BOARD MINUTES
A. W. PERRY HOMESTEAD MUSEUM
October 28, 2014

The A. W. Perry Homestead Museum Board met at the A. W. Perry Homestead Museum, 1509 N. Perry Rd, at 7:04 pm, Tuesday, October 28, 2014.

Present: Paul Price, Charles Thrasher, George Barnes, Doug Wedemeyer, Cynthia Isley, Lisa Stavinoha, Tom Williams; Steve Babick, Council Liaison
Representative from Perry Society: Lisa Sutter
Staff: Toyia Pointer, Curator; Jason Chadock, Leisure Services Manager

Absent: Glenda Palmer and Phyllis Jabin.

I. The July 22 meeting minutes were reviewed. Price motioned to approve and Isley seconded, minutes were approved unanimously with no changes.

II. Lisa Sutter, Vice President of the Perry Society, presented the design for a 17' gazebo. The Society would like to fundraise for up to the full cost, which they are estimating to be $20k to $25k. They would like to dedicate it in Mayor Milburn Gravley's honor and place a plaque on the structure once it is built. She showed the group the design drawing. (Pointer had provided another drawing for the Board which was actually the plan for the 16' structure. The plans differed slightly. Thrasher pointed out that the post in the Society proposed plan might impede the sight lines for the attendees to the officiant if the gazebo was used for weddings. Sutter said this was a good point and would be considered.) Sutter said the Society would first request materials and labor donations from area businesses, and then fundraise in the community to meet the rest of the goal. They will have an annual meeting November 22 and present the fundraising plan to their membership. The Society's goal is to have it built by fall 2015. There was a discussion of various leads of possible businesses that might donate. Sutter asked that the Board consider approving the Society's plans to fundraise for the Gazebo Project and would like them to review the plans with the Parks and Recreation Department and seek authorization from Council as well. Thrasher asked if the gazebo would meet ADA requirements. Sutter responded that it absolutely would. Price added that one of Mayor Gravley's sons is a contractor and may be interested in some way. Thrasher made a motion to accept this preliminary site plan, with understanding it could change, and adding that it should include

electrical work, and stipulating that the Board wants the option to see and approve final design and materials specifications before construction. Williams seconded the motion and it passed 7-0, with two members absent.

III. The By-laws discussed during the July 2014 meeting were presented, with all requested changes and corrections, for the Board to consider for final approval. Thrasher had a question about Section 3 and the odd/even term expirations for appointed members. It was explained that this was not one of the areas in the By-laws that was changed, having 4 members with expirations in even years and 5 in odd years is how the Board was set up, but somehow the appointments had gotten off-track and the Board currently had only two members renewing in 2014, and 5 in 2015. Council Member Babick was present and explained that the best time to adjust the terms would be when new members are appointed in 2015, some will have two year terms and some will have one year terms. This solution will correct the appointment expirations and reflect the original pattern. Pointer reported that it had been discussed with the City Secretary and that was indeed the solution that was proposed to get the appointments back on track. Barnes motioned to accept the revised By-Laws, Isley seconded and the motion passed 7-0, with two members absent. Pointer said the By-laws would be sent to Council for their approval.

IV. Pointer discussed with the Board the need to begin working on updating the Museum's long range planning documents. Long range planning would include programing/exhibits, events, maintenance schedules, major projects that include partnerships, collections planning, etc. She proposed meeting additional time during Board meetings over the next year to do long range planning as a whole, or to form a committee that will do background work and present a new plan for the whole Board to discuss and approve. Barnes suggested a hybrid of the two, forming a subcommittee to develop an agenda for a special meeting of the whole Board. All agreed that was an excellent idea. Barnes, Stavinoha, and Pointer will meet and develop discussion items and an agenda to work from during a long-range planning meeting during the 2nd Quarter. This committee will organize and lead the meeting to develop the strategic plan. Isley expressed some interest in also being on the committee but it will depend on her schedule. Pointer will also let Jabin, who was absent,

know about the opportunity. Pointer will reserve a room at the Library or Senior Center.

V. Information Sharing

a. Price noted that the front porch and exterior siding of the home still needed to be washed. Pointer said it had a basic cleaning in June, but she could have some community service workers do a more thorough cleaning.
b. Thrasher suggested getting a picture bookmark or paper ornament for Santa to hand out during the Christmas event. It should have a photo of the home. Pointer will look into that possibility.
c. Babick mentioned that there's a company called Social Media Direct that has been providing some assistance to Downtown Carrollton and might be able to assist the Museum as well. Pointer will follow up.
d. Wedemeyer shared Michael's Arts & Crafts most recent ad which features the Perry Museum as the backdrop for many of their Halloween items.
e. Barnes asked why the Board meets at 7, instead of earlier. Price said it was so that people who work would have time to get to the meeting. Pointer said that the Board can choose when they meet and they could ask it to be discussed on a future agenda if desired.
f. Price talked about the excellent presentation that was given during the Boards & Commissions Dinner and how proud he is to live in Carrollton and be on the Museum Board because of all the things Carrollton is currently doing.
g. Pointer listed a number of updates:
    i. Dallas contractor and historic preservationist Ron Siebler completed the work on the Windmill and Barn repair projects. Front door latch was also repaired.
    ii. Movie on the Lawn and Magic show was a success with 175 in attendance.
    iii. Curator is now also the staff liaison for the Historic Preservation Advisory Committee (HPAC).
    iv. Photos with Santa is scheduled for Saturday, November 22 from 10am-Noon.
    v. Christmas event is Friday, December 5 and many volunteers will be needed.
    vi. Worked with Lynette Jones, Library Branch Manager, to get an article about the Union Baptist Church records digitization project to the Dallas County Historical Commission Newsletter. John Roppolo, formerly on the Museum Board

and currently on HPAC, is also on their board and requested articles highlighting Carrollton for their upcoming newsletters.

vii. Museum Education Intern position is now open again, as the most recent one was able to accept a full time museum education position in Arkansas. Hoping to have the position filled in December or January.

Meeting concluded at 7:59 p.m.
Respectfully submitted,

_____ _____

Toyia Pointer, Curator/Staff Liaison Lisa Stavinoha, Chairman