

**Layland Museum Advisory Board Meeting  
Minutes---February 19, 2019**

Roll Call and call to order by Chloe Northrop @ 5:11 pm.

**Advisory Members**

- |                 |                  |
|-----------------|------------------|
| A Patsy Downing | A Tammy Miller   |
| P Guy James     | P Chloe Northrop |
| A Trish Kilburn | P Sandra Tinley  |
| P Ron Layland   |                  |

**Administration from Museum**

- P Stephanie Montero  
P Leigh Naylor

Approval of minutes from January 15, 2019.

	Motion	Second	Aye	No	Abstain	Absent		Result
Downing						X	X	Approved as presented
James			X					Approved as amended
Kilburn						X		
Layland	X							
Miller						X		
Northrop			X					
Tinley		X						
<b>X</b>	<i>Motion Carried</i>		<i>Motion Failed</i>					

Question with regards to Leigh checking a charge on November’s financial report. The line item was the sum of both the hotel and advertising for the annual fundraiser. Finance combined the two and entered them together.

Approval of Treasurer’s Reports for December 2018 and January 2019.

	Motion	Second	Aye	No	Abstain	Absent		Result
Downing						X	X	Approved as presented
James			X					Approved as amended
Kilburn						X		
Layland		X						
Miller						X		
Northrop			X					
Tinley	X							
<b>X</b>	<i>Motion Carried</i>		<i>Motion Failed</i>					

## PRESIDENT'S REPORT

2019 Friends 117 Funds \$3860.00

We have received a few more memberships in January and have met our goal. The last renewal letter went out in January, completing our membership drive for 2019. We will begin again in this fall for 2020 memberships. Even though we have roughly the same number of memberships, the total amount is lower than last year due to people choosing a lower membership. We have also added a few more comp memberships for senior staff members of the city.

### Girl Scout Committee Update

Leigh spoke with the Girl Scouts Rep. and we are almost set to be placed on their calendar. The workshop will take place over two days. The first part is scheduled for April 13<sup>th</sup> from 1:00-3:00 in the afternoon, "Playing the Past" (Juniors). The second part will be May 18<sup>th</sup> from 1:00-3:00. It will consist of at least a tour and then they will also have a project that will need to be completed. The goal is to have 20 girls max. and Leigh will be reaching out to the local troop leaders as well. Leigh also emailed everything last month to the committee.

### Railroad Museum

The new employee started and is working on programming and the collection. She is also beginning to pack certain artifacts in preparation for the move later on this year.

### Fundraiser Discussion

Discussing possible options for the annual fundraiser. There was the suggestion to cross-collaborate with the golf course and have a tournament. The concern is having a point person who is familiar with golf or has a connection with the local golfing community. The board can continue with having a live performance featuring a solo artist; however, it is becoming difficult to find a performer within the museum's price point. If anyone has a suggestion or if we should change the type of fundraiser, now is the time to start thinking and planning for it. Please let the museum know if you have any ideas. One suggestion was to eventually have a street festival on Wardville, but realizing it would take a solid year to plan an outdoor event. Possibility to have it when the Railroad Museum's renovations are complete. The upside to the golf tournament is it's under a city department and could be easier to plan. Another option was mentioned about having a rodeo event or collaborate with another entity to host one or any horse event.

### Summer Interns

We are looking for two new interns for the summer. We are still waiting to hear back from Heritage Assembly on whether or not they plan to give a contribution to the museum to fund one intern. In the past, the other intern is funded by the board. Having interns continues to be extremely helpful and they do a lot of great work for us. We do need the funds secured before we can post the job and/interview potential students per HR. Our goal is to have people in place

by May. The museum proposes to continue the internship program by having the board fund one of the interns for 2019.

Motion to fund one summer intern.

	Motion	Second	Aye	No	Abstain	Absent		Result
Downing						X	X	Approved as presented
James		X						Approved as amended
Kilburn						X		
Layland			X					
Miller						X		
Northrop	X							
Tinley			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

### Long Term Goals

The space-saver will be arriving mid-April. A new display case is also being worked on for the prehistoric artifacts in the Native American Gallery. The goal is to begin updating permanent exhibitions, beginning with this one. Leigh discussed the need to have better protection for the artifacts and an overall improved look to the case, including a new text panel/ labels. The museum is asking for \$2500.00 for the completion of the project. Stephanie also expressed the need to protect the artifacts as they are fragile and do not need to be touched. Suggestions to prepare a proposal with a drawing of the new design along with costs. Leigh will provide the design and costs to the board next month.

### Monthly Report

Visitors: 103  
 Researchers: 10  
 Volunteers: 0  
 Programs: 3 with 59 attendees

#### Railroad Museum

Visitors: 77  
 Volunteer: 2; 34.25 hours  
 Program: 1; 18 attendees

### Upcoming Events

Thursday (Feb. 21<sup>st</sup>) will be a recipe swap and vintage cookbook discussion beginning at 5:30 pm in the Armadillo Room. The museum will also remain open until 5:30 to allow people to see the exhibit before the talk.

Cardboard Cleburne will begin March 9<sup>th</sup> through the 16<sup>th</sup> (Spring Break). Children can come by the museum and create a building of their choice and place it in our town that will be laid out

in the middle section of the museum. They are encouraged to build whatever they would like and choose its location. It will be a fun, family-friendly event and we are asking for donations of any small pieces of cardboard and/or: toilet paper rolls, boxes, paper, and other supplies. The next Friends Trip is TBD, but will be to Thurber, TX. The next one after that will be to the Cowgirl Museum in Fort Worth to see the newly-renovated second floor gallery; most likely in April.

Railroad Advisory Board met last month. The RFQ has gone out. Various companies have already looked at the proposals thus far.

Adjourn 5:54 pm. Chole Northrop motion to adjourn and Guy James seconded the motion.