

**ORANGE COUNTY HISTORICAL MUSEUM**

**BOARD MEETING**

*July 7, 2020*

**CALL TO ORDER** 7:02 pm

**AGENDA APPROVAL** – Agenda approved as is (Pip moved to accept ,Beverly seconded)

Minutes from prior meeting approved. Leo moved to approve, Pip seconded.

**ATTENDEES (via ZOOM, due to COVID-19 pandemic)**

Matt Hughes (Treasurer)

Tonya Brami (Secretary)

Pip Merrick

Leo Sagasti

Sherry Appel (Chair)

Ken Ostrand - absent

Beverly Payne

Ken Strayhorn – absent

Courtney Soling Smith (Program/Exhibit Coordinator)

Sarah Parris (Director – Alliance of Historic Hillsborough)

**EXHIBIT/PROGRAM COORDINATOR REPORT – Courtney Soling Smith**

* Exhibit Committee meeting held (twice this month) – Occaneechi Then and Now. Visited Clarksdale and local museums. Schedule coming together. Planning still for late September opening
* Tabled Let’s Play exhibit update – will update quickly if we are able to open sooner
* Suggested improvements to permanent exhibit
* Focus has been on Site Manager role tasks. Has been organizing, cleaning, sorting.
* Social Media – building toward virtual museum. Facebook posts have an educational component. Highlighting items from the collection, Treasure hunts (ant others to submit photos) and Board introductions. Going to start posting
* Developed website from scratch in WIX
* Propose that Cole upload minutes, agendas, policies, etc into Board section
* Want to add OC education
* Beverly mentioned – Community garden, take photos, want to incorporate in to
* Alliance working on book on Hillsborough Architecture. Suggest using that list of structures to highlight

**COMMITTEE REPORTS**

**HR COMMITTEE REPORT – Tonya Brami**

* Alliance working on book on Hillsborough Architecture. Suggest using that list of structures to highlight
* Made offer to Kate MacDannold; offer declined – taking offer from Danville Museum (full time position)
* Discussed Site Mgr position with next tier candidate – Tanya Day. Then had ZOOM interview; followed by verbal offer. Tanya is driving to NC to check out the area

**FINANCE COMMITTEE REPORT**

* Matt has reworked the format of the budget – expenditures by month
* Budget hearing June 22. Expect for Non-profits to stay flat with funding. County approved budget last night – should know outside grant status soon.
* Tourism board funding – we applied for $30K. Received $26K.

**EXHIBIT/COLLECTIONS COMMITTEE REPORT**

* No update beyond recent committee mtg
* Agreed staff to develop proposal for comprehensive inventory. Propose use Carrie help but not yet determined.
* Carry – working with Person county valuation
* Idea – videographer/equipment resources from Tourism Board? (no budget this year)

**FUNDRAISING COMMITTEE**

* Need to develop a plan for virtual and in person committee – Sherry having eye surgery next week and week after. Will delay until
* Committee members: Matt, Sherry, Courtney, Sarah, Beverly, Leo – will put out notice to get members
* Projected deficit for FY21 larger than expected. Not treat $32K surplus as income.
* Courtney brought idea forward for drive-in movie. May be able to partner with local farm. Talk to Ken Strayhorn

**OLD BUSINESS**

* Orange County Budget hearing June 16? May be already approved. Adoption of county and tourism board budgets. Should know within the next two weeks. $30K and $9600
* Need to promote new website: Place on VisitNC website – or on News and Notes done by Alliance.
* Follow up with idea of banner to promote opening. Exhibit Committee to follow up on

## Action Items from June Meeting

### 1. Fundraising Committee – Sherry (has not met yet)

2. AC Filters – Town replaced them (completed)
3. Purchase of website and Donor “Button” – Matt (completed) – Board reaction?
4. Board Member Responsibilities – \* everyone read the document and follow up with Sherry by middle of next week get back to Sherry with suggestions on where, on personal outreach; Next Steps for Solicitation – individually, News of Orange, Facebook; need to reach out to elsewhere in OC
5. Facebook posts of Board Members – Courtney to provide status; going well

VI. New Business
A. Possible Changes to Tourism Board proposal for FY20-21 – Sherry; discussion
B. Museum Reopening – Updates – next decision July 17

### Recommended Procedures – Discussions with Alliance – Courtney

* + - Limit # of visitors; improved ventilation?; cleaning between visits; maybe September opening?; Sarah – Visitors Center – policy and procedure in place; one way traffic; limited visitors; one pod at a time; aligning w CH Visitors Center, were going to open on 20th; front door will remain locked; ability to make reservations for visits; put sign on door when occupied; have moved all resources to digital world

### Role of Volunteers and Board Members – Sherry (weekend support; two-hour shifts)

## C. August Tourism Board 3rd and 4th Quarter Updates: Volunteer hours – estimate time for mtgs, projects, etc. total time since January 2020

D. Planning for Listening posts with diverse cross section of OC; think about interested community groups; \* send Sherry info

## E. Other Items? Exhibit/Program coordinator to develop budget proposal for exhibits; report to Exhibit committee; then with Fundraising committee

**MEETING ADJOURNED** 8:44 pm

Next Board Mtg August, 7pm