

**Layland Museum Advisory Board Meeting
Minutes---September 17, 2019**

Roll Call and call to order by Tammy Miller @ 5:02 pm.

Advisory Members

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

Administration from Museum

P Stephanie Montero – Museum Manager
P Crista Cagney, – Secretary

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

Approval of Treasurer’s Report, July and August 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					
Ellis		X						
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

President’s Report

Fund 81 \$ 62,006.05 (August)

Fund 82 \$157,495.93 (August)

Fundraiser Discussion

A question raised by Patsy Downing revolved around booths at the Engine 3417 Birthday Celebration: can there be booths specifically for signing up people to become Friends of the Museum. Stephanie Montero states that there can be a booth available for this purpose, but only if there is a staff member present. This is due to the City of Cleburne’s money handling policy, and Montero stresses that since both museums have limited staff, having an individual booth dedicated to memberships may not occur.

Tammy Miller then poses the following statement and question: “Board members are not allowed to handle money, but what about checks? Do they count as money?” Montero then further clarifies the question, stating that the donations accepted by the board are towards a different 501c (3) group, and not for the museum/City of Cleburne.

Future Fundraiser Discussion

Patsy Downing spoke with the owner and manager of a local car show. She, the owner, charges \$500 for the car show management, which also includes coverage of awards granted at the show. She also made a few suggestions to Downing, on what other activities can run alongside a car show. A raffle called 50/50 Split; selling spots for vendors in and around the area that sell arts and crafts; a “Menu Swap” which would involve exchanging food menus with others, as well as food; lastly, involving food trucks. Stephanie Montero countered the suggestion of the raffle with a type of door prize, since raffles may not be allowed for a city entity. Guy James inquired if this limitation is also placed on the friends groups for both museums, leaving Montero to state that further research needs to be done to confidently answer this question. Montero also mentioned that the Layland has done a recipe swap last spring, which was a success, but that only paper recipes were exchanged, rather than actual food.

Downing suggest that the location of this future fundraiser be in the parking lot of the First Baptist Church of Cleburne, located along N. Caddo Street, just past the Layland museum. All board members were in favor of this location. Montero states that a date will need to be established for this event as soon as possible. The proposed date for this event, made my Downing, was for the same date as Antique Alley in 2020.

Layland motions to accept the proposal of a car show as next years’ fundraiser.

	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					
Ellis			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Long Term Goals

As of this meeting, all of the previously determined long term goals have been met, and are as follows: Duct cleaning for the Carnegie building, the Space Saver shelving unit for the collections storage area in the Smith building, offsite storage buildings installed for the temporary housing of collections during the expansion project, and the installation of a new Light Track System in the exhibition areas of the museum.

New long term goals include: the Railroad Museum expansion project; a new fall exhibit: **Antique Arms: Weapons of the 19th Century** - November 2nd to January 4th; Restoration of the windows of the Carnegie building, and staffing for the Railroad Museum.

Manager’s Monthly Report

Projects: There is one more project that has been approved via the city for the 2020 fiscal year. The windows of the Carnegie building will be resealed, repairs made to the wood where it has rotted or undergone other types of damage around the window sill, and completely repainting the sill/frame. We have begun moving objects into the offsite storage buildings.

Crista Cagney has begun an inventory of the collection pieces that need to be moved from Room 204 to the offsite storage. Larger objects have been moved to the offsite storage, as well. Roof bids for the Railroad Museum’s expansion project were due Monday, September 16th. Montero will review the bids, choose who will be awarded, and the project will commence in early October.

Staffing: Interviews for the open Museum Assistant position for the Railroad Museum are underway this week. A new volunteer, Kyle Parker, a student of Texas Wesleyan University, will be working at least 40 hours or more with Crista and the collections of both the Layland and the Railroad.

Guest Metrics

Layland Museum:

Individual Guests: 247
 Researchers: 6
 Volunteers: 0: 0 hours
 Programs: 161 attendees; 5 programs
 Total Guests: 414

Railroad Museum:

Individual Guests: 187
 Volunteers: 11 volunteers; 17.5 hours
 Programs: 89 attendees; 4 programs
 Total Guests: 287

Upcoming Events

Sep. 18 th	Donuts and Dominoes		
Sep. 19 th	Story Train	Oct. 19 th	guest speaker John Warren Engine 3417 Birthday @ Hulen Park
Sep. 21 st	Elephant Appreciation Day		
Sep. 23 rd	Digital Marketing; Lakes Trail	Nov. 7 th	Opening reception
Oct. 3 rd	Annual Friends Dinner	Nov. 12 th	Friends Tour to Denton
Oct. 10 th	Friends Trip to Waco		
Oct. 10 th	The Legacy of East Cleburne –		

Motion to adjourn

	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					
Ellis			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Adjourn 6:02 pm.