

MEETING MINUTES
BOARD OF TRUSTEES
MUSEUM DIVISION
ST MARY'S COUNTY DEPARTMENT OF RECREATION AND PARKS

March 14, 2011

Recreation and Parks Conference Room

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
James Banagan Helen Dorsey Steve Dunlap Susan Gough Jennifer Legates John Madel Eleanor Slater Dale Springer Frank Maio	Francene Walling E
Barbara McWilliams	

ADVISORS PRESENT	ADVISORS ABSENT
Debra Pence, Museum Director	Phil Rollins, Director Recreation, Parks, & Community Services

Call to Order

President Frank Maio called the meeting to order at 08:15 am. The Board pledged allegiance to the flag and observed a moment of silent reflection.

Roll Call

The Secretary called the roll and announced the presence of a quorum.

Approval of Minutes

Minutes of the January 10, 2011 meeting and the agenda for this meeting were delivered electronically to Board Members. John Madel moved that the January 10, 2011 minutes be approved. Jim Banagan seconded the motion and the motion passed by voice vote.

Old Business

The museum Director sends each board member a monthly report. The Board reviewed Debra's January Report. She said that the month of January was very smooth. Attendance was level and the Appraisers Fair was a big success and sellout.

New Business

Debra discussed her February Report indicating that attendance picked up this past month. Preparations are underway for Maryland Day on March 25, 2011. Debra prepared a briefing for the Board of County Commissioners to support her grant request to the Maryland Heritage Authority (MHA). The grant application was approved by the BOCC and delivered Friday March 10.

Phil Rollins added that the MHA Grant would be used for the Renovation and Preservation of the Keepers Quarters at PPLHM&HP.

Phil discussed the Program Open Space issues before the House of Delegates. POS funds have been instrumental in developing both SCIM and PPLHM&HP. John Madel moved, second by Jim Banagan, to authorize the President of the Board to send letters to the three delegates that represent St. Mary's County supporting retention of the POS Program. The Board approved the motion by a voice vote. At the end of the meeting Frank Maio signed letters to the three delegates.

Phil Rollins offered to draft a letter from the board to the BOCC requesting that PPLHM&HP Improvement Funds remaining as a result of efficiencies be retained and used this year for PPLHM&HP projects in out year CIP. Jim Banagan moved that the Board authorize the President to sign the letter after review and comment by the Board. Second by John Madel. The Board approved the motion by a voice vote. Phil will draft the letter and forward it to Steve for distribution to the board and collection of comments.

Ethics statements were signed by the board members and given to Debra. This is part of the package of information needed to support the accreditation process.

Board members received a copy of the draft Annual Report to the BOCC. Steve Dunlap moved that the Board submit the report, second by Jim Banagan. The motion passed.

The President of the Friends of SCIM and Piney Point Museum sent a letter with an update for this month's meeting. Future updates from the Friends will be included in Debra's monthly report.

John Madel discussed the St. Clement's 100 which is named for the tracts of land. They exist to preserve and restore St. Clement's Island.

Up-Coming Activities

President Maio reviewed the Up-Coming activities in the agenda. He reminded the Board about the Maryland Day Celebration on March 25, 2011 at St. Clement's Island Museum and the Friends Volunteer Appreciation Dinner on April 10, 2011.

Adjournment

With no further business, Jim Banagan moved to adjourn, second by John Madel. We adjourned at 09:15 am.

Next Meeting Date/Location

The table below is the meeting schedule for calendar year 2011:

2011 DATES	MEETING TIME	MEETING PLACE
January 10	08:00	Recreation & Parks Conference Room
March 14	08:00	Recreation & Parks Conference Room
March 25*	TBD	Maryland Day
May 9	08:00	PPLHM&HP
July 11	08:00	SCIM
September 12	08:00	Room 14 Potomac Building
November 14	08:00	Room 14 Potomac Building

- *Not an official meeting.

Respectfully submitted,

Steve Dunlap, Secretary