

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

Roll Call and call to order by Tammy Miller @ 5:00 pm.

Advisory Members

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

Administration from Museum

P Stephanie Montero
P Leigh Naylor
P Aaron Dobson

Approval of minutes from February 19, 2019. Correction noted on the vote to fund a summer intern. A mistake was found on Guy James’ vote in the minutes. He was marked as seconding the vote, but also marked as absent. Motion was made to approve minutes with a correction that he was not absent during the vote.

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

No Treasurer’s Report was given. February had not closed in time to incorporate the reports in the meeting.

PRESIDENT’S REPORT

2019 Friends 122 Funds \$4,155.00

Girl Scout Committee Update

Registration has started on the Girl Scout's website. An email will be sent out to those in the committee on volunteering. It is a two-part workshop and there are specific requirements for the programming. Leigh is finishing up the content of the workshop and will also submit the information to the committee. The workshop is designed for Junior Scouts only.

Fundraiser Discussion

One board member suggested the possibility of having a car show as our annual fundraiser. First Financial Bank parking lot was added as a potential location. Another suggestion was to have a BBQ cook-off or have both at the same time. The board agreed fall would be an ideal season. Aaron has experience with coordinating cook-offs and suggested a chili cook-off instead. Members also viewed a car show as a great idea, and one member said there would be interest from the community if the board decided to host a car-event. One member suggested contacting someone that coordinates these events and ask for his advice or possibly how much he would cost. Aaron also suggested coordinating with the Golf Course for a tournament in the future as well. The president liked the idea of potentially having multiple fundraisers a year to fund museum projects. Any cook-offs/ competitions are similar in that people are charged to enter their food, car, etc. into a contest to be judged by a panel. One of the main goals for this type of event is to become more visible within the community. Our goal would be to increase Friends memberships and visitation.

Suggestion was made to have our board meetings in the Library instead of the Armadillo Room due to better acoustics. Everyone was onboard with having it across the hall starting next month.

Railroad Museum

The Railroad Museum has received a few applications and Stephanie is reviewing them. She does hope to get a few more before conducting actual interviews. Also, last week was the meeting where three firms were interviewed by the committee in hopes of choosing one to work on the expansion project. Each gave a presentation followed by a set of questions asked by Aaron Dobson. Each member was given a rubric to score each firm which were turned into the city. Overall, R.P.G.A. had the highest score and was chosen as the firm for the expansion. A rough timeline for completion of the project is around 20-22 months. The city wants it to be wrapped up by the 2020 fiscal year. The Railroad Museum will most likely be closed 8-9 months during construction. One option is to take some artifacts from the Railroad Museum and temporarily place them on display at the Layland with proper signage. Staff wants to continue Story Train and also make sure everyone understands the progress of the project and the positive impact it will have on the community. Brett Oaks will be our contact person from

RPGA and has experience working with museums. There will be three campaigns to educate the community on the expansion. Schematics will be on display and closer to completion a date will be made public. The railroad assistant will continue working with the collection, helping move artifacts, and programming. The questions of bricks was also presented and there is the idea that they will be incorporated in the new museum. Information on RPGA’s background will be sent to the board via email so they can see previous projects completed. Aaron thanked staff, Tammy, Guy, and Ron for serving on the committee.

Summer Interns

The internship(s) is posted on the city’s website and was also shared with Hill College, TCU, Tarrant County College, and SWAU in hopes of getting multiple applicants.

Long Term Goals

Duct-cleaning is scheduled for this month, along with several other projects directed toward the Layland building. Again, the space-saver is set to be installed mid-April.

Display Case for the Fossil Exhibit

We are needing additional protection and ultimately needing to refresh the space. Leigh presented a rough sketch of what the new case will look like and presented a proposal on overall costs for the case including: a new text panel, paint, excelsior, and the frame of the case itself. Tempered glass and re-working the wood framing will be added to the pre-existing case. Excelsior will be used as filler to hide any cosmetic flaws around the artifacts. There was discussion of possibility placing a plaque or mention of Richard Evens’ efforts to build this case due to his willingness to only charge for the costs of the materials and not include labor. Staff will revisit possibilities within the next few months.

Motion to renovate the prehistoric display case.

	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>					

Monthly Report

- Visitors: 128
- Researchers: 5
- Volunteers: 4
- Programs: 4 with 83 attendees

Railroad Museum

Visitors: 120

Volunteer: 10 hours

Program: 2; 33 attendees

Just wrapped up Spring Break- Cardboard Cleburne was a success and the Railroad Museum had train sets and coloring pages for kids play with while there.

Upcoming Events

March 28- Story Train at the Railroad Museum; ages 3-8; 10:00-11:00 am

April 11- Friends Trip to Thurber, TX; all day

TBD- Next Friends Trip will be to the Cowgirl Museum and Hall of Fame

May 11- "Train Day" at the Railroad Museum

Adjourn 5:52 pm.