

St. Mary's County Museum Division Board of Trustee
Meeting Minutes
Potomac Building – Room 14
March 13, 2017 · 8:30 a.m.

Board Members Present: Dale Springer (President), Bryan Barthelme, Michael Blackwell, Susan Erichsen, Lynn Fitrell, Victor Govier, Eleanor Slater

Board Members Absent: Helen Dorsey, James Banagan, Susan Gough, Stephanie Waikart

Staff Present: Brian Loewe, Director, Dept. Recreation and Parks, April Havens, Acting Museum Director, Catherine Pratson, Director of Human Resources

1. **Call to Order:** D. Springer called the meeting to order at 8:30 a.m.
2. **Pledge of Allegiance:** The Board pledged allegiance to the flag of the United States.
3. **Moment of Silence:** A moment of silence was observed.
4. **Roll Call:** D. Springer verified the presence of a quorum.
5. **Approval of Minutes:** February 13, 2017 Minutes were presented.

Motion: to approve minutes with corrections. Made by: M. Blackwell. Seconded by: B. Barthelme. Motion carried.

6. Old Business

a. Re-Accreditation:

1. D. Springer reported that American Alliance of Museums (AAM) will table the approval of the museum until June 2018.
2. Action Items are the Strategic Plan, Ethics Policy, Management structure and system.
3. A progress report is due in August of 2017.

Action Item: A committee to draft the amended Strategic Plan to be staffed by M. Blackwell, S. Erichsen, A. Havens.

b. Museum Director Position:

1. B. Loewe reported that the position has been approved by the county commissioners and the process to hire may begin.
2. C. Pratson reported that the process for hire will consist of
 - draft position description with trustee review
 - advertising of position
 - Human Resources screen of applicants
 - selection committee review and rank of applications
 - interviews
 - selection

This process typically takes between 3 to 4 months.

- c. Ethics Policy Amendment: Verbiage governing the use of funds acquired through the deaccession of museum collections was added to the Ethics Policy as per request from the Re-Accreditation reviewers.

7. New Business:

- a. St. Clements Hundred – No report.

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- b. Friends Update
 - 1. Maggie Hammett was elected to the board.
 - 2. A draft MOU has been forwarded by the Friends Board to the County Attorney and Trustees for review and comment.
 - c. Museum Report – see attached.
 - d. Department Update:
 - 1. B. Loewe reported that the Capital Improvement Project budgets are being impacted by State Delegates Bond Authority action. We will know more if this action passes.
 - 2. B. Loewe reported that the Operating budget is on target.
- 8. Spring/Summer Events:**
- a. Events: have been scheduled and will proceed as planned.
- 9. Next Board of Trustee Meeting:**
- a. Will be held on May 8, 2017 at 8:30 am – Piney Point Lighthouse Museum.
- 10. Adjournment.**

Motion: to adjourn. Made by: L. Fitrell, Seconded by: M. Blackwell. Motion carried.

Meeting adjourned at 9:29 a.m.