



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES



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MEETING

LANCASTER MUSEUM ADVISORY BOARD

Monday, July 13, 2015, 7:00 p.m.

MINUTES

The Members of the Lancaster Museum Advisory Board met Monday, July 13, 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 Present: Sean Johnson, Managing Director; and Cynthia D. Williams, Administrative Secretary

I. Call to Order

Chair Shannon Boyd called the Lancaster Museum Advisory Board Meeting to order at 7:03 p.m.

II. Consider Approval of Minutes (April 16, 2015)

Ms. Pope made a motion seconded by Ms. Ryan to approve the minutes of April 16, 2015 as written. The motion carried unanimously.

III. Museum Policies and Procedures Discussion - Sean Johnson, Managing Director

Mr. Johnson reported that at our last meeting we finalized our Pre Deed Checklist. The Board has already taken action. Staff brought the document tonight that we will use for donors.

Mr. Johnson stated that staff is in the process of seeing if we have an account set for revenues/expenditures and wanted to get the Board's thoughts on the fundraising portion of the Museum policy.

There was further questions/discussion.

The Board also discussed how we can bring more attention to the Museum such as placing information on the teachers and/or Senior Life Center list as a place for field trips, a Wall of Honor, post information in the

Library's at the schools or a general board at the schools, posters, banners, brochures, oral history lessons, traveling exhibits, etc.

IV. Museum Activities and Programs Update - Sean Johnson, Managing Director

Mr. Johnson reported that Staff is in the process of planning bimonthly/quarterly events at the Museum for the upcoming fiscal year. He asked the Board for suggestions as to what they believe people would like to see. Suggestions included: Opening on the Saturday when people are actually on the Square, placing the Museum on the "Tour of Homes", creating a separate website where people can donate online, participate in Parades, a sandwich board outside the Museum, and a small coffee shop (will require City Council action).

There was further questions/discussion.

V. Update on Lancaster Country Ride (Saturday, April 11, 2015, 9:00 a.m. – 1:00 p.m.) - Sean Johnson, Managing Director

Mr. Johnson reported that the Museum was open for this wonderful event. While the Museum was not heavily attended and/or visited, those who did visit were able to tour the Museum and enjoy popcorn and documentaries displayed on the projector screen in the Conference Room. Next year we will increase advertising.

There was further questions/discussion.

VI. Set Date and Agenda of Next Meeting

- **The Next Meeting: Monday, October 5, 2015 at 7:00 p.m.**
- **Master Calendar Review**
- **Museum Policies Review (Museum Fundraising)**

VII. Adjournment

Ms. Ryan made a motion seconded by Ms. Cullors to adjourn. All present approved and the meeting adjourned at 8:07 p.m.

ATTEST:



Cynthia D. Williams, Board Secretary

APPROVED:



Shannon Boyd, Chair
Lancaster Museum Advisory Board