

**Besser Museum for Northeast Michigan
Board of Trustees Meeting AGENDA
Tuesday, May 16, 2017
4:30 p.m.**

1) Call To Order

2) Review Board Meeting Minutes (*action item*)

3) Reports to the Board

a) TREASURER'S REPORT

b) DIRECTOR'S REPORT

- a. Full written report submitted to Board
- b. Digital Dome Program Coordinator position: The interview committee is still conducting interviews for this position.
- c. Two new part-time employees have started at the front desk. Erin Riopelle and Cindy Ranshaw will both work approximately 25 to 28 hours a week.
- d. Work is ongoing updating the museum's Core Documents for the AAM reaccreditation.
- e. The AAM Reaccreditation Site Visit is schedule from July 19-21. Please see Site Visit documents on the website under the Board page. Password jbm1966.
- f. E.D. is on vacation August 11th – 23rd.

c) AD HOC COMMITTEES:

- KATHERINE V: Clarence "Tuffy" Cross progress report/ Fundraising
- CHINOOK: Great Lakes Fishery Trust Awarded the Besser Museum \$10,000.
- PLANETARIUM:
 - a. Interview process is ongoing.
- FINE ART: Nothing new to report now.

4) Old Business:

- a. Ann Belanger is pursuing the Michigan Humanities Council Smithsonian Traveling Exhibit opportunity.
- b. Energy Efficient Rebate: Energy Efficient rebate for new parking lot lights. Omega Electric quote to replace the 10 parking lot lights is \$5,170. The Efficient United energy rebate is for \$1,630.53. Total cost to the Besser Museum will be \$3,539.47. LED lights last between 10/15 years or more. Our current parking lot lights need replacing on an average of every two years. See attached email communication.
- c. Bliss Painting will begin work on Maltz Bank as soon as weather permits

- d. Donor Wall Project: Work is ongoing with Omega Electric
- e. Meridian Construction is scheduled to begin work on back patio this spring/summer.

5) New Business

- a. Native American Research and Development Project funded by the Cook Family Fund
 - i. The committee proposes to budget the project funds as follows:
 - 1. \$6,000 Research: Local Historian/Genealogist/Subject Matters Expert
 - 2. \$8,000 Preliminary Interview Capture/Subject
 - 3. \$11,000 Exhibit Design (Project Planning/Design Quote/Budget)
- b. New Filters for the HVAC system: Proposal to spend \$1,900 from the First Federal Bank Campaign accountant to purchase new filters for the HVAC.
- c. Approve the expenditures for the following Capital Improvement Projects using the First Federal Bank Campaign Fund. The current amount in the Campaign accountant is \$49, 247.43.

1. Meridian for Back Patio Project	\$20,000.00
2. Zann for Back Loading Dock Project	\$8,728.75
3. Omega Electric for Parking Lot Lights	\$3,539.47
4. Alpena Supply Co. for HVAC Filters	<u>\$1,900.00</u>
Total from First Federal Campaign Fund	\$34,168.22
- d. Two other Capital Projects Zann Construction bid for the Board's consideration:

1. The Handicap Ramp in the Front	\$7,674.25
2. The Concrete Approach in the Front	<u>\$7,560.00</u>
	\$15,234.25
- e. June 2017 Annual Membership Meeting:
 - i. Do we hold this on our regular Tuesday meeting?
 - ii. Candidates for New Board Members

6) Adjourn:

Next Meeting: Tuesday, June 20, 2017 at 4:30 p.m.
 This will be the annual Membership Meeting