

**FREEPORT HISTORICAL MUSEUM FOUNDATION
WEDNESDAY, JANUARY 18, 2018 10:00AM
FREEPORT HISTORICAL MUSEUM
311 E. PARK AVENUE
FREEPORT, TEXAS**

SPECIAL MEETING

MINUTES

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

1. Call to order

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

2. Roll call – Attendees included the following:

- Nat Hickey – President
- LeAnn Strahan – Secretary
- Brenda Laird – Vice President
- Carmen Reed – Board member
- Bob Welch – Acting City Manager
- Brenda George – Board member
- Dan Kessner – Board member
- Sandra Barbree - Treasurer

3. Approval of January 3, 2018 Minutes

With a motion from Mrs. Barbree and a second by Ms. Reed, the Board unanimously approved the minutes from the previous meeting with the approved changes made.

4. Hickey Building – final payment and take possession of 212 W. Park Ave.

The Board discussed the final payment amount of \$17,500 to be made to George and Jennifer Hawkins for the newly named Hickey Building. With a motion by Ms. Laird and a second by Ms. Barbree, the Board unanimously approved the payment.

5. Correction of Minutes 1/18/2017

Ms. Strahan updated the Board on typographical errors that were made in the minutes from the 1/18/2017 meeting, which included no year in the date and the wrong amount for the purchase and payments to the Hawkins's per the agreement for the Hickey Building. With a motion from Ms. Barbree and a second from Ms. Laird, the Board unanimously approved the changes to the minutes of the 1/18/2017 meeting.

6. Approval of Grant Writing Workshop 2/20-2/21/18

Ms. Strahan updated the Board on an upcoming two-day grant writing seminar to be offered this February that she is interested in attending. The course would be in Humble at a cost of \$400. Housing would not be necessary as she has relatives that live nearby. Ms. Laird motion to approve this expense, and with a second from Ms. Barbree, the Board unanimously approved for Ms. Strahan to attend this training.

7. Employee Heritage House rental fees

Discussion ensued regarding discounted fees for employees, as well as schools and non-profit organizations. While free annual rentals have been offered as a benefit to City employees in the past, this is revenue lost that would help support more temporary exhibits and special events, bringing foot traffic to the museum and allowing us to expand. The Board ultimately decided to offer employees half price rental fees, still charging full deposit, clean up, set up and tear down fees. Furthermore, the Board agreed to offer non-profits and schools one free rental annually, requiring deposit, set up, tear down, and cleaning fees be charged. Ms. Laird motioned to approve and with a second from Ms. Barbree, the Board approved these rental changes to be adopted. Ms. George discussed a triplicate form used at the Lake Jackson Civic Center that we might consider utilizing, and Ms. Barbree suggested we have a preferred catering list for insurance purposes. The Board also talked about different options for an elevator and how beneficial it would be for rentals and for safety reasons.

8. Purchase of Laptops for children's exhibit

The Board discussed concerns for security needs and of vandalism having computers of any kind set up for free use, the consensus being that there would be a need for museum staff to monitor for the entire time guests were present. Ms. Laird stated that as a teacher, she is well aware that given opportunity, children will damage or destroy anything they can. This item was tabled for further discussion, requiring more research with libraries and other venues that provide public computer access.

9. Review of bids for building and maintenance projects

Ms. Strahan explained to the Board that with all of the quotes received on the following items, none were comparable because contractors had been verbally told different information to quote. The Board agreed to wait until the next meeting to allow time for staff to develop a specific scope of work for each project.

a. Leaking roof at Pixie's

b. Leaking roof at Museum

c. Deck project at Pixie's

d. Renovations to Hickey Building – The Board discussed lease options for the building. Mrs. Barbree suggested the need for background checks and references on potential tenants. Ms. Strahan asked if the building was insured since it belongs to the Foundation, not the City. Mr. Welch explained that the pending lease discussion with Isabel's would provide that the tenant will maintain all the appliances. Mrs. Barbree agreed to work closely with the Building Dept. and contractor to purchase appliances and oversee the renovation project. Ms. Laird motioned that the foundation compensate Mrs. Barbree \$2000 for her time and work to ensure the building is properly equipped for a restaurant. Ms. Strahan seconded the motion, and the Board unanimously approved the compensation. Ms. Barbree abstained from voting, adding that she would only accept the compensation once the job was completed to the satisfaction of the Board.

10. Items for future discussion

Mrs. George is waiting on confirmation from the Houston Children's Museum to schedule the tour for the Board. Mr. Hickey inquired as to what attorney we should use to create a standard form for an invitation to bid.

11. Adjourn

Mr. Hickey adjourned the meeting at 11:25am.

LeAnn Strahan, Museum Manager
Freeport Historical Museum Foundation