



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES



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MEETING

LANCASTER STATE AUXILIARY MUSEUM ADVISORY BOARD

Monday, February 9, 2015, 7pm

MINUTES

The Members of the Lancaster State Auxiliary Museum Advisory Board met Monday, February 9, 2015 at 7pm at the Lancaster Visitors Center/State Auxiliary Museum, 103 N. Dallas Ave., Lancaster, TX 75146.

Lancaster State Auxiliary Museum Advisory Board Members Present: Elle Pope, Shannon Boyd, Mary Ryan, Dianne Allen, Lillian Cullors, and Yolanda Edwards

Lancaster State Auxiliary Museum Advisory Board Members Absent: None

City Staff Present: Sean Johnson, Managing Director; and Cynthia D. Williams, Administrative Secretary

I. Call to Order

Sean Johnson, Managing Director called the Lancaster State Auxiliary Museum Advisory Board Meeting to order at 7:11pm.

II. Election of Officers for Museum Advisory Board (Sean Johnson, Managing Director)

Mr. Johnson gave an overview of the Officers of the Lancaster State Museum Advisory Board and opened up the floor for nominations. Ms. Edwards nominated Ms. Boyd for Chair, seconded by Ms. Pope. Motion to close the nominations for Chair made by Ms. Ryan, seconded by Ms. Edwards, and carried. Chair – Shannon Boyd

Ms. Edwards nominated Ms. Cullors for Vice-Chair, seconded by Ms. Pope. Motion to close the nominations for Vice-Chair made by Ms. Pope, seconded by Ms. Ryan, and carried. Vice-Chair – Lillian Cullors

III. Review of Museum Policy (Sean Johnson, Managing Director)

Mr. Johnson reported that each Board Member received the Lancaster State Auxiliary Museum Policies and Procedures in their agenda packet which gave historical information as to the purpose of this advisory board. The Board reviewed the Policy again and discussed a few items in the Policies and Procedures.

Mr. Johnson will confer City Manager's Office and City Attorney (if needed) for any clarifications needed for this Policy.

There was further questions/discussion. Board Chair Shannon Boyd appointed a subcommittee to create a draft prerequisite checklist. We will use this checklist prior to reviewing items donated to the Museum. Ms. Edwards and Ms. Ryan will serve on this subcommittee.

IV. Review of Deed of Gift Form

Mr. Johnson introduced the Deed of Gift Form to the group and gave an overview of how this form was derived, along with how a similar document is used in other cities and museums. The Board discussed the creation of an additional form for temporary loan Vs permanent deed of gift.

There was further questions/discussion.

Mr. Johnson will confer with City Manager's Office and City Attorney (if needed) for any clarification needed for this document.

V. Lancaster State Museum Advisory Board Bylaws Discussion

Mr. Johnson provided the Board with draft bylaws and stated that it is a starting point for discussing the creation of our bylaws.

There was further questions/discussion.

After review of the draft bylaws, Ms. Ryan made a motion seconded by Ms. Edwards to accept the draft bylaws with the recommended changes and/or modifications to City council. The motion carried unanimously.

VI. Establish Stated Meeting Day(s)

Per the draft bylaws, Lancaster State Auxiliary Museum Advisory Board will meet quarterly, the first Monday at 7pm at the Visitors Center/State Auxiliary Museum.

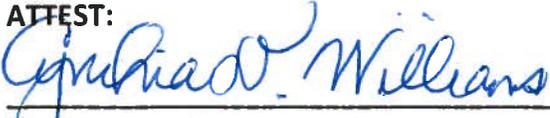
VII. Set Date and Agenda of Next Meeting

- **The Next Meeting: March 2, 2015 at 7pm**
- **Discuss and Consider Approval of Pre Deed of Gift Acceptance Checklist**
- **Discuss and Consider Approval of Draft Museum Bylaws for Council Consideration**
- **Museum Policy Discussion/Update**
- **Discuss and Consider Loan of Gift Forms (Temporary Acquisition)**

VIII. Adjournment

Ms. Cullors made a motion seconded by Ms. Pope to adjourn. All present approved and the meeting adjourned at 8:24pm.

ATTEST:



Cynthia D. Williams, Board Secretary

APPROVED:



Shannon Boyd, Chair
Lancaster State Auxiliary Museum Advisory Board