am-1pm.

5. Donation requests

The Board reviewed information on the 1800 spoon carved pump organ that Mary Wedel has requested to be donated to the museum. With a motion by Ms. Laird and a second by Ms. George, the Board unanimously approved to accept the organ into our artifacts. Staff will contact for delivery.

6. Collection Management Policy

Mr. Hickey updated the Board about storage issues at the museum and old city hall. There are plans in the near future to demo OCH where a large portion of our artifacts and special events props are currently stored. Mr. Hickey stressed the necessity of planning now for future storage, and to put a procedure in place to review and discuss items in advance before agreeing to accept. He advised that we create a subcommittee to approve donation requests, to which Mr. Kessner, Mrs. Bryan and Mr. Hickey volunteered to

participate. With a motion by Ms. Laird and a second by Ms. Barbree, the Board unanimously approved to create a collection management subcommittee.

7. Financial Update

Ms. Strahan provided a current bank balance for the Foundation account and an itemized detail of the City Museum expense account balance. She explained that while the new roof put us back for this budget year, we are well under balance on salaries and benefits due to operating short staffed. She is confident this will help balance out overall for the 2017-18 budget year.

8. Future budget discussions

Ms. Strahan provided the following list of items she plans to budget for, and advised that any ideas or additions members have be submitted to her to add, as we will begin the budget process in June.

- Color copier (lease)
- Storage cabinets in back of temp hall
- Sink cabinet in front of temp hall
- 2-line phone system
- Entry bell through museum
- Warming oven at Heritage House
- Ice machine at Heritage House
- Engineering and construction of fire escape, storage and deck at Heritage House
- Elevator lift at Heritage House

Mr. Hickey added that he would like to have a microfilm viewer/printer and a cabinet for the film we are not storing properly.

9. Bylaws and tax exemption status

Mr. Hickey reported that we are officially exempt from property tax, and the 2018 year will be prorated through June.

10. Ideas for future exhibits & fundraisers

The Board discussed the plans for a cocktail party, and Ms. Strahan reported that with sponsorships down at this point, staff would like to plan the event in support of KidFest. The Board scheduled for Thursday, June 28th and the event will include wine/cocktails, hors d'oeuvres by Roc Cantu, and a silent auction in a vintage circus theme. Staff will coordinate.

The Board discussed plans for upcoming temporary exhibits. Ms. Read's 'Around the World' exhibit will be available in October. Board members discussed that the shark exhibit going up less than a year after it came down was too soon, and Brenda George suggested we do a 'Back to School' exhibit beginning in August with artifacts that we have on hand. The Board agreed and staff will coordinate items for display.

11. Board member reports

• **Nat Hickey**

Mr. Hickey reported that he is currently going through to catalog artifacts and discard unwanted items with our new Museum Attendant, Mrs. Bryan. He stated that it is in our best interest to only accept donated items in the future, not loans, and that we purchase a bound book to record such items as they come in to us.

• **Brenda Laird**

Ms. Laird congratulated Mrs. Bryan on joining the staff, noting that she is a welcome addition.

- **Brenda George**
Mrs. George discussed the idea of revamping Men of Distinction to include the entire Brazosport area. Ms. Strahan will check with Parks to determine what Thursdays are available in the spring for this event.
- **Sandra Barbree**
Ms. Barbree updated the Board on upcoming events such as Fishin' Fiesta to be held from July 4-8th, and Summertime Bikes & Blues Fest September 21-22nd.
- **Carmen Read**
Ms. Read reported on seeing visitors from Lake Jackson on the May Market Day. In addition to enjoying the square, she noticed several visitors looking at and inquiring about properties downtown.
- **Dan Kessner** – no report
- **LeAnn Strahan**
Ms. Strahan reported that so far there is no schedule for a SOP workshop, as the representative she hopes to contact to schedule training is graduating from Harvard and has been unavailable. She will follow up and update accordingly.

12. Items for future discussion

- STEMI program for future exhibit ideas
- Collection Management Policies and Procedures – donations not loans

13. Schedule next Board meeting – June 27, 2018

14. Adjourn

With a motion by Mrs. Barbree and a second by Ms. Laird, the Board unanimously approved to adjourn at 12:42pm.

LeAnn Strahan, Museum Manager
Freeport Historical Museum Foundation