

FREEPORT HISTORICAL MUSEUM FOUNDATION
WEDNESDAY, JANUARY 3, 2018 10:00AM
FREEPORT HISTORICAL MUSEUM
311 E. PARK AVENUE
FREEPORT, TEXAS

MINUTES

Any item below may be discussed, deferred or be voted on.

1. Call to order

Mr. Hickey called the meeting to order at 10:05am.

2. Roll call – Attendees included the following:

- Nat Hickey – Museum Board
- LeAnn Strahan – Museum
- Dan Kessner - Guest
- Pat Kessner - Guest
- Iveet Rivas – Code Enforcement
- Billywayne Shoemaker – Building Dept.
- Jennifer Hawkins - EDC
- John Silguero - Guest
- Brenda George – Museum Board
- Brenda Laird – Museum Board
- Sandra Barbree - Guest
- Kim Townsend – Parks Dept.
- Kari Perez - Museum
- Bob Welch – City Manager
- Irma Caballeno
- Isreal Garcia

3. Approval of December 6, 2017 Minutes

With a motion from Ms. Laird and a second by Brenda George, the Board unanimously approved the minutes from the previous meeting with no changes made.

4. Election of new Board members

Ms. Laird nominated Dan Kessner to the Board. Mr. Kessner questioned the role of a board member and responsibilities. Ms. Laird clarified that the duties of the Board are to attend monthly meetings to ensure the Foundation is properly run. Mr. Hickey added that the Board should consist of sound minded individuals that love Freeport. Mr. Kessner accepted his nomination. Additionally, Ms. Laird nominated Carmen Reed and Sandra Barbree as Board members. Mrs. Barbree accepted her nomination. Mr. Hickey nominated LeAnn Strahan as the final Board member; she accepted. While Ms. Reed was not present at the meeting, Ms. Laird motioned to approve the Board as follows:

- Nat Hickey

- Brenda Laird
- Brenda George
- Dan Kessner
- Sandra Barbree
- Carmen Reed
- LeAnn Strahan

Mrs. Barbree seconded, and the motion passed unanimously. Election of Officers followed, with Brenda Laird nominating Nat Hickey for President. Mrs. George seconded and the Board unanimously approved Mr. Hickey as President. Ms. Barbree nominated Brenda Laird as Vice President, Brenda George seconded and the Board unanimously approved Ms. Laird as Vice President. Ms. Laird nominated LeAnn Strahan, Ms. Barbree seconded and the Board unanimously approved Ms. Strahan as Secretary of the Board. Ms. Laird additionally nominated Sandra Barbree as Treasurer of the Board, Mrs. George seconded that motion. The Board unanimously approved Mrs. Barbree as Treasurer.

5. Modification of museum Bylaws

The Board reviewed and discussed changes to the bylaws as recommended by Mr. Hickey which included eliminating the position of Executive Director, annual meeting schedules and financial responsibilities. After agreeable modifications by the Board, Ms. Laird motioned to approve the changes with a second by Mrs. George. The Board approved unanimously and Mr. Hickey will edit the bylaws to reflect the approved modifications.

6. Schedule annual fiscal meeting date

The Board agreed unanimously to schedule the annual fiscal meeting date for January 31, 2018 at 10:00am.

7. Schedule fiscal year time frame

The Board agreed unanimously to schedule the fiscal year time frame from January 1 – December 31.

8. Modify agent of register with the Secretary of State office

Mr. Hickey explained to the Board it is required that the agent of register be updated to reflect the current leadership with the SOS office. Ms. Strahan offered to file the modification and represent the Board of Directors as the agent of register.

9. Financial update

The Board discussed who would be responsible for signing checks and the spending cap that would require approval of the Board. Ms. Laird stated that the amount should not hinder the museum in maintenance and operations based on the monthly schedule of meetings. Ms. Strahan stated that all monthly revenues and expenses would be outlined at each meeting to keep the Board apprised of checks and balances, and also requested that a monthly statement of account be provided by the City's Finance Director for the same reasons. The Board unanimously agreed that any expenditures exceeding \$3,000 be required to obtain approval by the Board. It was further unanimously agreed that all

checks would be signed by two parties to include the President, Treasurer or Secretary. Mr. Hickey would ensure the updated bylaws reflect this change.

10. Facility maintenance and repairs

- a. **A/C unit at old City Hall** – Ms. Townsend updated the Board on the timeline for having the A/C unit replaced. Weather permitting, the task should be completed by January 12th. Ms. Strahan reiterated that the need for the A/C unit was related to storage required for the shark crates that are currently being housed in the temporary exhibit hall. The sharks need to be in a climate controlled environment, and time is of the essence with February quickly approaching, the month for the Presidential exhibit to be on display. Mrs. Perez stated that the unit has already been purchased, and that installation should cost no more than \$300 to complete the job.
- b. **Leaking roof at Pixie’s** – Staff members updated the Board on damages to the rental facility due to the leaking roof. Photos were viewed of the window sills with water damage and rotting wood. The Board agreed that repairs were necessary. Ms. Townsend and Ms. Strahan will obtain three quotes, and the Board will approach the City to request budget approval for roof repairs.
- c. **Leaking roof at Museum** – Staff members updated the Board on the leaking roof at the museum. Ms. Perez stated that the roof had been inspected by maintenance and that it needed to be re-tarred. Ms. Townsend stated that after the HVAC job is completed, the maintenance department will re-tar the museum roof. Mr. Welch confirmed that this job would come out of the City’s museum budget.
- d. **Deck project at Pixie’s** – Staff members explained to the Board our need for a fire escape and storage for tables and chairs on the 2nd floor of the rental facility. Emphasis was made regarding the hazards of transporting tables and chairs up and down the stairs, as well as the unfinished fire escape in case of an emergency. These improvements could be accomplished off the back side of the building where the deck project was started but never completed. The deck would need to be reinforced in order to support the storage and French doors like the existing ones on the building would maintain the integrity of the historical appearance of the building. Staff will obtain three quotes and approach the City to request budget approval for the upgrades.
- e. **Contractor for facility rentals**
This agenda item was tabled for future discussion.

11. Building Upgrades

- a. **Children’s exhibit expansion** – Ms. Strahan briefly discussed ideas of expanding the children’s exhibit by removing the wall between two of the exhibit rooms, allowing room for the laptops with games for kids while freeing space for interactive tools and play.
- b. **Remodel snack area by theater for children’s parties** – Ms. Strahan expressed interest in replacing the carpet in the theater and attached snack area with an easy-to-

clean floor surface and add tables and chairs. This would be a great marketing strategy to increase foot traffic at the museum if we advertise birthday parties to include a kid's movie with an area for cake, pizza, etc.

12. Schedule tour of Children's museum exhibits

Ms. George volunteered to set up a tour on a Tuesday with three of the top children's museums in and around the area. Mr. Welch approved the use of a City van, and Ms. Laird volunteered to drive. All members will be welcome to join.

13. Temporary exhibit ideas

Ms. Laird expressed interest in a weather code flag exhibit; the Board agreed that would be an interesting and easily attainable exhibit to create. Ms. Strahan has been conducting research for a traveling interactive exhibit on weather phenomena, and also mentioned the possibility of partnering with GCBO to host a bird exhibit. Ms. Barbree mentioned the Freeport League hosts an annual dinner in honor of the bird migration season, which might be something we could offer to hold at Heritage House along with an exhibit. Mr. Welch asked if it would be feasible to host monthly events in the park to bring attention downtown. Ms. Strahan concurred she has already had several groups offer to partner for such events and that it would definitely be possible to organize monthly events.

14. Upcoming purchases

a. Order updated souvenirs

Ms. Strahan informed the Board that with the shark exhibit over, all related items are now discounted in the gift shop and need to be replaced with new ones. The Board agreed and since such purchases would fall well below the cap for Board approval, no action was required.

b. Order new desktop computer

Ms. Strahan is in need of a new desktop computer as the one in the office has been secured pending the investigation. The Board agreed and no action was required for this purchase.

c. Cost of Laptops

This agenda item was tabled for future discussion.

d. Purchase of cloud based storage.

This agenda item was tabled for future discussion.

15. New Building Purchase

a. Officially ratifying the building contract

Tabled until item C is decided.

b. Rename building

Ms. Laird made a motion to rename 212 W. Park Avenue the Hickey Building. Mrs. George seconded the motion. The Board approved unanimously to rename the

structure the Hickey Building. It was clarified that this building is not the old barber shop as has been recorded in previous meetings.

c. Renovations of barber shop building to accommodate restaurant facility.

After issues with the previous rental property of Isabel's restaurant, Mayor Brimage recommended we try to find accommodations for them to reopen in the downtown area, more specifically the Hickey Building. In order to bring up to compliance to support a restaurant, at least an additional \$40,000 in renovations would be required. Mrs. Barbree said we need to be creative in purchasing equipment and supplies in order to stay under budget. Staff will secure three firm bids for future review. This item is tabled until bids are received.

16. Modification of Heritage House rental agreement

This agenda item was tabled for future discussion.

17. Recording of Minutes

The Board agreed they do not wish to have meetings recorded.

18. Next Board Meeting

The next meeting is scheduled for January 31, 2018 at 10:00am. The Board agreed future meetings will be scheduled for the last Wednesday of each month.

19. Adjourn

The meeting was adjourned at 12:50pm.

LeAnn Strahan, Museum Manager
Freeport Historical Museum Foundation