



City of Lancaster  
QUALITY OF LIFE AND CULTURAL SERVICES



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**MEETING**

**LANCASTER STATE AUXILIARY MUSEUM ADVISORY BOARD**

**Monday, March 2, 2015, 7:00 p.m.**

**MINUTES**

The Members of the Lancaster State Auxiliary Museum Advisory Board met Monday, March 2, 2015 at 7:00 p.m. at the Lancaster Visitors Center/State Auxiliary Museum, 103 N. Dallas Ave., Lancaster, TX 75146.

**Lancaster State Auxiliary Museum Advisory Board Members and Guests Present:** Elle Pope, Shannon Boyd, Dianne Allen, Lillian Cullors, Yolanda Edwards, Museum Advisory Board Liaison Councilwoman Carol Strain-Burk, and Councilman Stanley Jaglowski

**Lancaster State Auxiliary Museum Advisory Board Members Absent:** Mary Ryan

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

**I. Call to Order**

Shannon Boyd, Chair called the Lancaster State Auxiliary Museum Advisory Board Meeting to order at 7:05 p.m.

**II. Consider Approval of Minutes (February 9, 2015)**

One correction: Change the spelling of Mrs. Allen's name. It should read Dianne Allen instead of Diane Allen-McBride. Staff will make that correction.

Ms. Edwards made a motion seconded by Ms. Pope to approve the minutes of February 9, 2015 of the Lancaster State Auxiliary Museum Advisory Board with the one correction. The motion carried unanimously.

**III. Discuss and Consider Approval of Draft Museum Bylaws for Council Consideration – Sean Johnson, Managing Director**

Mr. Johnson reported that before them tonight are the Draft Bylaws that were discussed in our last meeting. The necessary corrections were made and this Item will go to City council for approval and acceptance. Staff wanted the Board to review one last time before Council consideration.

There was further questions/discussion.

Ms. Cullors made a motion seconded by Ms. Pope to accept the Draft Museum Bylaws. The motion carried unanimously.

**IV. Discuss and Consider Approval of Pre Deed of Gift Checklist – Sean Johnson, Managing Director**

Mr. Johnson reported that at our last meeting, Board Chair Shannon Boyd appointed a subcommittee to create a pre checklist for potential donors of items to the Museum. This will be an internal form that we can use in the event a donor wants to give something to the City before the item(s) come before the Museum Board and the Deed of Gift Form is considered.

There was further questions/discussion.

Ms. Allen made a motion seconded by Ms. Cullors to accept the Pre - Deed of Gift Checklist as written. The motion carried unanimously.

**V. Discuss Museum Policy Update(s) – Sean Johnson, Managing Director**

Mr. Johnson reported that there were some questions at our last month's meeting and Staff wanted to bring back information on that. Staff will meet with the City Attorney on March 3, 2015 and will report at our next scheduled board meeting.

There was further questions/discussion.

No action required.

**VI. Discuss and Review Loan of Gift Forms (Temporary Acquisition) – Sean Johnson, Managing Director**

Mr. Johnson stated that this governing body is familiar with the Deed of Gift Form. As reported at our last meeting, board members recommended we explore the creation of a Loan of Gift Form.

There was further questions/discussion.

Staff will take the recommendations tonight from the Board to our next available meeting with the City Attorney (March 3, 2015) and will report at our next scheduled board meeting.

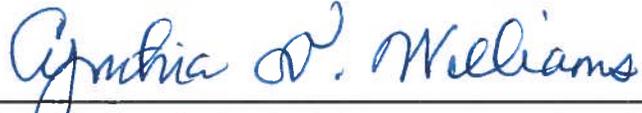
**VII. Set Date and Agenda of Next Meeting**

- **Date of Next Meeting: April 6, 2015, 7:00 p.m.**
- **Bylaws Update**
- **Loan of Gift Form Review**
- **Deed of Gift Form Review**
- **Museum Policy and Procedures Review**

**VIII. Adjournment**

Ms. Pope made a motion seconded by Ms. Edwards to adjourn. All present approved and the meeting adjourned at 8:00 p.m.

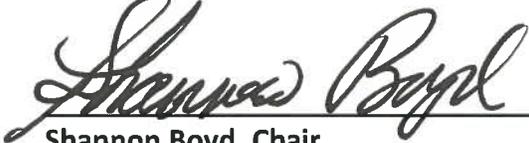
ATTEST:



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Cynthia D. Williams, Board Secretary

APPROVED:



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Shannon Boyd, Chair  
Lancaster State Auxiliary Museum Advisory Board