



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES

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MEETING

LANCASTER MUSEUM ADVISORY BOARD

Monday, November 2, 2015, 7:00 p.m.

MINUTES

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

Lancaster Museum Advisory Board Members Present: Elle Pope, Shannon Boyd, Mary Ryan, Diane McBride, and Lillian Cullors

Lancaster Museum Advisory Board Members Absent: Yolanda Edwards

City Staff and Guest Present: Council Member Carol Strain-Burk, Managing Director Sean Johnson, and Administrative Secretary Cynthia D. Williams

I. Call to Order

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

II. Consider Approval of Minutes (July 13, 2015)

Ms. Ryan made a motion seconded by Ms. Cullors to approve the minutes of July 13, 2015 as written. The motion carried unanimously.

III. Master Calendar Review and Discussion – Sean Johnson, Managing Director

Mr. Johnson presented the Board with the Special Event Calendar for the Quality of Life & Cultural Services Department. There was further discussion on proposed special events for 2016 to include Holiday Tour of Homes in December and quarterly Night at the Museum events.

There was further questions/discussion.

IV. Review of Museum Policies – Sean Johnson, Managing Director

Mr. Johnson gave an update on Museum Policies, particularly adding the Loan of Gift Form.

There was further questions/discussion.

Ms. Ryan made a motion seconded by Ms. Allen to amend letter F to include loan of gifts and an accompanying form. The motion carried unanimously.

V. Set Date and Agenda of Next Meeting

- **The Next Meeting: Monday, January 4, 2016, 7:00 p.m. unless a Special Call Meeting Due to Tour of Homes**
- **Master Calendar Update**
- **Museum Policies Update**
- **Special Events for the Remainder of the Year Update**

Vi. Adjournment

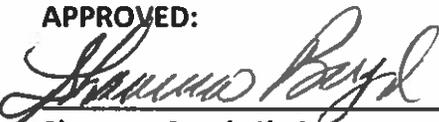
Ms. Pope made a motion seconded by Ms. Cullors to adjourn. All present approved and the meeting adjourned at 7:50 p.m.

ATTEST:



Cynthia D. Williams, Board/Administrative Secretary

APPROVED:



Shannon Boyd, Chair
Lancaster Museum Advisory Board