

Layland Museum Advisory Board Meeting Minutes---April 16, 2019

Roll Call and call to order by Tammy Miller @ 5:05 pm.

Advisory Members

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

Administration from Museum

P Stephanie Montero
P Leigh Naylor

Approval of Minutes for March 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		
X		<i>Motion Carried</i>		<i>Motion Failed</i>					

Approval of Treasurer's Report, February 2019. March has not closed yet.

		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>					

Question of purchasing books and toys for the store. Treasurer noted they were items for the store, vintage toys and books relating to Texas history. A book by Eula Whitehouse was also purchased through donation for the museum's library.

PRESIDENT'S REPORT

Fund 81 \$44,822.07

Fund 82 \$52,330.30

Girl Scout Committee Update

Leigh reported on the status of the workshop. Unfortunately there was only one girl who had registered and so the workshop was cancelled due to low attendance. Girl Scouts made the decision to cancel the workshop since they handle the registration. Discussion on how to move forward with the project was addressed. The workshop can be rescheduled for May 18, 2019 and then the second part could be in June. Leigh spoke with the Girl Scouts coordinator Danitra Richardson about what their calendar looked like in June. She recommended any weekend in June other than June 1st, or move the workshop to the fall. The museum just needs to keep in mind there needs to be roughly a month in between the two workshops in order for the girls to have enough time to prepare their costumes and create their characters. The content is pretty much complete with Leigh's notes and a PowerPoint of women in the area as inspiration for their characters. Fall could be a good opportunity to try to push the workshop again and make contact with local Girl Scout leaders too. The board will revisit the project later on this year.

****off the record and side note: the audio begins to get very spotty, for reasons unknown, towards the end of the Girl Scout discussion through the rest of the meeting. I was able to listen to it for the most part, but there are areas where it becomes very hard to hear. The audio will be saved just like all previous meetings*

– Leigh Naylor

Fundraiser Discussion

Leigh talked with Bryan Zimmerman about the possibility of coordinating a car show. Unfortunately, in order to get on his calendar we need to have a location first. He would not hold the date until a location was confirmed. The courthouse and the older bank building were possible options. Leigh believed that she and Bryan were on slightly different mindsets with what the car show would be planned for. Leigh and Stephanie approach the car show as part of a larger event and not just a stand alone show. He charges \$500.00 to coordinate the car show and suggests space for at least 50 cars. Where to have the event is the main concern along with not being able to secure any location in time to take advantage of the last date he has available. One board member recommended the conference center parking lot and it would be free to use. Museum staff will talk to the conference center for availability. Restroom access would also be needed depending on where the event is and is something to keep in mind. Also, if we wanted to ask for assistance through the Parks and Recreation Department we would have to plan accordingly, because they are already booked up through the summer. Bryan Zimmerman also stated that by November, he stops scheduling car shows due to the weather and holidays, and typically resumes again in the spring. There is also the possibility of the Layland hosting a

spring fundraiser as well. However, the main objective now is to secure a location if possible. Stephanie made note that the Downtown Association is also planning a car show around the square at some point during the fall, and we would need to be mindful of not scheduling our event too close to theirs. Stephanie will follow up with the group and confirm if they do have a date set. If we contracted Zimmerman to coordinate the show, the money raised for the museum will be through sponsorships and not the car show itself. The Layland could have different vendors set up during the event in hopes of bringing in more money and this also remains an option. The issue at hand is determining if we can do the fundraiser by this September; Bryan Zimmerman only has the one date left for 2019. Stephanie would like to see an event held at the Layland where visitation and visibility would increase for the museum. The museum staff liked the idea of a festival of sorts where both museums would be spotlighted and there could be inside and outside events between the two buildings.

Staffing Update

Stephanie is currently looking to hire two interns and the Railroad Museum part-time staff member. Leigh has also put her two weeks' notice in and will be leaving next week. Stephanie has asked for help from the board in hopes of them volunteering with the museum. She will be managing two museums by herself and could use any and all help. Stephanie also asks for the board's patience and understanding during this transitional time. She plans on sending an email to everyone on dates and times she may need help with.

Long Term Goals

Display Case for the Fossil Exhibit

Leigh has met with Richard Evans for final measurements, he will come one more time and take them before submitting the order. Leigh has also pulled additional prehistoric fossils and removed the Native American artifacts to highlight more of the Layland's prehistoric collection.

The gun collection was also mentioned and Stephanie is in the process of designing an exhibit involving the museum's weapon collection to debut in the fall. The Layland upstairs was also mentioned as possible storage and/or display space when it comes time to move. Question of whether or not the space is useable or if people are allowed up there was asked. There are concerns of what can be placed up there due to security and overall weight, but visitors are still allowed to go upstairs and tour the area. There was also a question of using the side room as new office space for the staff, potentially increasing exhibit space. The fire escape is also being discussed between Stephanie and Aaron on bringing the building up to fire code and perhaps better utilizing the museum's square footage. These items are all being discussed in tandem with the Director of Parks and Recreation and is ongoing.

The Layland also had duct cleaning done recently and the new space-saver is now installed. Stephanie is getting ready to purchase new track lighting to be installed for this fiscal year too.

Monthly Report

Visitors: 144

Researchers: 9

Volunteers: 4; 18 hours

Programs: 8 with 1002 attendees

Stephanie attended a CISD fair.

Railroad Museum

Visitors: 78

Volunteer: 3; 47.5 hours

Program: 6; 152 attendees

Upcoming Events

Fliers were passed around for the new and upcoming family programs this summer. "Hands on History" is the new exhibit that will feature areas where interactives will be staged for children to engage with, for a total of six, including the family guide.

May 11 - "Train Day" at the Railroad Museum, a small exhibit focusing on Engine #3417 and the Transcontinental Railroad will debut along with a few other activities planned for that day.

August 2 - National Coloring Book Day

August (TBD) - Back-to-School Bash with Booker T. Washington Recreation Center

October 19 - Birthday Party for Engine #3417 at Hulen Park

Weapons Exhibit

Possibility of collaborating with the Downtown Association during a Hunting and Fishing event they are planning sometime this fall. Stephanie will be looking for additional information from the organization to see if the event will still take place.

Adjourn 5:56 pm.