

**ORANGE COUNTY HISTORICAL MUSEUM**

**BOARD MEETING**

*June 10, 2020*

**CALL TO ORDER** 7:04 pm

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

Minutes from prior meeting approved

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

Matt Hughes (Treasurer)

Tonya Brami (Secretary)

Pip Merrick

Sherry Appel (Chair)

Ken Ostrand - absent

Beverly Payne

Leo Sagaski

Ken Strayhorn – absent

Sarah Parris, Alliance

Courtney Soling Smith, Museum/Alliance

**INTRODUCTIONS**

Sarah Parris –Alliance of Historic Hillsborough Director. Described role in relationship w OCHM. Payroll, grants, website work, social media, marketing. Resources in general as the museum needs. Alongside the board, working in tandem.

Courtney Soling Smith – New Exhibit and Program Coordinator. Director, Greenbrier Valley Foundation; Toy store owner, MS Applied History, Cumberland Valley Railroad Museum

**COMMITTEE REPORTS**

**HR COMMITTEE REPORT**

* Committee Members: Tonya, Sherry, Ken O, Beverly
  + - Management Services Agreement now in force; once OC and Hillsborough have approved the budgets, can proceed with hiring Site Manager  
      **ACTION ITEM:** HR committee to review current applicants and do additional interviews as needed so a recommendation can be made in early July 2020.
    - **ACTION ITEM:** HR committee should work with Courtney to refine her goals incorporating the strategies and objectives and the tasks outlined by the Board.

**FINANCE COMMITTEE REPORT**

* Committee Members: Matt, Leo, Sherry
* Treasurer’s report – good financial position. See Treasurer’s report appended to these minutes for details.
* No need to transition funds from Vanguard account at this time.
* Tourism Board budget hearing June 22. County approved budget last night – should know outside agencies grant status soon.
* SunTrust changing names and ownership – The current branch at S. Churton and Orange Grove Road will become a First Horizon Bank and our account may be rolled over to that bank. Matt suggests that First National Bank may be a better choice for our accounts. Good record with non profits.
  + **ACTION ITEM**: Change to our accounts (regardless of what we do) will occur in mid-July. *Matt will look at First Horizon, SunTrust and First National and recommend a solution for the Museum account.*

**FUNDRAISING SUBCOMMITTEE**

* Committee members: Matt, Sherry, Courtney, Sarah, Beverly, Leo – will put out notice to see if others want to be involved (all members will be involved in fundraising in some way)
* **ACTION ITEM**: Need to develop a plan for virtual and in person committee, including talking with Ken Strayhorn about holding some type of fundraiser at his farm, if he is willing (Courtney brought idea forward for drive-in movie. May be able to partner with local farm.)
* **ACTION ITEM**: Sherry will schedule a subcommittee meeting in two weeks (end June, early July)

**EXHIBIT/COLLECTIONS COMMITTEE REPORT**

* Committee members are Beverly, Pip, Leo, Ken Ostrand, and Tonya
* Pip reported that the committee met and agreed it was not worth the effort to change the Let’s Play exhibit a lot. Add some items. Add lights to cases.
* Focus on Native American exhibit (uncertain opening date and uncertain exhibit start date)
* LED lights in cases
* Needs more ambient light. Floor lights. Ideal would be installation of track lights, but we can’t do that yet. $500 was suggested costs for lights.
* Building needs AC unit filters to be replaced.   
  **ACTION ITEM**: Sherry to contact Ken Hines about AC filters
* Collections Inventory: Carrie Currie has unfortunately, and severely, broken her leg. Surgery last week will require her to stay off her feet for two months. Much of the upcoming contract scope is doable online.
* Next Committee meeting: 6/16, 4 p.m.

**OLD BUSINESS**

* Election of Officers: Pip, as chair of Nominating Committee, moved to keep current slate of officers. Beverly seconded. Unanimous approval of officers.
* Tourism Board: 5:30 pm, June 22. Budget approval at that time; then to full Town Board for final adoption on June 29. OCHM will have to present 3-4Q update in August. Sherry will draft; all Board members invited to present or attend as “show of support.”

**NEW BUSINESS**

* Alliance Statement on George Floyd death and aftermath; after circulating the statement and getting approval from 7 Board Members (1 abstention), Sherry posted it to the OCHM Facebook page
* Change to website URL & Next steps
* Building website from scratch
* Courtney working with Cole (at Alliance) to build website
* Leveraging materials in museum to add to website
* **ACTION ITEM**: Matt to purchase website OrangeHistoryNC.org, .net, & .com –this evening
* Website will have password-protected areas for Board and for “friends”
  + Board area to include agendas, HR policy, Employee Handbook, insurance, etc.
* Museum Re-Opening
* Orange County to require masks through August 31.
* Masks required only if cannot “social distance”
* June 26 decision date for “Stage 3”. Guessing that Stage 3 will be delayed beyond June 26
* Courtney and Sarah working on opening so that Visitors Center and Museum have similar approaches; requirements
* Sarah reported that on June 29, Visitors Center will open (Cautious opening). Staff in building (2 at a time). Requiring all who enter to wear a mask. “Pods” (groups of people who are clearly together) will be allowed to in through single entrance. Second pod to be allowed entry once the first pod enters the back room. Curbside pickup for gift shop purchases.
* Courtney reported:
  + Museum – all “hands-on material” moved upstairs
  + Signage created for door and website
  + Courtney attended Museum reopening strategy webinar and is including some pointers from that webinar. Allow in single “pod”.
  + Courtney will ensure after reopening that CDC cleaning guidelines will be followed
  + Leo proposes that we may follow community trends on opening days/times
* Soliciting New Board Members
* Define Board Member roles and responsibilities. Only after that do we solicit new Board Members
* Make sure Board is representative of Orange County; go to other OC communities; solicit people we know
* Courtney will supply info about Boards from her prior Foundation experience
* ACTION ITEM: Sherry will draft roles and responsibilities for Board Members and circulate to all for comment.
* Facebook Posts
* Sherry described FB post on Bee Skep; proposes we discuss one collection item at each Board Meeting. (Perhaps each Board Member can be assigned a month and will investigate an item and do a brief, 5-minute presentation on it?)
* Courtney stated virtual presence is key – develop a robust presence
* Has created calendar of potential social media posts
* Requested Board Members to send photo and short bio; why we are proud to be a board member

**MEETING ADJOURNED** 8:24 pm

**Next Board Mtg July 8, 7 pm**