

Minutes of the Museum Oversight Board January 18, 2023

Members Present: Dr. Karen Hauser, Marvin Huffman, Hannorah Harrah, Charles Triplett, and newly approved member Duane Turk.

Also Present: Charles Schwichtenberg, Board President; Sara Wilson, Executive Director.

- 1) The meeting was called to order at 9:00 a.m. by Vice President, Marvin Huffman.
- 2) Marvin called for the approval of the December 21, 2022 minutes with a correction to item 4-b. It should read “a ½ gallon a minute”, Karen seconded the motion. The board agreed to unanimously approve the minutes with the correction to be made.
- 3) Election of officers for 2023 were held: Hannorah nominated Marvin Huffman for President, Karen seconded. The nomination passed unanimously; Marvin nominated Karen for Vice President, Hannorah seconded. The nomination passed unanimously. Marvin nominated Hannorah for Secretary, Karen seconded. The nomination passed unanimously.
- 4) The December receipts were reviewed and approved unanimously.
- 5) Executive Director, Sara Wilson reported:
 - a) Duane Turk has been approved by the city as a new board member. He was introduced to the other board members and vice versa.
 - b) Because the Oversight Board meeting day conflicts with other museum meetings, it was agreed that our meetings be moved to the 4th Wednesday of the month beginning Feb, 22, 2023.
 - c) Concern over the balance left of the budget with six months still remaining of the fiscal year. Several items were pointed out as to the reason for December high receipts:
 - i. The charges included annual payments for building insurance, and inspections of the Fire Protection Systems at both locations and the lift elevator at WTM.
 - ii. The Evergy bill for FAS and the Spire bill for WTM were both for two months of charges, as well as the accounting fees.At the same time, the water bill at FAS should be reduced in the future, the rebate from Evergy should pay next month’s bill, and the credit from Waste Management at FAS for incorrect charges will be compensated for next month also.
 - d) The coils on the south building air handler broke due to the cold wave that came through in December. Chemical pots are being installed for the new boiler system which should reduce maintenance because of deposit build-up.
 - e) The 2023 Strategic & Operational Plans of the St Joseph Museum, Inc is complete. The members will be emailed a copy of it as well as the Amended Management Agreement. Members were invited to attend the Annual Meeting that evening for a thorough presentation of the 2022 accomplishments and new marketing and digital updates.
- 6) Board President Charles Schwichtenberg reported:
 - a) In reference to expenses, he suggested we look at reducing accounting fees by doing more in house accounting through QOL (QuickBooks Online). This will be explored.

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2023 FEB 15 AM 7:56

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- b) Additional attention is still needed on the remaining exterior of the Mansion. It is hoped that additional funds could be allocated from the CIP money through the Parks Dept. tax funds.
- 7) Karen made the motion to adjourn the meeting, Marvin seconded it. The meeting was adjourned at 10:18
- 8) The next meeting will be February 22, 2023 at 9:00

Submitted by

Hannorah Harrah
Secretary Museum Oversight Board

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2023 FEB 15 AM 7:56